

February 2022

The journey to Workday HR (which will replace Peoplesoft HR) continues as the implementation team works to apply best practices and leverage Workday workflows. Modules included in this implementation include payroll, recruiting, personnel changes, timekeeping, leave balances, etc. Every employee will be affected when Workday HR goes live in January 2023.

Each month this Workday Change Ambassador Network (CAN) communication introduces you to specific themes/areas reviewed this month by the Change Ambassadors. Feedback throughout the Workday HR development process is critical so please let us know what you think. Visit the [Workday@UofL website](#) for additional information.

This month's spotlight bullets address compensation and payroll functionality in Workday.

Compensation and Payroll

1. Workday manages *Period Activity Pay*, enabling a single request to translate a total payment amount in equal payments over a specified period of time (i.e. for Part-Time Lecturers.)
2. Employees will have access to view their *Total Rewards* report - base pay, one-time payments and all benefits - whenever they wish. Every employee has access, at all times.
3. Employees will have access to their *payslips* through their Workday profile online and via the Workday mobile app.
4. Users who make funding changes for employees will use the *Costing Allocations* process to proactively assign the appropriate costing funding for an employee's payroll, and may input as many of these allocations as needed for the information they have.