

HR/ Payroll Workday Transaction Process:

Swimlane Workflow as of 6.7.2023



Start / End

Process

Decision



Unit Administrators



AST: HR/ Payroll (HR/P)

Information Gathering

Department submits a HR/Payroll intake form

Is the information provided complete?

Yes

No

Department provides AST HR/P additional information or documentation

AST HR/P team member requests additional information



AST HR/P completes action in workday



Workday action routes through approvals



Department runs Earnings and Actuals Report to confirm correct payments



Is information in Workday correct?

No

Yes



Entry is complete

No

Are payments accurate?

Yes

Open champagne

Resolved