

THE PAYROLL & FINANCE SYNC CHECKLIST

13 Ways to Eliminate Errors, Delays & Data Silos in Workday

Stop the Cleanup. Start the Sync.

Workday was built to connect HR, Payroll, and Finance.

But without the right configuration, disconnected processes can quietly erode trust, delay close cycles, and bury your team in rework.

This checklist helps you tighten handoffs, uncover blind spots, and create a real-time connection between people data and financial performance.



THE PAYROLL & FINANCE SYNC CHECKLIST

1. Align Payroll Costing with Ledger Accounts

☐

Ensure payroll costs map correctly to financial accounts to avoid reporting errors.

2. Validate Retro Pay Updates Financials

☐

Retro comp changes should flow to both payroll and financial reporting via Workday's tools.

3. Reconcile One-Time & Off-Cycle Payments

☐

Special payments often bypass workflows—verify they're recorded in both systems.

4. Sync Time Tracking with Project Billing

☐

Project time should drive accurate payroll and client billing, especially in services.

5. Confirm Accurate Benefit Deductions

☐

Ensure payroll deductions align with financial records to prevent reporting issues.

6. Match Supervisory Org to Financial Structure

☐

Align org design with financial reporting to avoid headcount and cost center confusion.

7. Use Effective-Dated Changes in Forecasts

☐

Job/salary changes should be scheduled and reflected in finance projections.

8. Set Alerts for Payroll Posting Errors

☐

Automate alerts for journal posting failures needing manual review.

9. Automate Payroll Journal Entries

☐

Integrate Payroll and Financials to reduce manual journal errors.

10. Verify FTE Consistency Across HR & Finance

☐

Ensure finance uses accurate, live HCM headcount and FTE data.

11. Automate Payroll Journal Entries

☐

Build dashboards or permissions to eliminate reporting bottlenecks.

12. Automate Payroll Journal Entries

☐

Tie payroll cycles to journal entries in your close checklist.

13. Fill Gaps in Workday Expertise

☐

Recurring issues? Place permanent Workday talent to improve workflows.

What are you missing on this checklist? Reach out to Syssero to get on track: info@syssero.com