



PAYROLL AND TIME TRACKING
Replacement Project

Moving Time and Pay to the 21st Century

Payroll and Time Tracking Replacement Project Go-Live Newsletter

Countdown to go-live!

JAN

**First payment through
Workday Payroll
1/3/23**

We are live!

Workday Time Tracking is now live and you can begin entering time now!

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Training details

Training by the numbers

Thank you to all employees and managers that completed the Workday Payroll and Time Tracking required training. We had a great completion rate across the enterprise throughout the weeks that required training was available. If you feel that you need additional training, please contact your [agency training partner](#).

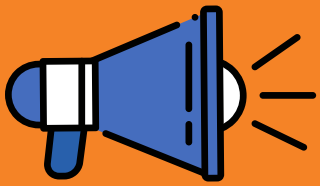
92%

Of the employees assigned to take required training across the enterprise, 92% completed it by the December 9, 2022 deadline!

Training Satisfaction survey

Thank you to all employees and managers that as took the Training Satisfaction survey after the Workday Payroll and Time Tracking required online training. We had great feedback and positive results from our training survey. We appreciate all of the feedback and will use that to continue to provide the best trainings we can going forward.



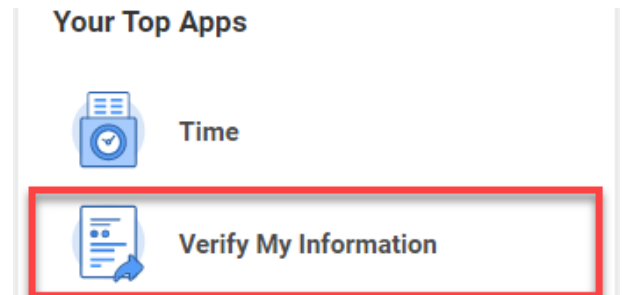


This just in!

The "Verify My Information" app is now live in Workday and employees can start using it to verify their information in Workday. The project team has created a helpful resource called the "How to Use the Verify My Information App in Workday" to assist employees with the app.

In the "Verify My Information" app you can verify:

- Address, Salary and Position Information
- Work Schedule
- Payment Elections
- Tax Elections



What's trending?

What is the cutoff for entering my time for December payroll?

- The cutoff date for entering your time is December 23, 2022
- If you are working in a 24/7 environment then you have until the end of day on December 26
- Payroll will be processed on December 27, 2022
- All time that is entered, submitted and approved will be processed to be paid on January 3, 2023

The Payroll cutoff date is prior to month end. Will I still get paid for my whole month if I don't have time entered for the last week of the month?

- All salaried positions will be paid their salary for the full month
- Hourly employees will be paid for time entered and approved at the cutoff date

How long will employees be able to access their paystubs in ePayroll?

- Paystubs in ePayroll will be available for six months after Workday Payroll goes live
- Workday is the system of record for payslips starting with your January 3, 2023 payment

When can I view my December payslip in Workday?

For the pay date January 3, 2023, your payslip will be available on December 30, 2022. More information on payslips in Workday can be found in the ["How to Read Your Workday Payslip" guide](#). If you have additional questions regarding your payslip, please contact your agency payroll office.

When will my time off balance be updated in Workday?

Time off balances will be updated on December 15 from the legacy system (OSPA) and will reflect employees ending balances as of November 30. Workday will become the system of record for time off balances as of December 15.

Going forward, time off accrual for the current month will be posted to employee time off balances on the last day of the month and can be used starting the first day of the following month.

What is Paid Leave Oregon?

Paid Leave Oregon is an employee benefit program that is managed by Oregon Employment Department and begins getting deducted from employee payroll in January 2023. Paid Leave Oregon is not part of the Payroll and Time Tracking Replacement Project.

- Paid Leave Oregon is a program managed by Oregon Employment Department
- Paid Leave Oregon deduction will display on your payslip as "OR PLO - ORPLO"
- Deductions from Paid Leave Oregon will start with the January 3, 2023 payslips
- To learn more about how Paid Leave Oregon impacts your pay [visit their website](#) and see the [Paid Leave Oregon FAQ](#)



Employee resources

Employee resources:

- [Agency Training Partners](#)
- [Employee Resource Guide](#)
- [FAQ list from our website](#)
- [PTT project website](#)
- [PTT Rundown](#)
 - [PTT Rundown Access Guide](#)
- [PPC contact list](#)
- Time entry resources:
 - [Workday Time Entry by Employee Category](#)
 - [Fair Labor Standards Act \(FLSA\) Status Guide for Overtime Eligibility](#)
- [Sign up for the newsletter](#)
- [View our past newsletters and communications on our website](#)