Workday@OK

KEY PAYROLL REPORT NAVIGATION

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

There are several custom payroll reports built to support payroll processing. This user guide references four of the key payroll reports.

ACCESSING YOUR REPORTS

You may access any report using the Workday@OK homepage search box, your favorites folder or the **Reports** application.

1. Using the Workday@OK search box, use the *rpt: prefix* followed by the name of your report. Refer to the key reports list below. For example: **rpt: Pay Calculation Results – Earnings Register for Agency Access**.
2. Select the report by selecting on the report title.
3. This will yield a dialogue box with required and optional prompts. These prompts act as filters and will allow for a more granular result. Enter any required or optional prompt information as defined in the key report descriptions below.
   Pro tip: Selecting the top listed prompt, while holding the shift key, will allow you to select all the prompt options. **Note**: The more options selected, the longer the report will take to execute.
4. Select **OK**.
5. Once the report returns your results, you may download the report as an Excel file or PDF, using the respective icon on the top right of the report. Some reports may be exported to worksheets. You may also view and edit grid preferences on the reports. You may also toggle the full screen view using the equal icon <> on the top right corner.
6. You may use the related fields (the ellipses next to the report name) to edit, schedule or copy the report.

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Report Name	Description	Required and optional prompts
RPT00220 - Pay Calculation Results - Earnings Register for Agency Access	View all workers with selected earnings in one or more periods and pay groups. For each earning, you can view the amount together with the associated hours, company, cost center and pay component group(s).	**Required prompts:** Earning(s) **Optional Prompts**: Company Period(s), Payroll Off-cycle Type, Workers
RPT00076 - Pay Calculation Results - Deduction Register for Agency Access	View all workers with selected deductions in one or more periods and pay groups. For each deduction, you can view the deduction amount together with the associated company, cost center, pay component groups(s) and arrears amount, if any.	**Required prompts**: Periods, Deductions **Optional Prompts:** Company, Payroll off-cycle type, Workers
RPT00221 - Payroll Register Summary for Agency Access	This report returns payroll total amounts for selected period(s) and pay group(s) using the Payroll Results data source. Results can be further filtered by pay group, company and status at runtime.	**Required Prompts:** Company, Period(s), **Optional Prompts:** Worker(s)
RPT00222 - Payroll Register Summary with Subtotals for Agency Access	This report returns payroll result subtotal and total amounts for selected pay component groups within selected periods using the **Payroll Results** data source. Results are sorted by pay group, period and worker and include subtotals by period and pay group.	**Required Prompts:** Period(s), **Optional Prompts:** Company, Status(es), Worker(s)