Workday Extends Retro Pay Window to Two Pay Periods

Topic/Function: Managers and Timekeepers can now submit revisions to time for the two most recently closed pay periods on behalf of a worker.

Audience:
- **Hourly Workers** who use Workday’s time tracking functions to clock in and clock out
- **Classified Workers** who use Workday’s time tracking functions to record exceptions like overtime and comp time
- **Managers and Timekeepers** for the above groups

Description:
Using Workday, Managers and Timekeepers can now submit revisions to time for the two most recently closed pay periods on behalf of a worker.

For example, if an eligible worker failed to record a shift that happened up to two closed pay periods ago, their Manager or Timekeeper can add it as a time block in Workday. Managers or Timekeepers can then submit the revised work hours and Workday will automatically add the amount to the next available open pay period (after approval by the Manager). The worker will get paid for the shift in their next paycheck as retro pay. This also applies to workers who use time tracking to submit exceptions like overtime and comp time.

Note: The worker must be eligible for Workday’s retro transactions (contact your Payroll Office to verify eligibility). If the worker is not eligible, the manager or timekeeper must submit documentation to the Payroll Office for processing.

Previously, Workday accepted revisions to only the most recently closed pay period. By extending it to two closed pay periods, NSHE workers now benefit from a faster, more efficient process.

If you have any questions, please be in touch with the Payroll Office at 775-784-6653.

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.