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Comptroller

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TO: All State Agencies

FROM: Robert J. Murphy
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SUBJECT: Implementation of Workday Gross Payroll for SPS Agencies

As most of you should know, The Department of Budget & Management, Office of Personnel Services & Benefits implemented the Workday Timekeeping / Time Tracking & Absence Management module on 5/24/2016 for all SPS agencies. This means, effective pay period ending 6/7/2016, DBM will be submitting a gross pay file for all SPS covered employees to Central Payroll (DPSCS will not be included at this time). This new process eliminates on-line entries in the ETR screens for those SPS agencies.

As a matter of Business Continuity planning, we have created ETR's for all agencies for PPE 6/7/2016. Agencies entering their Time & Attendance via Workday **ARE NOT** to make any entries into the ETR screens at this time. All other agencies (NON-SPS) must continue to make ETR entries.

Effective PPE 6/7/2016, the DBM Consolidation Unit (CU) will handle the following issues:

- All questions relating to the calculation of gross pay
- Last minute gross pay corrections will now be addressed in subsequent pay cycles by the DBM-CU. CPB will no longer be able to make these types of changes.
- Requests to reestablish an employee after termination "pay period only" situations. The DBM-CU will use the settlement pay process within Workday to handle the reestablishment, payment and subsequent termination of the employee.
- Gross recoveries will need to be addressed by the DBM-CU.

Issues still handled by CPB:

- All questions regarding Gross to Net pay.
- Net recoveries. Agencies will still need to send a request to Dhiren Shah, Deputy Director for his approval. These requests must be sent in writing by Monday before the pay period ending date. If approved, CPB will take necessary action so that the deduction from net pay is taken and forwarded to agency finance office

NOTE: Agencies that currently receive RG cost files from CPB should note that the biweekly salary field will now be blank for all SPS agencies.