



**PAYROLL AND TIME TRACKING**  
Replacement Project

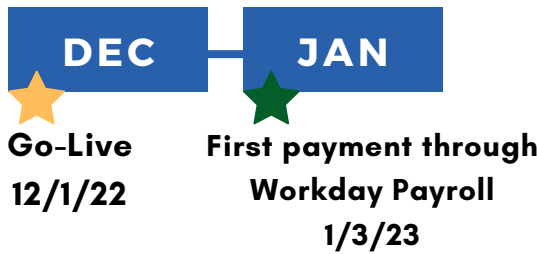
Moving Time and Pay to the 21<sup>st</sup> Century

## Payroll and Time Tracking Replacement Project Go-Live Newsletter

### COUNTDOWN TO GO-LIVE!



**We made it to go-live!**



### Inside:

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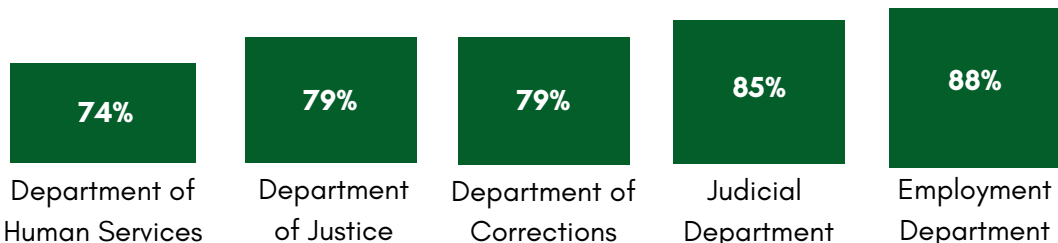
## Training details

### Online training is due by December 9!

Employees were assigned required online training in Workday on November 1, 2022. Workday Payroll and Time Tracking (PTT) required online training will be due for employees and managers on December 9, 2022. For more details on required online training for Workday Payroll and Time Tracking please view our [Required Online Training One-Pager](#).

## Training by the numbers

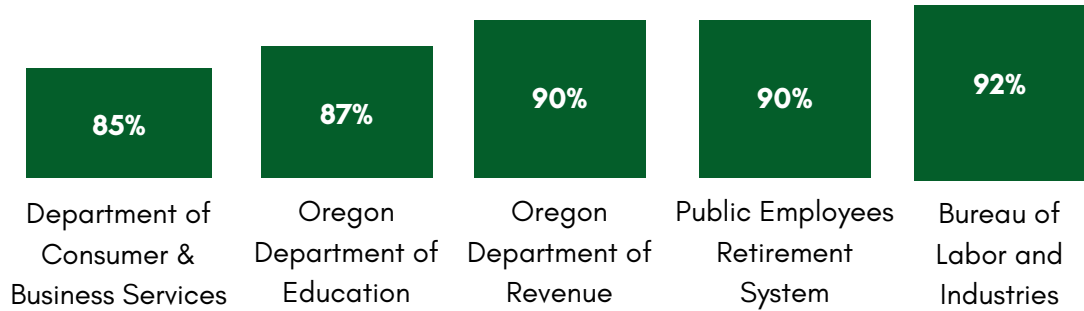
Training by the numbers is a brief look at how PTT training is progressing across the enterprise. This section will showcase the agencies with the highest percentage of employees and managers that have completed training so far. Thank you to all the employees and managers that have already completed their required online training in their Workday My Tasks. Please remember to **complete your required online training by December 9, 2022**.



\*more than 1000 employees, data from 11/30/22

# Training by the numbers

\*more than 100, but less than 1000 employees, data from 11/30/22



## What's trending?

### Can my payroll office answer questions about the new Workday Payroll at go-live?

Yes, you can reach out to your [agency payroll office](#) and they should be able to assist you.

### I completed my required online training for Workday Payroll and Time Tracking, but it is not showing as complete, what should I do?

If you are receiving auto-generated messages saying that you have not completed PTT required online training, please reach out to your [agency Learning Partner](#) or the project team at [osps.workday@das.oregon.gov](mailto:osps.workday@das.oregon.gov)

### How can I view my work schedule in Workday?

Log in to Workday; click on "Your Profile" on the top right; click on "View Profile" then click on "Overview" button on the left; click on "Worker Time Tracking Details" at the top; scroll to the right to see "Work Schedule Calendars" to view your work schedule in Workday.

### If my schedule is not correct, what steps can I take to correct my work schedule?

Log in to Workday; click on "Your Profile" on the top right; click on "View Profile" then click on "Actions" under your name; locate "Time and Leave" then click on "Request Work Schedule" to access a drop down menu that will allow you to request the correct work schedule.

### 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.



# *Employee resources*

This section will contain resources that will be valuable for all employees to access. The resource list below can help answer questions you may have related to the PTT 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](#)
- [Sign up for the newsletter](#)
- [View our past newsletters and communications on our website](#)