



PAYROLL AND TIME TRACKING
Replacement Project

Moving Time and Pay to the 21st Century

Payroll and Time Tracking Replacement Project Newsletter

COUNTDOWN TO GO-LIVE!



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Training details

Online training is now available!

All employees will be assigned Required Online Training in Workday on November 1, 2022. The training will be completed in Workday Learning. Workday Payroll and Time Tracking (PTT) required online training will be due on December 9, 2022.

Employee course details:

- Duration - Approximately 1 hour
- A notification for training will appear in Workday My Tasks
- Completed in Workday Learning
- Due by December 9, 2022

Manager course details:

- Required courses:
 - Manager-specific course - Approximately 1 hour
 - Employee course - Approximately 1 hour
- A notification for training will appear in Workday My Tasks
- Completed in Workday Learning
- Due by December 9, 2022

Employee time entry

The PTT project team sent out an enterprise communication in July regarding how time entry will look when Workday Payroll and Time Tracking goes live. Please use the resource links below to help determine your employee category and use the charts to guide you through time entry actions based on your employee category.

Time entry resources:

- [Workday Time Entry by Employee Category](#)
- [Fair Labor Standards Act \(FLSA\) Status Guide for Overtime Eligibility](#)

PTT Rundown

The “**PTT Rundown**” was created by the PTT project team and is designed to give you an overview or “rundown” of what you need to know about the Workday Payroll and Time Tracking Replacement Project and features demos related to employee time entry. If you need additional assistance accessing the PTT Rundown, please use our [PTT Rundown Access Guide](#) to help you navigate to it in Workday Learning.

How to view the PTT Rundown:

- [Contact your Payroll Project Champion \(PPC\)](#) to find out when your agency will be presenting the PTT Rundown.
- [Watch the self-paced PTT Rundown on Workday Learning](#)

What's trending?



It's beneficial to stay on top of what's trending so we'll make it easy for you! In this section of the newsletter, we will highlight trending topics from our meetings and project inbox. Our project email is open to answer any of your PTT related questions so please send us an email at osps.workday@das.oregon.gov to potentially have your question featured in our next newsletter or our [FAQ](#) update.

When will required online training be assigned to me?

Required online training will begin on November 1, 2022 and last through December 9, 2022. Log in to Workday to view your required online training courses. Training is due by December 9, 2022.

Who should I contact if I have questions related to training?

If you have questions related to training, your agency [PPC](#) and [Agency Training Partner \(ATP\)](#) will be able to assist you. Your agency may also have supplemental training for employees and your PPCs and ATPs will be able to answer those questions.



What's trending?

What is the Playground environment?

Employees can access the Playground environment to practice time entry in Workday Payroll before December 1, 2022 go-live date. We recommend that employees access the Playground environment after they have completed the Required Online Training in Workday Learning. Please reach out to your agency PPC regarding access to the Playground environment.

How do I determine my employee category?

Please use the resource links below to determine your employee category:

- [Workday Time Entry by Employee Category](#)
- [Fair Labor Standards Act \(FLSA\) Status Guide for Overtime Eligibility](#)

Who is my PPC?

You can find your agency PPC on our [project website](#). PPCs can assist you with questions about Workday Payroll and Time Tracking and they can also assist you with the Playground environment.



Employee resources

This section will contain resources that will be valuable for all employees to access. The resource list below can help answer any questions you may have related to the Workday Payroll & Time Tracking Replacement Project.

Employee resources:

- [Agency Training Partners](#)
- [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](#)
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