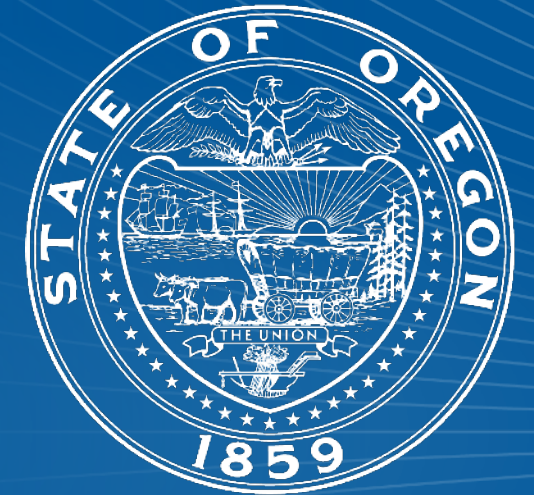


# ABSD Meeting



Nov. 30, 2023

# CAB November Release Approved



- CPERS: Reversals reporting as positives
- CPERS: Records with less than \$0.08 reporting with \$0.01 MPPT
- Allowances not paying temporary hourly employees in pay results
- Differential - Essential Worker rate change for 2023-2025
- COLA in preparation of the December 2024 COLA
- PEBB Open Enrollment – Updated Rates for 2024
- AEE changed evening and weekend shift diff to \$1.50 effective 10/1/23
- AOCE Shift Differential changes for 2023-2025 CBA
- OSPOA - Create a time entry code for Command Center 2.0 Comp Time for OSPOA
- DHS SEIU - Create new 1.00 shift differential time entry code/earning for DHS SEIU employees (reg and temps)
- LOA for AFSCME SACU- Hazard Exposure Testing
- OSPOA - Create new allowance plan and earning code for OSPOA Hazardous Material Differential
- OSPOA – mark differential - "Hazardous Materials – OSPOA" inactive
- (AFSCME) at Oregon State Police and Oregon State Police Officers Association (OSPOA) need to be able to donate Personal Business Leave
- OSPOA - Only receives 250 hours of VA payout when leaving state service
- IAFF - PTO Leave Bank will be established in lieu of traditional vacation, holiday leave, compensatory days and Kelly days
- Add increments validation of .01 to all time offs

# CAB December Release Items



Item #	Title	Functional Area
102	Create new reasons to be able to determine monthly eligibility	Payroll
111	Remote Work - Update to BP for Paid Leave Oregon	Payroll
113	SB128 Clergy Allowance	Payroll
114	The W-2 is currently designed to populate with the Workday delivered legal name	Payroll
115	Change PERS Additional contribution rate for the PANG IAP Settlement related to PERS Contributions back to 2%	Payroll
116	RPT: Preliminary Deceased Report	Payroll
117	Send the W-2 data file to Print Plant for printing	Payroll
124	OST Trial Service Review and OST Performance Review Workday template request	Career & Development Planning
134	Add OSPOA Union dues to process when employee is on unpaid leave of absence	Payroll
135	AFSCME Physicians need to be eligible for comp time accrual rate .3334	Absence & Leave
138	Review and build FLSA Work period calendars for 2024 (yearly task) and New Monthly period schedule	Payroll

Item #	Title	Functional Area
140	Make time entry code Premium - Pay at Half Time (0.5) to all employees who are eligible for holidays	Time Tracking
144	Nurses represented by ONA should earn compensatory time (CT) and not straight time (ST)	Time Tracking
147	Assign Work Schedule - auto approval by agency payroll partner	Human Resources
148	Military Leave hour update from 15 days (120 hours) to 21 days (168 hours) effective January 1st, 2024	Absence & Leave
149	Update the Emergency Contact Cards to display on a custom schedule	Help/People Experience
150	RPT: Annual filings - Not state of Oregon	Payroll
151	RPT: Form WR – Annual Withholding Reconciliation Report	Payroll
152	RPT: iWire - File W-2's and 1099 with Department of Revenue	Payroll
153	RPT: Form 945 Annual Return for Backup Withholding	Payroll
154	RPT: File W-2's and 1099 with Social Security Administration	Payroll
155	CPERS: OT/AST Net Negative adjustments with wrong wage code	Payroll
156	Creation of Longevity Leave Time Off Plan, Accrual and Time Off	Absence & Leave
157	Protected Leave Update for 1/1/2024	Absence & Leave
158	Create new reasons to be able to determine monthly eligibility	Absence & Leave



# Year End Reminders

## Year End Dates

- All 2023 tax year pay related entries or adjustments must be in the November pay period **by December 8, 2023.**
  - Non-cash taxable reimbursements
  - Overpayment gross ups

## Separations in December

- If the off-cycle (run 2) payment date is in December 2023 it will be included in the current year's W-2 (2023)
- All final payment requests for tax year 2023 must be completed by Dec. 22, 2023
- Similar to OSPA, no off-cycle payments will be issued from Dec. 26-29, 2023
- Any late separations will end up with a 2024 W-2

## Transfers in December

- No special action needed

# Payroll Updates



## PEBB Open Enrollment

- Loading data on Dec. 13 & 14
- This is new plan year 2024

## December payroll

- Processing on Dec. 26
- Paydate is January 2 – part of 2024 tax year

## 2023 W-2s

- 2023 W-2s will be printed and distributed for all employees, no later than Jan. 31, 2024
- 2023 W-2s will be available in Workday, no later than Jan. 31, 2024
- 2024 W-2s DAS Workday Payroll will have comms for employees to enroll in electronic only

## Payroll Costing (Labor Costing)

Thank you!

DAS Workday Team

