



End-of-Year Tasks for Workday® Payroll

OCTOBER



Module	Process	Workday Task/ Notes
Benefits	Configure next year's ACA Measurement Periods	Create ACA Measurement Period



Benefits	Load ACA Hours for Benefits Eligibility	Web Service EIB, Benefit Eligibility by Group
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Payroll, Benefits	Review Earnings and Deductions (for upcoming Benefit Plan Year)	View Earning/Deduction
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Payroll, Benefits	Review Period Schedules before testing Open Enrollment	View Period Schedule
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NOVEMBER



Absence	Update/Generate Time Off Plan Period Schedule Periods for the New Year	View Period Schedule > Generate Periods
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HCM	Review and extend alert schedules	View Alert > Schedule Future Processes
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HCM, Integrations, etc.	Extend other Scheduled Future Events (such as Integrations)	Run Scheduled Future Process report or Mass Update Scheduled Future Process
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Payroll	Audit W-2s and check for errors	W-2 Preview, Company W-2 Audit, View W-2 Errors
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Time Tracking	Review next year's Holiday Schedule	View Holiday Calendar
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Time Tracking	Connect Time Tracking Period schedule to Payroll Schedule	Edit Period Schedule – Check "Usage" and "Link to Payroll Period"
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Time Tracking	Build Work Periods for next year's FLSA	View FLSA Work Period Calendar > Build Work Period Events
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All Modules	Review updates on Community and "What's New?" Report	Run "What's New in Workday?" Report
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	Module	Process	Workday Task/ Notes
DECEMBER			
<input type="radio"/>	Adv Comp	Audit All Compensation Plans	Run Compensation Plans Report
<input type="radio"/>	Adv Comp	Audit Compensation Plan Assignments	Compensation Plan Assignment Audit
<input type="radio"/>	Adv Comp	Align Compensation Matrices with Review Templates	View Compensation Matrix, View Employee Review Template
<input type="radio"/>	Payroll	Create and configure the next Fiscal Year	Create Next Fiscal Year
<input type="radio"/>	Payroll	Create and configure Ledger Year and Ledger Periods	Create Leder year and Ledger Periods
<input type="radio"/>	Payroll	Update Leder Period Status for next fiscal year	Mass Update Ledger Period Status
<input type="radio"/>	Payroll	Audit W-2s (Sandbox) and make corrections (Production)	Create W-2 Data, Company W-2 Audits, & View W-2 Errors
<input type="radio"/>	Payroll	Enable Box 13 for retirement participants (W-2)	W-2 Preview
<input type="radio"/>	Payroll	Submit 4th quarter file and W-2 data to tax filing partner	Launch/Schedule Integration
<input type="radio"/>	Payroll	Update SUI and applicable company tax rates	Edit Company State and Local US Tax Reporting
<input type="radio"/>	Payroll	Update custom limits for pay components	Audit Benefit Deduction Limit for Tax Year
<input type="radio"/>	Payroll	Process necessary true-up transactions for year-end accuracy (401k, etc.)	Run On-Demand/Pay Input EIB
<input type="radio"/>	Payroll	Extend end-dates for Scheduled Future Processes	Mass Update Scheduled Future Processes
<input type="radio"/>	Payroll	Convert pre-tax arrears balances for ending tax year to post-tax arrears balances	Run On-Demand EIB
<input type="radio"/>	Talent & Performance	Launch Annual Performance Review Start Performance Review for Organization	Start Performance Review for Organization