



## PAYROLL AND TIME TRACKING Replacement Project

Moving Time and Pay to the 21<sup>st</sup> Century

### ***Payroll and Time Tracking Replacement Project Newsletter***

Welcome to the first edition of the Payroll and Time Tracking (PTT) Replacement Project Newsletter!

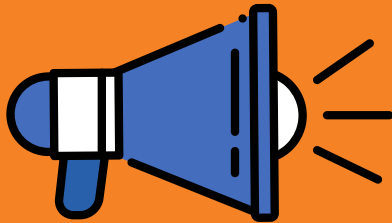
Discover the latest updates and project information as the enterprise moves to Workday Payroll and Time Tracking. These publications are designed to be simple, quick and informative!

Please visit the links below to stay up-to-date on our project and to subscribe to our newsletter:

- [PTT project website](#)
- [Sign me up for the newsletter!](#)

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## ***This just in!***

This section will feature details about specific topics that are important for all employees.

Originally intended to go-live on July 1, 2022, Workday Payroll and Time Tracking **is now projected to go-live on December 1, 2022**. For more information on the new go-live date, please visit the [project communications webpage](#).

The main reason for a December 1 go-live is to allow for agencies to enhance their multi-factor authentication (MFA) presence prior to Workday Payroll and Time Tracking going live. For more information regarding MFA, please contact your agency chief information officer (CIO).

Outcomes of a December 1 go-live include:

- Employees will begin entering time in Workday and December wages paid in January will come from Workday Payroll
  - *Note:* December is the start of a new tax year for State employees and December wages are always paid in January per the Oregon Accounting Manual (OAM) and most collective bargaining agreements.
- Extended test phases with agencies
- November payroll paid on December 1, will still come from the Oregon Statewide Payroll Application (OSPA) which means the 2022 tax year will be closed out in OSPA



# Project status

This section is a quick glance at the current phase of the Payroll and Time Tracking Replacement Project. Stay up-to-date on the timeline as the project progresses towards a December 1 go-live date.

As a reminder, Oregon Department of Transportation (ODOT), most State Hospital staff, and some Department of Corrections (DOC) staff will continue to use their current time tracking systems for time entry and leave requests.

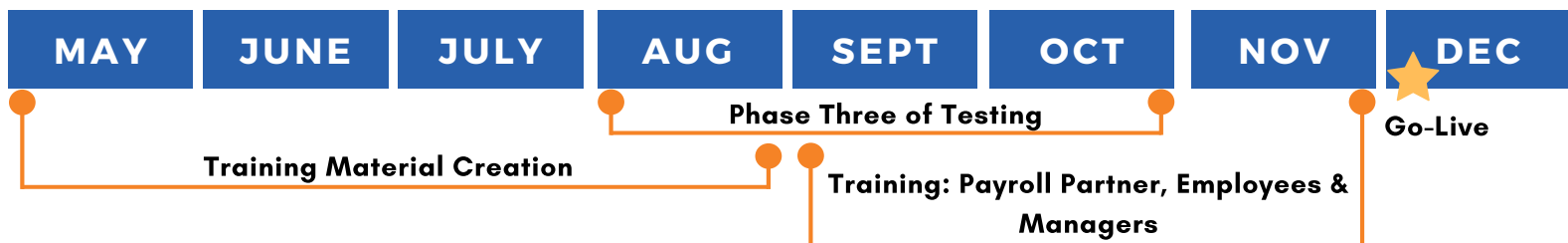
Workday Payroll and Time Tracking will replace:

- Oregon State Payroll Application (OSPA)
- ePayroll
- Leave Accrual System (LARS)
- Most agency-specific time tracking systems

Project testing phase update:

- Phase one was completed in January (thank you to all agencies that helped us test)
- Phase two began in February and we anticipate completing this phase by the end of April
- Phase three will be another opportunity for agencies to receive hands on experience from August through October

## Project timeline



# GO-LIVE DECEMBER 1, 2022



# *The more you know...*

This section features training, communications and organizational change management topics relevant to employees across the enterprise. The more you know about the Payroll and Time Tracking Replacement Project, the more prepared you will be when the change goes live.

Training is scheduled to begin in September and will continue through November 2022, and training content will always be available in Workday Learning after go-live. Workday Payroll and Time Tracking functions are based on an employee's user role (agency payroll partner, employee, manager or timekeeper) and training content will be developed based on those specific roles.

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## **Training will be available in several different formats including:**



### **Knowledge articles**

These step-by-step task instructions are searchable articles within Workday.



### **Online training modules**

These short time tracking modules will be available for employee and manager tasks within Workday Learning.



### **Virtual, instructor led workshops**

These workshops will be offered to Agency and Central Payroll Partners. Train-the-trainer sessions will be taught to Agency Training Partners so they can conduct their own agency-specific trainings.

*Note:* There will be a Workday Announcement when these trainings become available.

# 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](mailto:osps.workday@das.oregon.gov) to potentially have your question featured in our next newsletter or our FAQ update.

## **How will the additional time from the delay be used from a project perspective?**

The project team will use this time to ensure employees and managers are given multiple training options, provide additional opportunities for hands on experience, additional time to adjust internal queries to DAS data, provide agency-specific guidance and support for change management needs.

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## **Will pay periods change with the implementation of Workday Payroll and Time Tracking?**

Pay periods and pay dates will not change with the implementation of Workday Payroll and Time Tracking. All employees will continue to be paid on the current pay schedule as outlined in union contract or state policy.

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## **What will happen to our paystubs in ePayroll?**

ePayroll will be accessible to employees for several months post go-live to allow employees access to download paystubs. After go-live, Workday will be the system of record for employee timesheets and paystubs from December 2022 going forward.

[See more FAQ](#)

# Sponsor spotlight



The enterprise-wide transition to Workday Payroll and Time Tracking requires a lot of collaboration and the project team is grateful to have the support from agency sponsors across the enterprise. In this section of the newsletter, we will feature an agency sponsor and hear their thoughts about the new payroll and time tracking system. We are kicking off our “Sponsor spotlight” with a few words from the PTT Executive Sponsors.



## KRIS KAUTZ, PROJECT CO-SPONSOR, OHA

**“As the Sponsor for the Workday Payroll and Time Tracking Replacement Project, I am excited for what is to come with the rollout of a modern system in Workday Payroll. With this new timeline and the delay in go live, we have an opportunity to adjust our work and will use this opportunity to engage more with stakeholders.”**

Kris Kautz is currently the Deputy Director at the Oregon Health Authority (OHA). Kris has been employed by the State of Oregon for over 32 years. Prior to her current role at OHA, she served as Deputy Director for three other agencies including the Department of Revenue, the Department of Administrative Services and the Department of Fish and Wildlife.

Other positions she’s held in state government include Assistant Director for Human Resources at the Oregon Department of Corrections, and Senior Budget Analyst at the Department of Administrative Services.



## KIM DETTWYLER, PROJECT CO-SPONSOR, DAS

**“Having HR and payroll in one system is very convenient and more efficient. A couple of new features that I’m excited about in Workday Payroll are the ability for employees to opt in to access their W-2 electronically (starting 2023) and approved time off (leave) requests will automatically update employee timesheets.”**

Kim Dettwyler currently works at the Department of Administrative Services (DAS) in the CHRO office as a Human Resource Administrator. Her responsibilities include overseeing Workforce Development and Workday.

Kim has been employed by the State of Oregon for over 20 years. Prior to her current role at DAS, she served as the Human Resource Manager the Department of Revenue. Kim also worked for Montgomery Ward for over 20 years serving in various Human Resource positions including District Human Resource Manager, Human Resource Manager for the Salem, Oregon store and Payroll manager.