

From: [WorkDay, DOT \[DOT\]](#)
To: [DOT-AG-ALL STAFF-GL](#)
Subject: Workday Update – Insurance issue
Date: Tuesday, December 24, 2019 1:44:26 PM
Attachments: [image010.png](#)
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Many of you may be wondering what's up with the transactions shown on your pay slip for the pay period ending Dec. 12. The Workday system inadvertently calculated the 2020 insurance premiums for health and dental insurance instead of the 2019 rate for the **employer (ER)** share on the previous pay period. Since this only applied to the employer share of the deduction, **it did not affect net pay.**

This error was caught and corrected, but you'll notice entries on your pay slip for the Dec. 12 pay period with dates behind them. Whenever you see pay period dates in the description, this indicates a prior period retroactive correction in Workday. The amount in "(" was the original incorrect amount taken being reversed and the corresponding amount on the line below is the new corrected amount (circled in red below).

Employer Paid Benefits 8 items

Description	Amount
IPERS (ER)	310.92
Life Ins (ER)	2.90
Disability Insurance (ER)	1.65
Deferred Comp (ER)	
Health Ins (ER) - 11/15/2019 - 11/28/2019	(1,628.00)
Health Ins (ER) - 11/15/2019 - 11/28/2019	1,494.34
Dental Ins (ER) - 11/15/2019 - 11/28/2019	(41.12)
Dental Ins (ER) - 11/15/2019 - 11/28/2019	40.12
Total:	180.81

You will also notice similar retroactive transactions on other deductions. When a prior period correction is made, Workday recalculates several deductions and earnings even if they were unaffected. For those that didn't change you will see a reversal and an add line with the same period dates that should net to zero when added together. (Example circled in red below).

In addition, you'll notice the pay period that ended Dec. 12 included the updated deduction for 2020 (circled in green below) as the new rates for 2020 went into effect this period.

Pre Tax Deductions 8 items

Description	Amount
IPERS	207.17
Health Ins (Pre-tax)	80.00
Dental Ins (Pre-tax)	20.56
FSA (Health Care)	75.00
Health Ins (Pre-tax) - 11/15/2019 - 11/28/2019	(73.83)
Health Ins (Pre-tax) - 11/15/2019 - 11/28/2019	73.83
Dental Ins (Pre-tax) - 11/15/2019 - 11/28/2019	(20.05)
Dental Ins (Pre-tax) - 11/15/2019 - 11/28/2019	20.05
Total:	382.73

We're sorry if this has caused any confusion. Please reach out to your payroll partner if you have any questions.

The Workday Team

