

# Payroll Working Group Meeting Minutes

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Date: February 22, 2024

Time: 2 – 3 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

## **Multiple Cost Center Approvers Update – Sri Kamarthi**

- We are still in the process of testing the business process approval routing.

## **Benefits & Pay Hub – Sri Kamarthi**

- A new application will be available to employees beginning March 9
- Employees can access and update their benefits, compensation and pay information from the application.
- A new video along with an announcement on the Workday home page will be available to guide the employees on how to use the new application.
- We need to prepare for Workday deprecating the Pay application in the future.

## **Workday 2024 R1 New Feature Demos – Scott Ritter**

- ***Prior Period Tax Adjustment Calculator*** task lets Payroll Partners view the adjusted worker's wages and taxes for a completed payroll result when a worker retroactively moves to a different primary home state or work state during the payroll period. This task can be accessed from the related actions menu of a worker's completed payroll result.
- ***Retro Tax Authority Change*** will no longer be an unsupported Payroll Retro Transaction Type. This will prevent retro tax authority changes from causing unsupported retro events.

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## EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
March 8, 2024	Thursday February 29, 2024
March 22, 2024	Tuesday March 12, 2024
April 1, 2024	Monday March 18, 2024
April 5, 2024	Wednesday March 27, 2024
April 19, 2024	Thursday April 11, 2024

The minimum is close to 50 as possible

An authorized individual is the one submitting the Request for Mass Load (EIB) form on the Workday Help Website

Please do not alter the formatting or add formulas to the spreadsheet.