Workday@OK

EMPLOYEE PAY AND BENEFITS | PROCESS AND ROLE OVERVIEW

THIS GUIDE IS FOR: AGENCY HR STAFF/OMES CENTRAL HR STAFF/SHARED SERVICES

As a member of Shared Services, you can view **Compensation**, **Pay** and **Benefits** information for an employee, and action select **Compensation** and **Pay** tasks.

VIEWING COMPENSATION INFORMATION FOR AN EMPLOYEE

1. In the **Search Bar** at the top of the page, input the name of the employee whose compensation information you want to view.
2. In the **People** category of the search results, select the employee's name to navigate to their **Worker Profile**.
3. From the left side of the page select **Actions** → **Compensation** to view compensation information options.

REQUESTING A ONE-TIME PAYMENT FOR AN EMPLOYEE

By navigating directly to an employee's worker profile, you can request a one-time payment:

1. Navigate to the employee's **Worker Profile.**
2. Select **Actions** → **Compensation** → **Request One-Time Payment.**
3. Select the **Effective Date** of the payment, then **OK**.
4. Select the **Summary** to add in an **Employee Visibility Date** and **Reason**.
5. Select **Add** to include the one-time payment.
6. Select **Submit.**

Note: To see a consolidated view of compensation information and actions, select **Compensation** from the employee's **Profile Menu** found on the left side of the **Worker Profile**.

VIEWING PAY FOR INFORMATION FOR AN EMPLOYEE

1. To view an employee's payslip, tax documents and other payroll-related information, navigate to their **Worker Profile.**
2. To view payslips for an employee, select **Actions** → **Payroll Interface** → **View Payslips**.
3. To view items like tax documents for an employee, select **Actions** → **Payroll** → **Tax Documents**.

ASSIGNING A PAY GROUP

1. To assign a pay group for an employee, navigate to their **Worker Profile.**
2. Select **Actions** → **Payroll** → **Assign a Pay Group.**
3. Enter the **Effective Date** of the assignment and select **OK.**
4. Update the **Proposed Pay Group** as needed and select **Submit.**

COMPLETING FEDERAL WITHHOLDING ELECTIONS

1. To complete federal withholding elections on behalf of an employee, navigate to their **Worker Profile**.
2. Select **Actions** → **Payroll Interface** → **Complete Federal Withholding Elections.**

3. Enter **Effective Date**, select **OK**.
4. Enter the required information and select **OK**.

Note: To see a consolidated list of payroll information and actions, select **Pay** from the employee's **Profile Menu** found on the left side of the **Worker Profile**.

VIEWING BENEFITS INFORMATION

As a member of Shared Services, you can view **Benefits** information for employees.

1. Navigate to an employee's **Worker Profile**.
2. Select **Actions** → **Benefits** to view details such as benefit elections, beneficiaries and eligibility.

Note: To see a consolidated view of benefits information for an employee, select **Benefits** from the employee's **Worker Profile Menu** found on the left side of the **Worker Profile**.