



# Salisbury University Workday Payroll Changes

Workday will offer significant changes for payroll and time entry processes. See below for an overview of some of the changes.

## What's Changing?

### **Bi-Weekly Payroll Process**

Currently, each institution calculates payroll in PeopleSoft, and the local payroll department keys payroll data into CPB's system manually.

Workday: One of the most significant gains in the MD CONNECT project relates to processing bi-weekly payroll. The institution payroll teams will no longer key payroll data into CPB. Gross pay files from each institution will be consolidated and sent directly to CPB. CPB will continue to apply taxes and deductions and return the completed payroll file through USM. This will streamline the process for payroll staff, eliminating manual data entry. Workday timesheets will streamline the payroll calculation process, eliminating many of the manual time tracking processes that currently create delays in the payroll process today.

### **Changes to Contractual Pay Periods**

In order to achieve the streamlined payroll process, all institutions must be on the same pay cycle. SU Contractual pay periods will change to match the CPB payroll calendar. The contractual pay periods will run two weeks, Wednesday-Tuesday, opposite the Regular PIN pay periods. This change will impact employees during the transitional pay period only. Thereafter, the standard two-week pay period will apply.

Contractual employees at SU will benefit from this change because the time frame between the end of the payroll period and the receipt of that pay is reduced to one week in lieu of the current two weeks.

### **Consolidation of pay for regular employees with additional contractual work**

Currently, Regular PIN employees who have additional contracts/jobs at the same institution are paid their additional pay on the contractual payroll. Under Workday, all

wages earned by a Regular PIN employee will be paid on the Regular PIN pay cycle thus eliminating the receipt of two separate pays and the need to complete two separate sets of tax and direct deposit forms.

### **Stipend Payment**

In Workday, a stipend payment will be processed as Period Activity Pay (PAP) which captures the start and end date of the contract period as well as the terms of the payment. PAP payments are available to be paid as bi-weekly or a one-time payment at the end of the contract. Therefore, the current two payment (mid-contract and end of contract) options will be eliminated with the implementation of Workday.

### **Payroll Authorization Form**

The need for an additional payment authorization form will be eliminated with the Workday implementation. Once a contract period and terms of payment are entered and approved, Workday will automatically calculate and execute the payment with no further approvals required. This means that there is no longer a secondary measure in place to ensure proper payment. Therefore, if a contract needs to be amended or cancelled, that action must occur timely to protect against an overpayment.

### **Time Entry Process**

In order to meet the above streamlined process, employee time entry and approval by the supervisor or 2nd level supervisor will have a process hard deadline of the morning following the prior day's pay period end date. In the event the supervisor or 2nd level supervisor's approval takes place after the deadline the employee will be paid as a retro transaction in the next pay cycle.

Of note, 10-Month Faculty will no longer be required to complete a timesheet to receive their bi-weekly pay. However, they will need to record sick, parental or collegial leave time on their absence calendar in Workday to ensure the appropriate tracking of leave used under these plans.

All employees will be required to submit time off and absence requests through their absence calendars. This includes employees using the time clock system who will continue to swipe in and out on the time clock but will be required to log into Workday to request time off or an absence.



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