Department of Administrative Services

Workday Wednesday – Dec. 18, 2024

Agenda

Release Updates

December Release Items

#	Title	Update Requirements	Functional Area
242	Agency Name Change Office of Public Defense Services (OPDS) to Oregon Public Defense Commission (OPDC) & move under Exec Branch	Name change effective 1/01/2024. Move from Judicial to Executive Branch effective 1/1/2025.	HR
377	Create new role for I-9 Processing Only	Need a role that is specific to processing I-9's that is not the Workforce Liaison role.	HR
405	AEE Exempt should be allowed to earn comp time at 1.5 in lieu of OT	When an exempt AEE employee enters time and receives OT, the receive comp time work tag should be available to allow them to earn comp time and not just cash.	Time Tracking
443	Review & Improve compliance for ACA Documentation	ACA eligibility review added to Hire and Job Change Business Processes (BP) when the employee type chosen is Temporary, and Edit Position for Employee Type Temporary BP.	HR
475	New Supervisory union needed for Semi-Independent - Appraiser Certification and Licensure Board	ACLB (semi indep/non240) needs a management/supervisory union (WAS)	HR
687	DOC Nurses Shift Differentials are not populating correctly.	Employees who are health services need to earn shift differential according to their CBA.	Time Tracking

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719	IBEW union at Leg needs time calculations for daily/weekly Overtime, all Leg employees need time calc fixed	When the new union was created, no time calculation rules were created for them. In addition all non-exempt LEG employees should have the same time calculation which is only Holiday counts as time worked, no other paid leave.	Time Tracking
746	All Time Off Plan eligibility for Multiple Job Workers must have start and end date eligibility	Employees that go in and out of Multiple Job Worker positions need to have their prior time off requests reduce from their balances	Absence & Leave
781	IAFF PANG Changing Schedules/FLSA Calendars	The PANG firefighters will have 3 new schedules. Will need to create new schedules (cannot effective date the change in the current schedules) and update the FLSA period for each.	Time Tracking
783	AFSCME Physicians at DOC on-call needs comp time option	Per their CBA, AFSCME physicians at DOC should have an option for comp time when on call in lieu of cash.	Time Tracking
791	Yearly Update of OR-OSHA 300A Reports	Update OR-OSHA 300A logs to 2024 reporting year.	HR

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793	Do not unlock time entry dates after run 2 for the prior month	After any mid-month payroll run, lock time entry prior to next run 1 for employees only. Managers and Payroll Partners will have the ability to update and submit/approve time entry for employees after time entry is locked for the employees.	Time Tracking
794	Add two required reasons to Disaster Relief Leave	When requesting Disaster Relief Leave the employee will be required to select one of two reasons: Disaster Relief and Recovery or Search and Rescue.	Absence & Leave
795	Move the no retro NRPPT date for end of year 2024	As part of the year end process, standardize the practice of moving the no retro NRPPT date to at minimum align with the start of the new tax year which is December 1.	Payroll
796	Update remaining FLSA Calendars that are incorrect	Need to update the FLSA Calendar rules to correct the several CBAs.	Payroll
798	Update Eligibility Rule - EXCLUDES - Temporary Employees - Period End Date	When temporary employees are terminated, they should not be eligible for Vacation | Time Off (Termination Adjustment)	Absence & Leave

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#	Title	Update Requirements	Functional Area
799	Replace two seasonal report with updated report	Provide a report that uses Extended LWOP calculation to more accurately estimate Vacation and Sick Leave accruals if it is not possible for the agency to wait for the automatic update	Absence & Leave
800	Update "VOID After" wording on Payroll and Misc Payment Checks	Change wording on physical checks to "Void After 1 Year from Date of Issue".	Payroll
801	Update eligibility for Vacation | Accrual (Additional) | November 1st | AFSCME & AOCE	Prohibit ineligible employeesfrom accruing leave associated with Vacation | Accrual (Additional) | November 1st | AFSCME & AOCE, while allowing eligible terminated employees to continue to post the appropriate accruals.	Absence & Leave
803	Modify INT001_Studio_W2_AnnualTaxOut to Update EFW2 file for Metro and Multnomah tax requirements	The W2 template needs to be updated for METRO and MULT file upload to Portland Revenue portal.	System
804	Time Tracking | My Team's Scheduled vs. Reported Hours	New Report for Managers to review time for multiple employees at one time.	Time Tracking

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#	Title	Update Requirements	Functional Area
805	PAY | Earnings by Month/Year of Earning	New Report for Agency Payroll Partners and Payroll Administrators to view Earnings by the Month/Year Earned.	Payroll, Time Tracking
814	Add Follow-up Dates functionality to Help Cases, Update Case Types and Categories	Turn on Case Follow Up functionality.	Help
822	Repair Competency Report	Competency Report is pulling blank columns. Update report to show correct columns.	HR
823	Special Day of Leave granted to all policy eligible employees for 2025	Allow policy eligible employee to request special day in 2025.	Absence & Leave
824	Update Domain Security Policy: Time Tracking Exempt from Lockout to add managers	Need to update security so managers are exempt from the lockout from R793.	Time Tracking
828	RPT 2024 CHRO Annual Training Status Report	2024 version of Annual Required Training Status Report.	Learning
831	Correct Seasonal Integration Validation Error	Need INT307 Seasonal Movement On/Off Season Change, updated to recognize dates in 2025.	HR

Payroll Updates

Payroll Processing Day Reminder

December Run 1 (on-cycle) will process Dec. 26, 2024

- Reminder that Payroll should not be making any entries on payroll processing days (both run 1 and run 2).

- This includes making any entries that may impact pay results:
  - For example: Pay Input, Timesheet or Time Off Changes should not be made on payroll processing days

- Centrally we cannot run calculations or create or reverse payments

- If you have an urgent need, please reach out to us
  - Depending on where we are in the process we may be able to assist

- Payroll Processing Date Reminder:
  - Dec. 20 – BT deadline at 5 p.m.
  - Dec. 24 – 5 p.m. cutoff to submit and approve time
  - Dec. 26 – Run 2 payroll processing all day
  - Dec. 26 –31 No daily check processing

Payroll Processing Calendar

- 2025 Payroll Processing Calendar is available in Workday:
  - https://wd5.myworkday.com/oregon/email-universal/inst/21037$33607/rel-task/2998$33471.htmld

Time Entry Lock For Employees

- Time Entry Lock **for employees only** through year end will be as follows:
  - After Nov. Run 2 (Dec. 9, 2024) Time entry locked prior to Dec. 1, 2024
  - After Dec. Run 2 (Jan. 9, 2025) Time entry locked prior to Jan. 1, 2025
- Communication was shared in November and December with Payroll Partners regarding time entry lock
  - For questions on this topic, create a Help Case for OSPS|Central Payroll

Year End No Retro Date Change

- No Retro Prior Period To(NRPPT) dates will change as follows:
    - NRPPT date will be changed to Dec. 1 for all employees after Dec. Run 1 payroll processing completes on Dec. 26, 2024
    - 2024 tax year adjustments will need to be coordinated with payroll and entered in the December pay period.

Year End 2024 Timeline

November 20 (Run 1)
- ❑ Non-cash taxable reimbursements entered in **November pay period**
- ❑ Overpayment Gross-ups

December 23 (December Run 1)
- ❑ December terminations cutoff date for all final payment requests for tax year 2024
  - ❑ All information must be entered on the spreadsheet

End of December/ Early January
- ❑ Review Deceased Report

November 18
- ❑ Federal & State tax adjustment help cases due

December 6 (November Run 2)
- ❑ Underpayments deadline
- ❑ Separated Employees with Net Pay Positive Adjustment deadline
- ❑ Cash taxable reimbursements entered in **November pay period**

December 26-31 (Blackout dates)
- ❑ No off-cycle payments will be issued

Opt Out of Paper W-2 in Production

- Please distribute the message to your internal agency communications network

- Below are items to keep in mind for employees:
  - Knowledge Article provides steps for employees to Opt out of Paper W-2
  - W-2's will be available in Workday no later than Jan 31, 2025
  - Electronic copies will be available for employees before paper copies are received
  - Paper copies must be post marked by Jan 31, 2025

- Payroll Partners can run a report for employee printing elections:
  - AUD | W-2 Printing Elections for All Employees

- DAS Publishing and Distribution will print and mail as they did last year
  - Agencies will be billed for mailing costs for their agency W-2's

Opt Out of Paper W-2 in Production

- Workday Announcement was updated Dec. 13 with agency standing of percentage of employees that have opted out of paper W-2
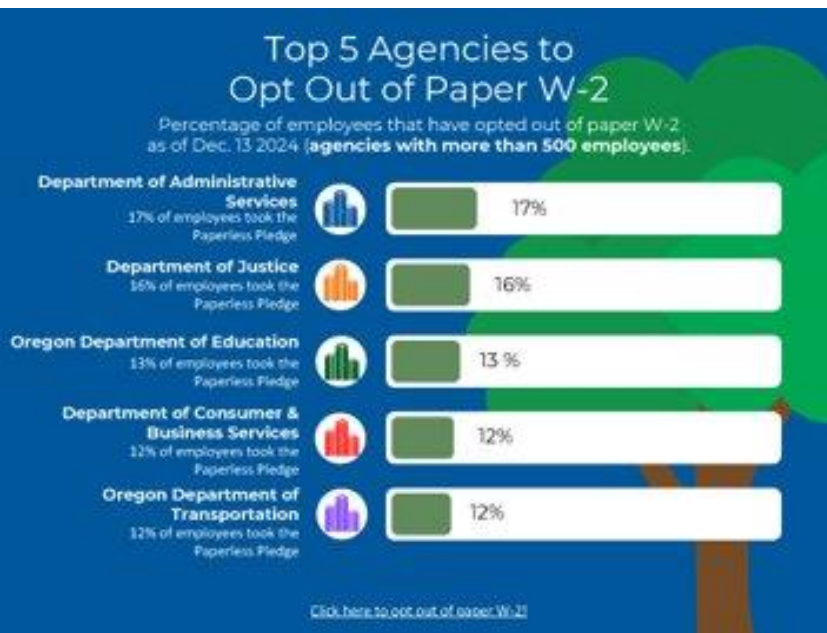
Opt Out W-2 Infographic - https://wd5.myworkday.com/oregon/email-universal/inst/21037$34078/rel-task/2998$33471.htmld

ACA Process Update

ACA Process Update

- Questions?
  - Policy - chro.compliance@das.oregon.gov
  - Process – Submit WD Help case

Compensation

Cost of Living Adjustment (COLA)

- Effective January 1, 2025

- Recommend completing any in-progress compensation related items (such as request compensation changes, job changes, hires, etc.) that are effective on or before 12/31/24.

- Recommend waiting to initiate compensation related actions effective on or after 1/1/25 so they can be initiated within Workday with the updated COLA salary.

- Several reports are available for use to find in progress and future dated events for employees

- Carefully review the compensation for candidates who are being hired or job changed.

- Announcement posted in Workday with full details

Other Compensation Reminders/Updates:

Workday 2024R2 Job profile effective dated fields update:

- Still working with Workday to correct the Job Profiles that are missing Grade Profiles (part of the September Workday Release). This does impact the report: CMP | Workers with Mismatched Job Profile/Grade Profile.

A few Compensation Related reports:

- CMP | Workers Off-Step (within Range)

- CMP | Workers Above Max or Below Min

- CMP | Workers with Mismatched Job Profile/Grade Profile.

General Information & Reminders

General Information & Reminders

- Workday Wednesday January dates are (updated from 12/18/2024 meeting feedback):
    - **Jan. 1, 2025 – NO MEETING the first Wednesday of the month**
    - **Jan. 15, 2025 – same meeting link for the third Wednesday of the month**
- Oregon 1 will be refreshed on Dec. 28, 2024
- Effective dates defaulting to 2025

General Information & Reminders

- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes: https://www.oregon.gov/das/hr/pages/workday-wednesday.aspx

- Workday Wednesday Experience survey is now closed.

Workday System News

Updated 12/10/2024: Workday Wednesday Note Recap for the 12/4/2024 meeting.

NEW! The Recruitment Administrator Rotation is out!!! View Job Posting Details - Workday

Thank you for your ongoing support and participation in Workday Wednesday! We value your feedback and invite you to share your thoughts through the Workday Wednesday Experience survey. This brief survey consists of eight questions and should take about two minutes. Your input will help us continue to enhance the Workday Wednesday experience for our audience. Please submit your survey response by 12/18/2024.

ATTENTION: Workday Helpdesk Ticketing Tool: We have transitioned to Workday Help. To created support tickets, use this knowledge article.

Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today