

Moving Time and Pay to the 21st Century

Payroll and Time Tracking Replacement Project Newsletter

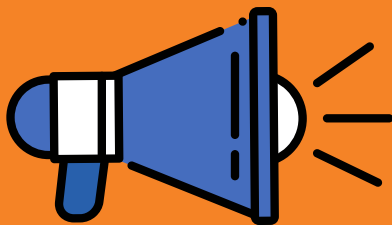
Welcome to the fourth edition of the Payroll and Time Tracking (PTT) Replacement Project Newsletter!

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!](#)
- [View our past newsletters and communications on our website](#)

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This just in!

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

As a reminder the Workday Payroll and Time Tracking Replacement Project is **projected to go-live on December 1, 2022.**

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 Kick-off Resources:


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

Over the next several newsletters we will take a closer look at one of the three employee categories that were introduced in the Time Entry Kick-off communication:

- Employees who are eligible for overtime (OT) - [featured in the third edition of our newsletter](#)
- Employees who are eligible for straight time (ST)
- Employees who are not eligible for OT or ST

This edition of the newsletter will feature employees who are eligible for straight time (ST) accrued.

EMPLOYEES WHO ARE ELIGIBLE FOR STRAIGHT TIME ACCRUED

	Do you enter times that include cost centers, projects, grants, or exceptions to your normal working schedule?	Will I enter in and out times?	Will I enter total hours worked?	Will I enter time off (leave) requests? (Approved time off will populate timesheet)	Will I enter flex time?	Will I submit my time?
Employees who are eligible for straight time accrued	If YES →	NO	YES I will enter total hours per each costing code	YES	YES	YES
	If NO →	NO	YES	YES	YES	YES

Employees who are eligible for straight time accrued when additional hours are worked **will enter total hours worked into Workday instead of in and out times**. For straight time accrued over 40 hours during the work week or over the regularly scheduled hours in the day, Workday will calculate the straight time accrued based on applicable collective bargaining agreement language and state or agency policy.

Employees will also enter time off (leave) requests through Workday Absence. Employees in this category include:

- Salaried, represented employees who are FLSA exempt and not eligible for overtime as outlined in collective bargaining agreements

Please see the table above to see how employees eligible for straight time accrued will interact with time entry in Workday.

The **“PTT (Payroll and Time Tracking) 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. 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.

PTT Rundown content:

- Project overview - what’s happening in the project and updates on test phases
- Project timeline - timeline for a December 1, 2022, go-live
- Benefits of Workday Payroll and Time Tracking
- Training timeline and information
- FAQ section
- Time entry demos by employee categories
- Resource guide

How to view the PTT Rundown:

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



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.

Project timeline



PROJECT PHASES

November 2021 to January 2022 (completed):
Phase 1 (end-to-end) - agencies helped the project team test specific time entry scenarios

February 2022 to April 2022 (completed):
Phase 2 (parallel) - comparison of Oregon Statewide Payroll Application pay results to Workday pay results for the months of January and February 2022

August 2022 - September 2022 (in progress):
Phase 3 (user acceptance test) - agencies testing full business process scenarios and functionality

PTT TRAINING SCHEDULE

September - Workday Payroll and Time Tracking tasks and processes for Agency Payroll Partners

October - Agency Training Partner (ATP) workshops for identified ATPs (if your agency is not on this list, please contact the project team at osps.workday@das.oregon.gov)

November - time tracking for Employees and Managers

Phase three of testing officially began with agencies in August 2022 and will come to a close at the end of October. The PTT project team has been working with agencies across the enterprise on user acceptance testing of full business process scenarios and functionality.

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.

Workday Payroll Training is a topic that is at the top of many minds. We are working hard to bring you training that will walk you through Workday Payroll in a way that is easily accessible, easy to follow and an effective use of your time. The third edition of the PTT Newsletter featured a closer look at Online Training Modules and in this edition of the newsletter we will focus on Virtual Instructor Led Training (VILT).



Virtual, Instructor Led Training (VILT) are workshops that will be offered to Agency and Central Payroll Partners. Agency Training Partner sessions will be taught to ATPs so they can conduct their own agency-specific trainings.

Payroll Partner VILT (for payroll staff) is targeted for mid-September to mid-October. This is a live, virtual led (VILT) course that will train payroll partners on how to do all of their payroll tasks in Workday Payroll.

Train the trainer VILT (for agency trainers) is targeted for mid-October to early November. This VILT course will train agency trainers on how to conduct required Workday Payroll training to staff in groups within their agency. Employee and manager focused training content is supplemental training to the required Workday Payroll training online.

Organizational Change Management (OCM) training videos created by the PTT project team are now available in Workday Learning. For this edition of the newsletter, we will highlight two important and educational OCM videos: Empathy and Giving and Receiving Feedback (log in to Workday to access these trainings).



Sponsored by the Payroll and Time Tracking Replacement Project



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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.

Will the Workday Payroll implementation affect my retirement?

Your retirement benefits will remain the same with the implementation of Workday Payroll. If you are a participating PERS member, your 6% PERS Pick-up will continue as it does now.

Will the implementation of Workday Payroll have any impact on my Direct Deposit Authorization to my bank account?

No, your Direct Deposit via ACH will remain in place unless you have changes to your bank accounts on your ACH Authorization. Contact your Agency Payroll representative if you need to make any Direct Deposit application changes.

Will there be an ability for managers to enter someone's time? If an employee is off work for an extended time would someone be able to enter their time when they are away?

Managers, payroll partners and time keepers will be able to enter time for an employee in the case where an employee is unable to enter their own time.

[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.



KRISTA CAMPBELL, HR DIRECTOR, OREGON DEPARTMENT OF EDUCATION

“Our employees have used Workday from the beginning for self service functions...”

Oregon Department of Education is excited for what Workday Payroll will bring as we merge HR and payroll into one system and foresee many positive benefits for all staff. Our employees have used Workday from the beginning for self service functions such as W4's and direct deposits and we educated employees on how to view their compensation, position data, and how to manage their personal contact information.

We are also looking forward to the real time information being available to employees, the expansion of available reports and as more staff are remote and working out of state, the eventual multi-state withholding capabilities. We are very excited to have one system that puts all of our HR, Training and Payroll information together in one place for our employees to access.