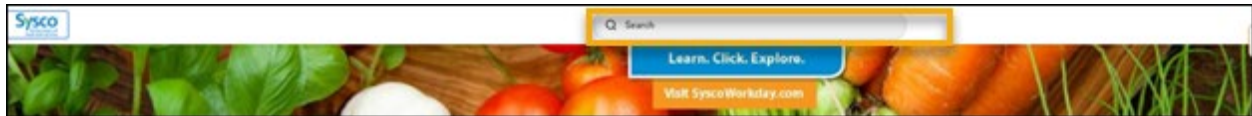




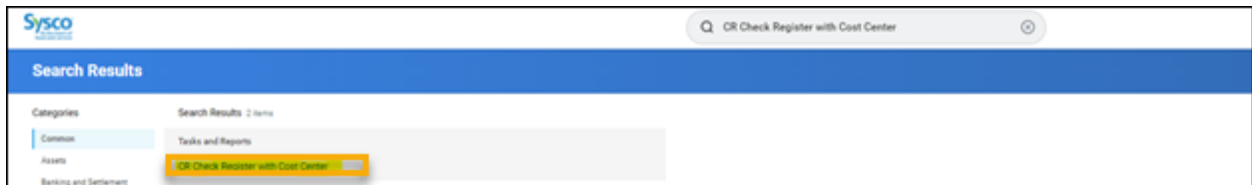
## Workday Payroll – Running a Report

### Procedure

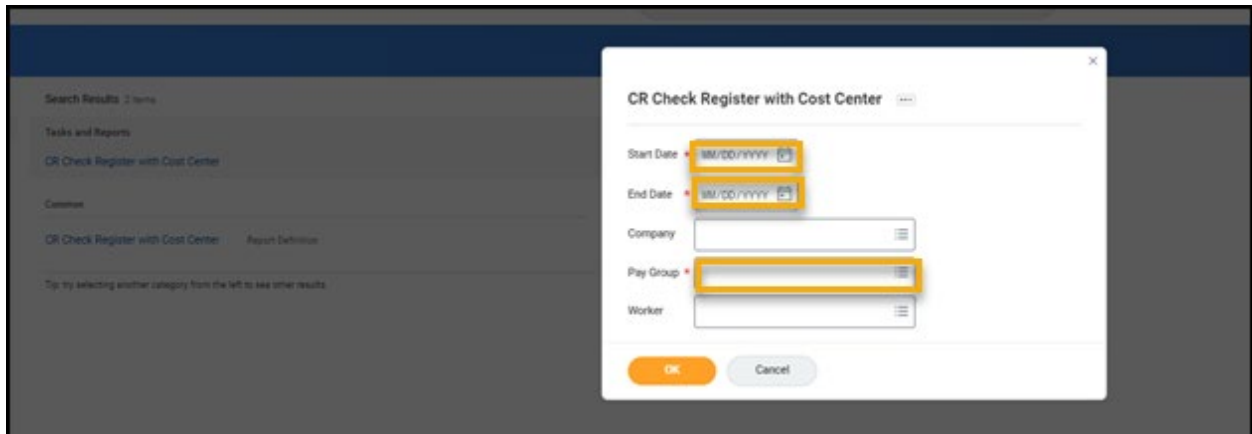
1. Enter the desired report name in the **Search Bar**:



2. Click on the desired report under **Tasks and Reports**:



3. Enter your desired prompt criteria in the report prompt window:



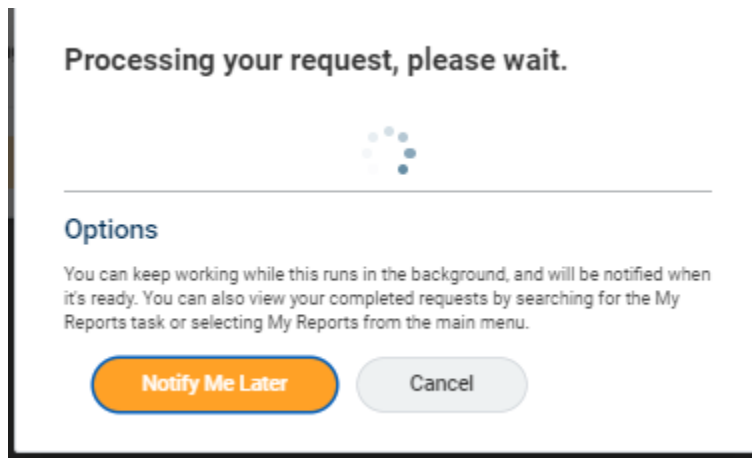
4. Once the prompts have been entered, select **OK**. The report data will be displayed:



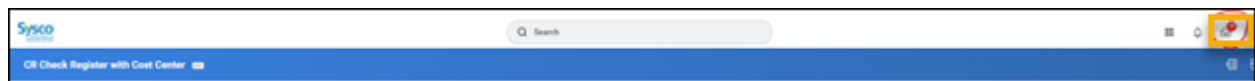
- The **CR Check Register with Cost Center** report was used as an example with no data. However, with data present the report can be viewed in different formats including excel via the following:



- If there is a larger amount of data being returned by the report, you may see the following message:



- By selecting **Notify Me Later**, you can leave this page and you will be notified when your report is ready in your inbox within Workday:





## Workday Payroll – Running a Report

### Report Reference Guide:

Report	Description and Use Case	Reporting Prompts
<b>CR Active Associate - Headcount</b>	Can be used for supporting union requests. This report provides hire date, years of service, union membership, company, location, and other pay related attributes.	<ul style="list-style-type: none"> <li>— Company</li> <li>— *Pay Group</li> <li>— Worker</li> </ul>
<b>CR Pay Calculation Report – Earning Summary</b>	Can be used for Worker's Comp wage and can be used in replace of the EV5 Wage Statements WC report.	<ul style="list-style-type: none"> <li>— *Periods</li> <li>— *Pay Group/Pay Run Group</li> <li>— Company</li> <li>— Earning</li> <li>— Payroll Off Cycle Type</li> <li>— Worker</li> </ul>
<b>CR Check Register with Cost Center</b>	<p>Can be used to validate payroll amounts for employees and tie back to pay within a given date range.</p> <p>This report can be used in replace of the EV5 All Net Pays report.</p>	<ul style="list-style-type: none"> <li>— Start Date</li> <li>— End Date</li> <li>— Company</li> <li>— *Pay Group</li> <li>— Worker</li> </ul>
<b>CR Gross and Taxes for Check Range</b>	Can be used to validate gross, net and taxes within a given payment date range. This report can be used in replace of various EV5 Gross and Net reports.	<ul style="list-style-type: none"> <li>— *Payment Date Range Start Date</li> <li>— *Payment Date Range End Date</li> <li>— Pay Group</li> <li>— Worker</li> </ul>
<b>CR Pay Calculation Report – Earnings Totals</b>	<p>Can be used to validate earning amounts for employees and tie back to pay within a given date range.</p> <p>This report can be used in replace of various EV5 earning reports.</p>	<ul style="list-style-type: none"> <li>— *Periods</li> <li>— Company</li> <li>— *Pay Group/Pay Run Group</li> <li>— Earning</li> <li>— Pay Off Cycle Type</li> <li>— Worker</li> </ul>
<b>CR Pay Calculation Results – Deduction Total</b>	<p>Can be used to validate deduction amounts for employees and tie back to pay within a given date range.</p> <p>This report can be used in replace of various EV5 deduction reports.</p>	<ul style="list-style-type: none"> <li>— *Periods</li> <li>— Company</li> <li>— *Pay Group/Pay Run Group</li> <li>— Deduction</li> <li>— Payroll Off Cycle Type</li> <li>— Worker</li> </ul>

*\*Mandatory prompt*