



ABSD Meeting

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Jan, 25, 2024

January Release Items Approved



Item Title

- Payslip Updates - using a BIRT Custom Report
- INT: Add Legal Name Changes to the Daily PEBB File
- VOYA deferred comp want % to deduct every payment but not flat amounts
- New Union needed for Retiree OSP Troopers
- Agency Time Reviewer, View Access to Worker Schedules
- Employees in benefit package I1 and I2 at DHS/OHA need to be in the FLSA period rule Sun-Sat and not Mon-Sun
- Improve Reporting on Roles Request App
- New Payroll Code for AEE: FRA Certified Highway-Rail Crossing Inspector Differential
- Create Break Time code for ODFW-SEIU employees with 1.5 accrual rate
- AFSCME DSL CBA change: need to remove salary limit for shift differential
- AFSCME OLCC CBA change: on call now eligible for shift differential
- Overtime for Temporary employees at ODF on Fire Assignments is not calculating correctly.

Item Title

- Review and update access to adding Release Items.
- Job Change - Help Text for HR Partner
- Create time entry and earning code for SOTP allowance of 5% for hours worked
- Create new time entry code for OSPOA - Call Back Comp time 1.5
- For unions covered by policy change the time calculation to include all paid leave as time worked for Overtime
- Remove minimum PERS subject salary limits for PERS - Voluntary Contributions
- PERS W-2 Count
- CPERS: 0.01 Reg Hours with no Reg Salary
- Additional option for drop down in building PD's on position restrictions for Work Contacts
- HCM | Hours Worked | 2023 Forward
- HCM | Hours Worked - Temporary Hours | 2023 Forward
- Correct downloaded print (PDF) version of Position Descriptions - BIRT Report

Payroll Updates



Changes done through Change Advisory Board (CAB)

- 231 items completed since June of 2023 through January 2024

2023 W-2s

- 2023 W-2s are printed and will be sent to Post Office on Jan. 29
- 2023 W-2s will be available in Workday, Jan. 30, 2024
- 2024 W-2s DAS Workday Payroll will have comms for employees to enroll in electronic only

Timesheets from November 2023 or prior will be locked after today

Payroll Updates



Payroll Costing (Labor Costing)

- OPE (Other Payroll Expenses) – reallocate those costs to align with time tracking changes done in retro
- Wednesday mtgs scheduled from Jan 17 through Apr 17
- Phase 1 & 1b is manually loading reallocated costs from March of 2023 through November of 2023
- Phase 2 agency testing to automation of this reallocation
 - Kick off mtg planned for February 7
 - All agencies to participate and sign off on testing
 - Currently asking agencies to provide contact
- Will send latest slide deck about this effort – this includes Teams link for Wednesday’s meeting series

Thank you!

DAS Workday Team



DAS Workday Other Payroll Expense(OPE) Reallocation Resolution



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Phase 1-B: July - November Data Clean Up
Q & A Session for Other Payroll Expenses Labor Cost Coding
Jan. 24, 2023

Agenda

- 01** How to Participate
- 02** Due Dates
- 03** Agency Approval Responses
- 04** Questions



How to Participate



This meeting is created to provide time for agencies to ask questions about the Other Payroll Expense Reallocation Resolution – Data Cleanup



To ask your question you can either type it in the chat or raise your hand and come off mute

How to Participate



Wednesday meetings from 8:30 – 9:30 a.m. on Jan. 17 – April 17

[Meeting link - OPE Labor Cost Coding Q&A Session](#)

- The next meeting will be Wednesday Jan. 24, 2024
- Please prepare questions in advance if possible

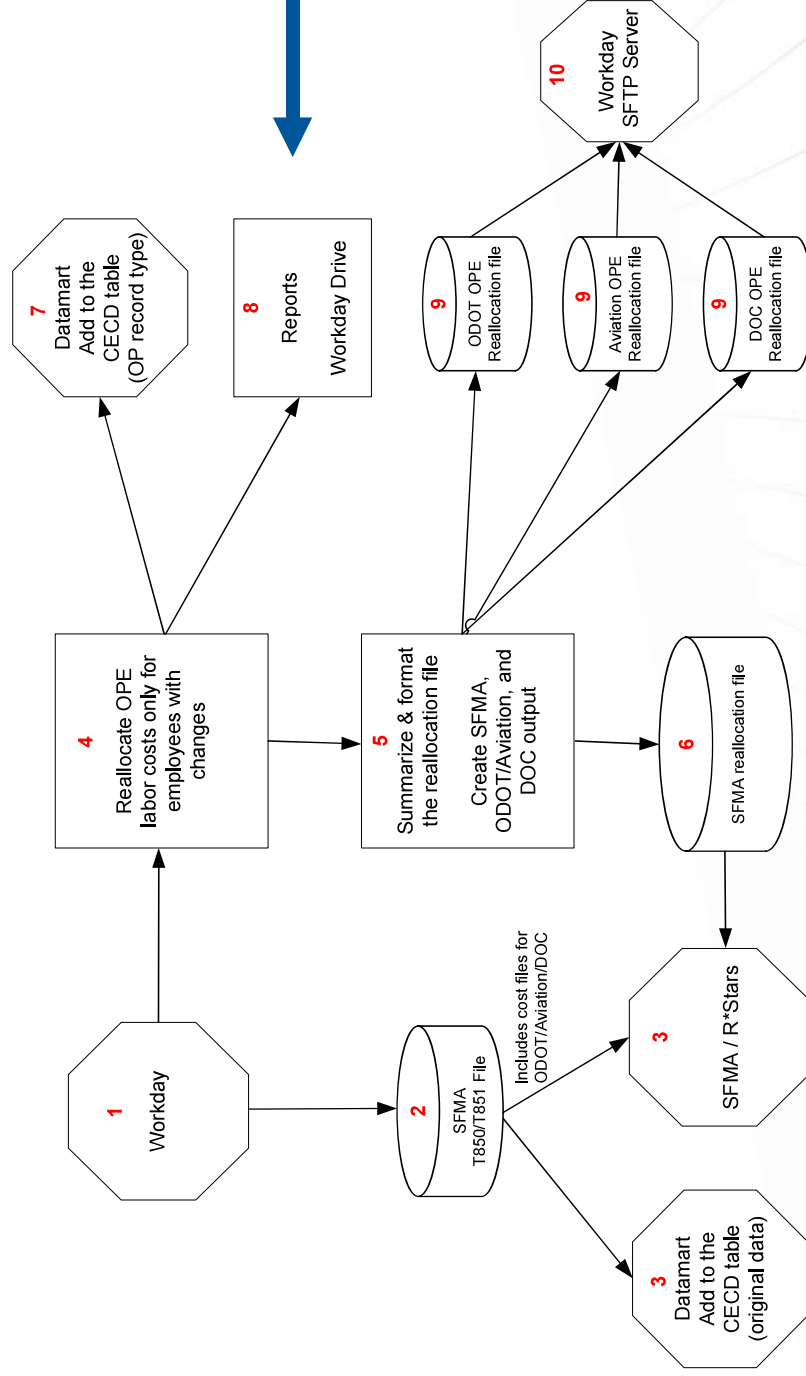
Overview





Overview

Data flow diagram shows the “to-be” state when the process is fully automated



July will have run 2 files only. Aug –
Nov. months will have separate files
for both run 1 and run 2 for your
review.

Phase 1-B: July – November 2023 Data Clean Up

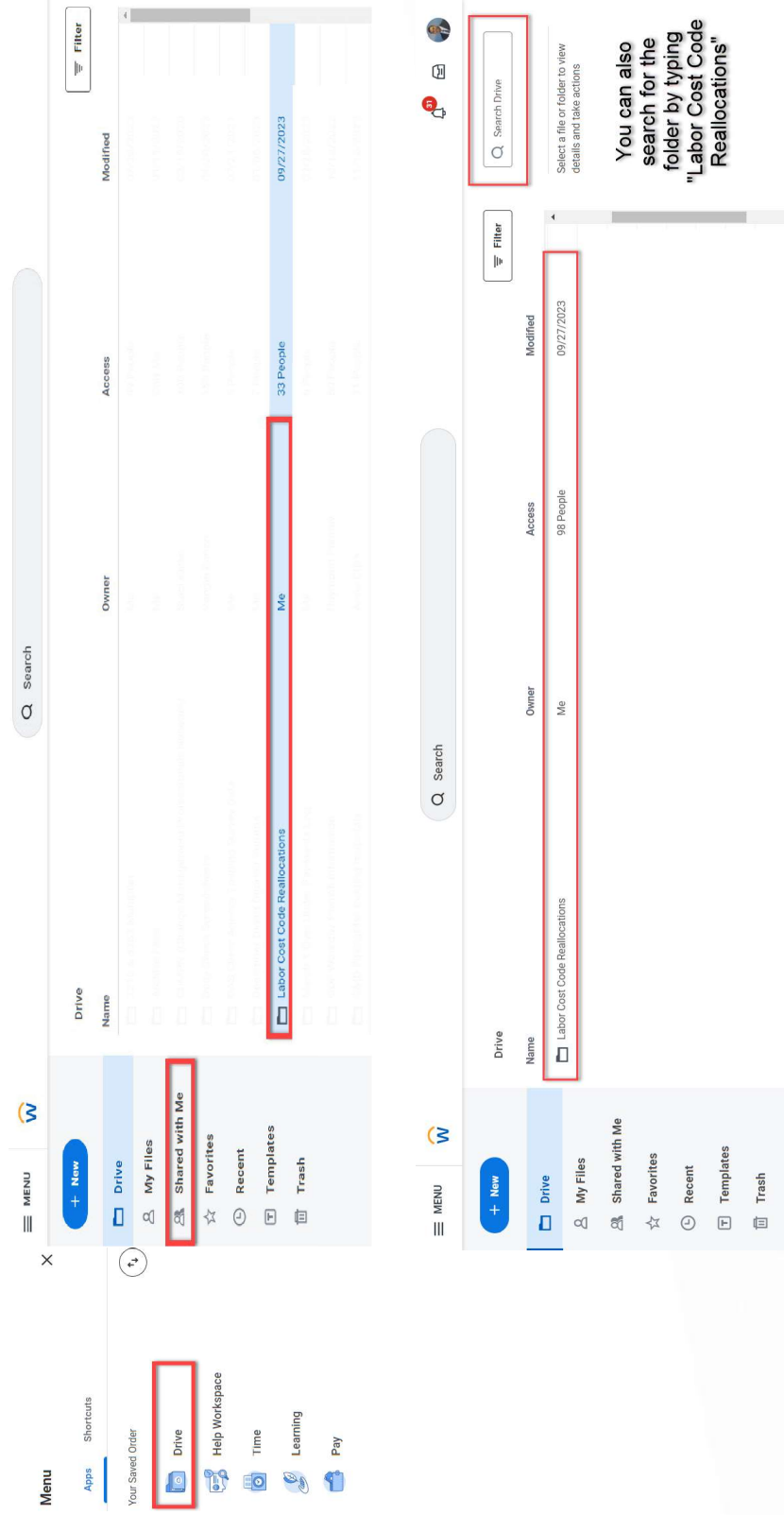




Phase 1: Data Cleanup Workday Drive

Steps for access to folders on WD Drive:

1. Log into Workday
2. Click on "profile icon" upper right corner
3. Click on "Drive"
4. Labor Cost Code Reallocation folder should be displayed
5. If you do not see the folder, click on "Shared with Me" locate "Labor Cost Code Reallocations" folder



Phase 1: Data Cleanup Workday Drive



- The "2023" folder will contain the reallocation files and reports
- The "Resources" folder will contain meeting slides, meeting recordings and any additional resources

[Drive](#) > **Labor Cost Code Reallocations** ▾

Name	7. July	8. August	9. September	10. October	11. November
2023	Rhonda Bachmann	Rhonda Bachmann	Rhonda Bachmann	Rhonda Bachmann	Rhonda Bachmann
Resources	121 People	121 People	121 People	121 People	121 People

If you need access to these folders, please contact: Rhonda.Bachmann@das.oregon.gov & DeAnna.Harris@das.oregon.gov

Phase 1-B July – Nov. 2023 Data Cleanup



The reallocation files and reports for each run will reside on the Workday Drive in:

- **Drive >Shared With Me> Labor Cost Code Reallocations > Year > Month > Run**
- 4 files for each payroll run folder:
 1. Reallocation report (xlsx)
 2. Reallocation report (pdf)
 3. Exception Summary report (pdf)
 4. Exception Detail report (xlsx)
- The clean-up reallocation data files are based on production data
- Agencies can extract this data from either Workday or the State Datamart
 - Workday - Detail Costing by Earning/ Workday – Detail Costing by Deduction
 - CECD table in the Data Mart

If you need access to these folders, please contact: Rhonda.Bachmann@das.oregon.gov & DeAnna.Harris@das.oregon.gov

Phase 1-B July – Nov. 2023 Data Cleanup



Phase 1-B July – November Data Files

- Due date for responses to load data is Jan. 24, 2024
- To Access the OPE Reallocation Resolution Phase 1 Data Cleanup Agency Response Form:
 - Go to Drive>Labor Cost Code Reallocations>OPE Labor Costing Data Load Form
 - Open PDF Document "OPE Reallocation Resolution Phase 1-B Data Cleanup Agency Response Form" click on the link in the PDF
 - Complete the form and submit by Jan. 24, 2024
 - Send questions to:Rhonda.Bachmann@das.oregon.gov & DeAnna.Harris@das.oregon.gov

Please Note: Only approved data will be loaded into SFMA

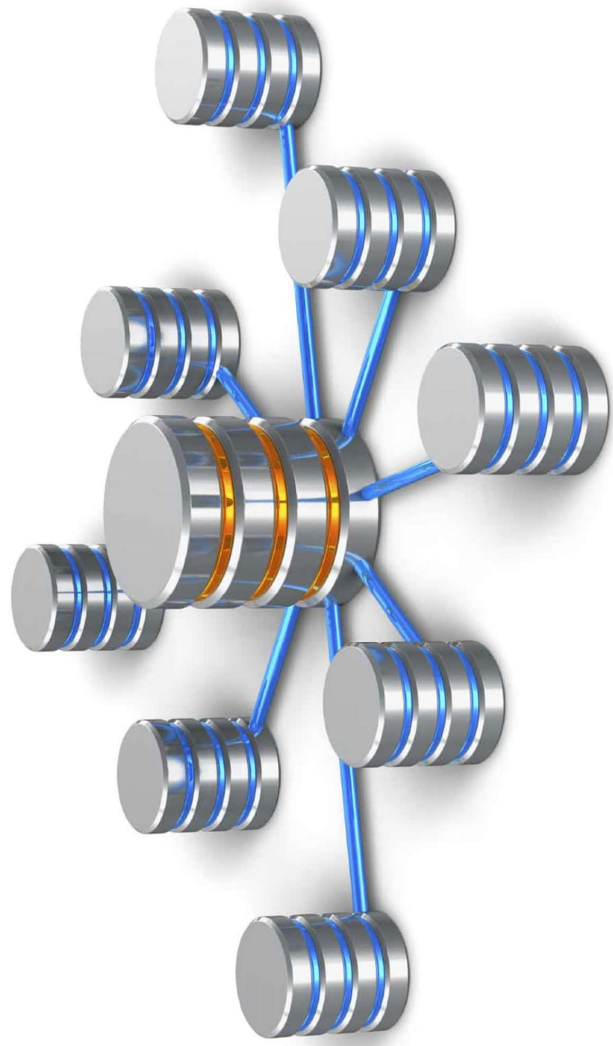
Phase 1: Data Cleanup - Confirmation



1. Work with your internal finance and payroll teams to determine if manual OPE reallocations have already been made in RSTARS for July through November 2023
2. If manual OPE reallocation was completed previously no further action is needed other than notification to not load reallocation data for your agency
 - Reminder – We will not load any data into RSTARS unless it is approved by the agency
3. After confirming the data in the reallocation files is accurate, then email your agency's formal approval to both contacts below:
 - DeAnna Harris (DeAnna.Harris@das.oregon.gov)
 - Rhonda Bachmann (Rhonda.Bachmann@das.oregon.gov)

Please Note: Only approved data will be loaded into SFMA

Phase 1-B: Data Cleanup



Phase 1-B: Data Clean up-Agency Approval Responses



- We have received responses from # agencies as of Jan. 24, 2024
- For all agencies requesting data files to be loaded we will load files as is and all correcting entries will be made in SFMS
- SFMS has a tool to assist agencies with mass edits if needed
- Acceptance region has July through Nov files loaded
- **All responses must be received by DAS no later than Jan. 24, 2024**



Phase 1-B: Data Clean up-Agency Responses

Agency responses : DO NOT Load Data - as of 01/23/2024

84700 - OR MED BOARD

25800 - OR DEPT EMERGENCY MGMT

29100 - DEPT OF CORRECTIONS

69000 - WATER RESOURCE DEPT

86000 - PUBLIC UTILITY COMM *

24800 - OR MILITARY DEPT

10800 - Mental Health Regulatory Agency *

11400 - Long Term Care Ombudsman *

11500 - Employment Relations Board *

54300 - Oregon State Library *

25900 - DEPT PUBLIC SAFETY & STANDARDS

58100 - OR DEPT EDUCATION



Phase 1-B: Data Clean up-Agency Responses

Agency Responses: YES, Load Data to SFMA as of 01/23/2024

63400 - OR PARKS & REC DEPT

26000 - OR State Fire Marshal

19800 - OR JUDICIAL DEPT

83300 - BD OF SPEECH PATHOLOGY AUDIOLOGY *

91900 - REAL ESTATE AGENCY *

58500 - OR COMMISSION FOR BLIND

44300 - OR HEALTH AUTHORITY

10000 - OR DEPT HUMAN SERVICES

62900 - OR DEPT OF FORESTRY

44000 - DEPT CONSUMER BUS SVCS *

63200 - DEPT GEOLOGY & MINERAL *

12300 - BUSINESS OREGON

47100 - OR EMPLOYMENT DEPT

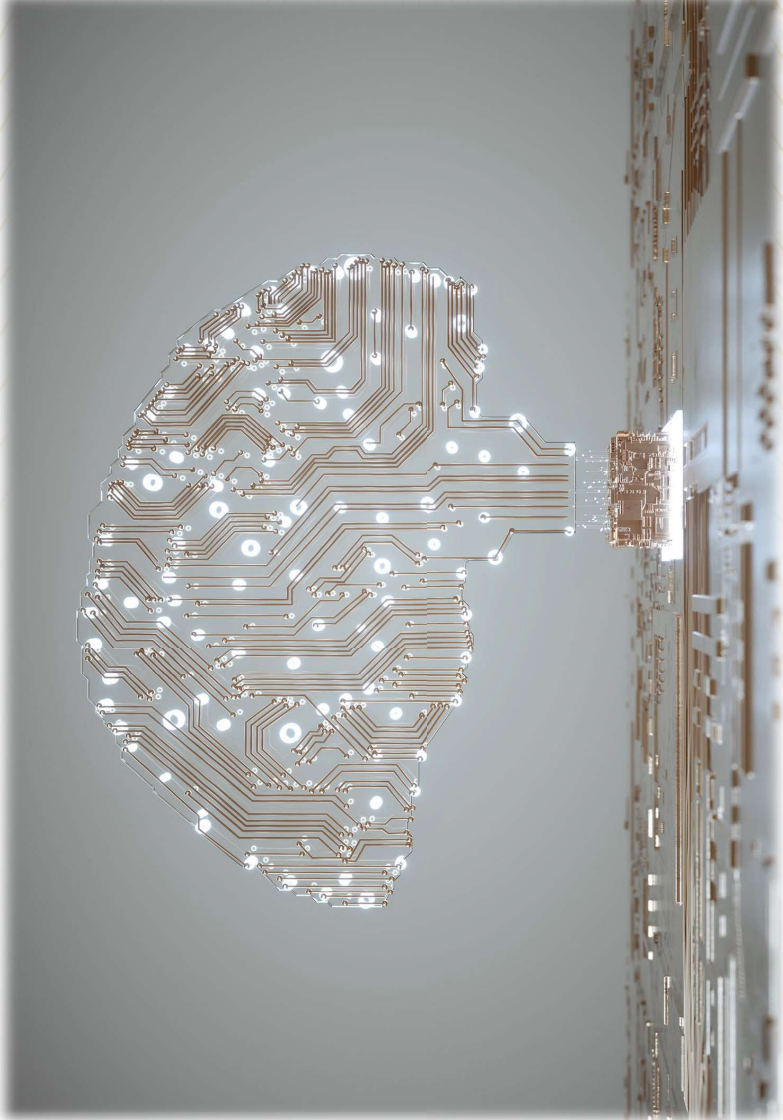
60300 - OR DEPT AGRICULTURE

13700 - DEPT OF JUSTICE

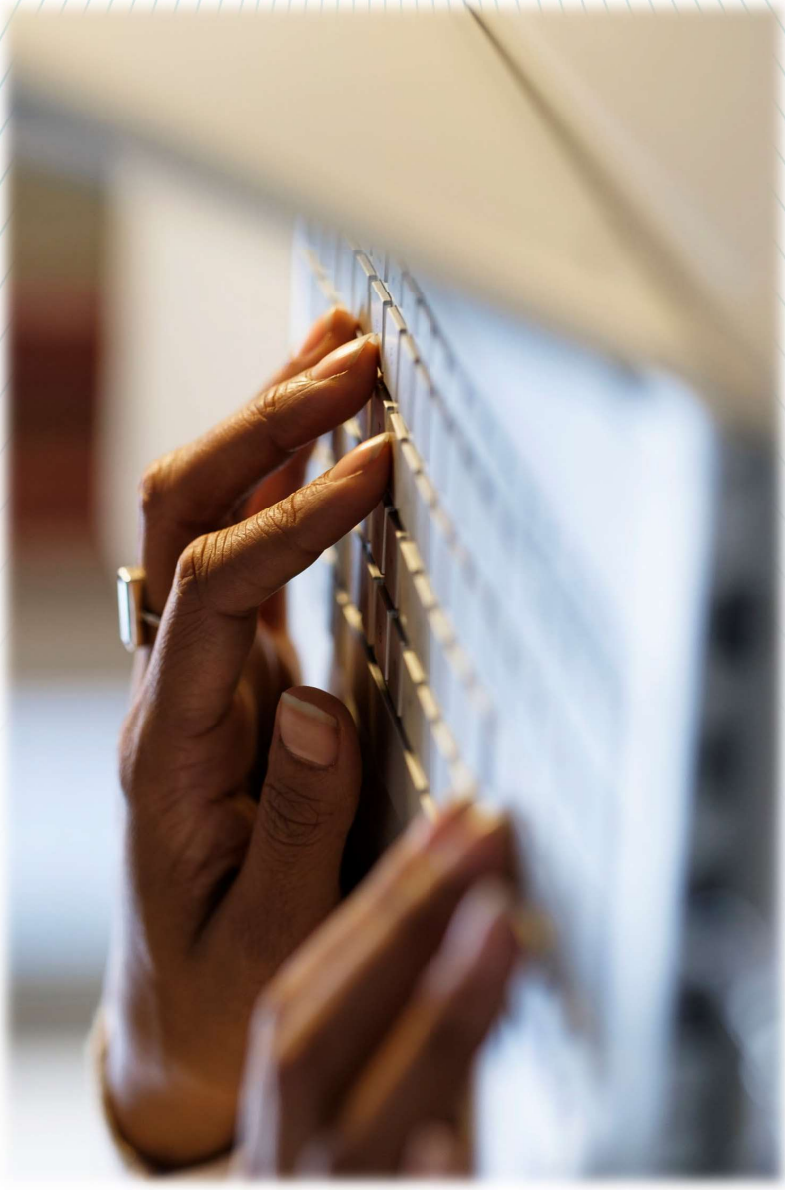
34000 - DEPT ENVIRONMENTAL QUALITY

41500 - OR YOUTH AUTHORITY

Phase 1-B: Data Cleanup Questions?



Reports Example





Phase 1: Data Cleanup – Report Examples

ACCT	CC	GRANT	PROJECT	CE DTL AMT	CE SUM AMT	TOTAL OPE AMT	REALLOC OPE AMT	ORIG OPE AMT	DELTA OPE AMT
3210 030000203	10210023	644.86	6,377.76	-0924	1,191.60	110.10	90.73	19.37	
3210 2301100203	10210023	6,041.94	6,377.76	-8659	1,191.60	1,031.81	.00	1,031.81	
3210 2301100203	10210023	54.96	6,377.76	-0079	1,191.60	9.41	.00	9.41	
3210 982440203	10210023	236.00	6,377.76	-0338	1,191.60	40.28	1,100.87	1,060.59	
3210 030000203	10210023	644.86	6,377.76	-0924	389.78	35.02	29.87	6.25	
3210 2301100203	10210023	6,041.94	6,377.76	-8659	389.78	35.02	350.76	315.74	
3210 2301100203	10210023	54.96	6,377.76	-0079	389.78	3.08	.00	3.08	
3210 982440203	10210023	236.00	6,377.76	-0338	389.78	13.17	360.11	346.94	
3215 030000203	10210023	644.86	6,377.76	-0924	11.84	1.09	.00	1.09	
3215 2301100203	10210023	6,041.94	6,377.76	-8659	11.84	10.25	.00	10.25	
3215 2301100203	10210023	54.96	6,377.76	-0079	11.84	.09	.00	.09	
3215 982440203	10210023	236.00	6,377.76	-0338	11.84	.41	10.94	10.53	
3321 030000203	10210023	644.86	6,377.76	-0924	515.37	47.62	36.72	10.90	
3321 2301100203	10210023	6,041.94	6,377.76	-8659	515.37	446.26	.00	446.26	
3321 2301100203	10210023	54.96	6,377.76	-0079	515.37	4.07	.00	4.07	
3321 982440203	10210023	236.00	6,377.76	-0338	515.37	17.42	478.65	461.23	
3241 030000203	10210023	644.86	6,377.76	-0924	1.30	1.12	.09	.03	
3241 2301100203	10210023	6,041.94	6,377.76	-8659	1.30	1.13	.00	1.13	
3241 2301100203	10210023	54.96	6,377.76	-0079	1.30	.41	1.09	.88	
3241 982440203	10210023	236.00	6,377.76	-0338	1.30	.04	1.21	1.17	
3263 030000203	10210023	644.86	6,377.76	-0924	2,556.25	236.00	194.61	41.59	
3263 2301100203	10210023	6,041.94	6,377.76	-8659	2,556.25	2,213.46	.00	2,213.46	
3263 2301100203	10210023	54.96	6,377.76	-0079	2,556.25	20.19	.00	20.19	
3263 982440203	10210023	236.00	6,377.76	-0338	2,556.25	86.40	2,361.64	2,275.24	
3273 030000203	10210023	644.86	6,377.76	-0924	26.95	2.49	1.92	.57	
3273 2301100203	10210023	6,041.94	6,377.76	-8659	26.95	23.34	.00	23.34	
3273 2301100203	10210023	54.96	6,377.76	-0079	26.95	.21	.00	.21	
3273 982440203	10210023	236.00	6,377.76	-0338	26.95	.91	25.03	24.12	
3291 030000203	10210023	644.86	6,377.76	-0924	2.40	2.22	.18	.04	
3291 2301100203	10210023	6,041.94	6,377.76	-8659	2.40	2.08	.00	2.08	
3291 2301100203	10210023	54.96	6,377.76	-0079	2.40	.06	.00	.06	
3291 982440203	10210023	236.00	6,377.76	-0338	2.40	.08	2.22	2.14	

Report Definitions:

- **Acct** – Agency Object
- **CC** – Cost Center
- **Grant** – Agency Grant and phase
- **Project** – Agency Project and phase
- **CE DTL AMT** – Earnings by split for pay period – will look for retro earnings and reallocate
- **CE SUM AMT** – Total earnings for the period across all cost centers
- **CE Percent** – New OPE Allocation based on combined wages for the period
- **Total OPE Amount** – Total costs per object code across all cost centers
- **REALLOC OPE Amount** – CE % times the Total OPE Amount
- **ORIG OPE Amount** – Actual allocated costs by grant and cost center plus any reallocation this job has done.
- **DELTA OPE Amount** – REALLOC OPE Amt minus the ORIG OPE Amt

ACRMT/CR #/INS #/PER = [REDACTED] 2023-03-31
 CE DTL = CE DTL / CE SUM
 REALLOC OPE AMT = TOTAL OPE * CE DTL (BT NOT)
 DELTA OPE AMT = USE ALGEBRA SENT TO SPMS - REALLOC OPE AMT
 ROUNDING DIFF IS RASND/ SUBTRACTED FROM LAST(CY)/GRANT/PHO IN ACCT

Phase 2: Introduction to Testing



Phase 2: Reallocation Resolution Phase 2 – Testing Kick Off February 7, 2024



OPE Reallocation Resolution – Phase 2 Kick Off: Planned for Feb. 7, 2024

1. Provide Test Documentation
2. Discuss access requirements for Test Regions
 - Workday – Oregon 4
 - SFMA Acceptance Region
 - Test Datamart
3. Review Test Calendar with Test dates for Agency testers
4. Review expectations and time involved for testers
5. Review success criteria and approval process for test data

OPE Reallocation- Phase 2 Test Calendar – Run 1 Test



Start Date	End Date	Description - (Please note: Dates are subject to change)
1/31/2024	1/31/2024	Review Phase 2 Timeline
2/7/2024	2/7/2024	Official kick-off of phase 2 – Review Test Timeline and steps for documentation
2/12/2024	2/13/2024	OR4 - refresh
Run 1		
2/14/2024	2/21/2024	Agency testing
2/14/2024	2/16/2024	8:30 – 9:30 am Office Hours for Testers to ask questions of DAS Workday Team
2/22/2024	2/26/2024	Payroll Processing OR 4 – Workday Central Payroll
2/26/2024	2/27/2024	Production Payroll Processing – Workday Central Payroll
2/26/2024	2/29/2024	SFMA processing
2/28/2024	3/05/2024	Agencies to correct errors on 530 screen
3/06/2024	3/06/2024	Final Report all posted
3/04/2024	3/07/2024	Workday Team completes master reconciliation report with SFMA
3/04/2024	3/08/2024	Agencies complete review of data, make corrections and authorize test data in form submitted to DAS Workday

Phase 2: Test Survey and Test Details



Agency and Central Team Test Process

1. Agency - Create agency specific test scenarios
2. Agency - Enter agency specific scenarios in Workday test environment
3. Agency - Pull reports from Workday
 - Detail Costing Deduction
 - Detail Costing Earnings
4. Agency - Validate the test SFMA and test datamart data to pass or fail test scenarios
5. Agency – Make corrections to SFMA data and complete approval by authorized signer that they have passed all test se
6. WD Payroll Internal Team - Complete SFMS reconciliation form for all data and provide that overall data to agencies as part of their review

Phase 2: Test Survey and Test Details



Phase 2 Test Team Survey

All Agency Finance Contacts - Target Send Jan. 25

- Agencies have until Jan. 31 to respond to Test Survey
- Phase 2 Test Kick Off Feb. 7
 - Run 1 Test will be targeted to begin Feb. 14 – Feb 21
 - All agencies will be required to respond to the survey and sign off by authorized signer (Finance/Acctg Mgr)

Demo: Test Survey -(<https://forms.office.com/g/zSPrZkhmPG>)

Phase 2 Test Scenarios

Review Test Scenarios and Determine how many test scenarios agencies will need to create

- **Productive Wages change from Run 1 and Run 2**
- **Default labor cost change from Run 1 and Run 2**
- **Overridden Labor cost (PCA/Index) change from Run 1 and Run 2**
- **Overridden Labor cost (Grant) change from Run 1 and Run 2**
- **Overridden Labor cost (Project) change from Run 1 and Run 2**

Thank you!

Questions?

Please contact:

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