Vol. #2, June 2022

PAYROLL AND TIME TRACKING
Replacement Project

Moving Time and Pay to the 21st Century

Payroll and Time Tracking Replacement Project Newsletter

Welcome to the second 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
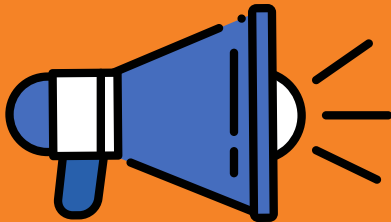- Sign me up for the newsletter!

Inside:

This just in!

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

Workday Payroll and Time Tracking is **projected to go-live on December 1, 2022**. For more information, please visit the project communications webpage.

The project team is creating a "PTT (Payroll and Time Tracking) Rundown" which contains outreach materials for Payroll Project Champions (PPC) and other agency staff to use. The PTT Rundown is a presentation designed to give you an overview or "rundown" of what you need to know about Workday Payroll and Time Tracking and will be available in Workday Learning this summer. If you want to know more about the PTT project, reach out to your PPC (see the "What's trending?" section of our newsletter for more information about PPCs).

The PTT Rundown will include:

- Project overview
- Project timeline
- Benefits of Workday Payroll and Time Tracking
- Training timeline and information
- FAQ section
- PTT demos
- Resource guide

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

JUNE	JULY	AUG	SEPT	OCT	NOV	DEC

Phase Three of Testing

Go-Live

Training Material Creation

Training: Payroll Partner, Employees & Managers

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 – train the trainer workshops for identified Agency Training Partners

October – live Manager workshops for Agency Managers

November – time Tracking for Employees and Managers

Phase three testing preparations will begin in June and phase three testing will officially begin with agencies in August 2022. The PTT Team is continuing to work on integrations and fine-tuning database configuration to help in the preparation for phase three testing.

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.

Although Workday Payroll and Time Tracking is not yet live, there are actions that you can currently take to prepare for when Workday Payroll and Time Tracking goes live on December 1, 2022. Log in to Workday now to enter leave requests, tax elections and complete direct deposit authorizations. If you need a refresher on how to do these use the Workday job aid links below:

- Time off requests
- Tax elections
- Direct deposit

Additional job aids can be found on the Workday instructions for all employees page:
https://www.oregon.gov/das/HR/Pages/wd-training-emp.aspx
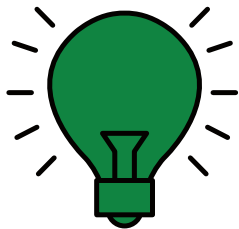
Knowledge Articles in Workday will replace current job aids and quick reference guides. Knowledge Articles are step-by-step instructional articles for specific tasks that are searchable in Workday. Knowledge Articles include written instructions and Workday screenshots that help you navigate the different tasks, functions, and webpages you may encounter. Payroll and time tracking Knowledge Articles will appear in Workday as we move closer to go-live on December 1, 2022.

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: OCM Overview and Resistance Management (log in to Workday to access these trainings).

ORGANIZATIONAL CHANGE MANAGEMENT SERIES

OCM OVERVIEW

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ORGANIZATIONAL CHANGE MANAGEMENT SERIES

RESISTANCE MANAGEMENT

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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.

Why is DAS implementing a new payroll system now?

Oregon State Payroll Application (OSPA), the current payroll system, has been utilized to pay employees since 1986 and there are very few IT experts available with the programming knowledge to maintain it. Updating to Workday Payroll and Time Tracking removes this risk because the system is regularly updated by Workday. This will also ensure that all human resource and payroll information is fully integrated within Workday for ease of use.

What is a PPC?

A Payroll Project Champion or PPC is the assigned contact at your agency for the Payroll & Time Tracking Replacement Project. You can find your agency PPC on our project website: https://www.oregon.gov/das/HR/Documents/Agency_Payroll_Project_Champions.pdf

Will employees be able to enter time in the Workday mobile app?

Yes, employees will have the ability to enter their time in the Workday mobile app. This functionality will be available in Workday when payroll and time tracking goes live on December 1, 2022.

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.

MIKE SMITH, CHIEF FINANCIAL OFFICER, OED

"We're excited for the streamlining between payroll and HR transactions... I'm not sure you'll find another agency as excited as the Employment Department to bring payroll and time keeping into the 21st century."

The Oregon Employment Department (OED) launched its payroll and time-keeping system, aptly named TIME, more than 22 years ago. Although it's served the agency well, a change is long overdue.

While the Department of Administrative Services is responsible for the statewide launch of the Workday Payroll and Time Tracking System, our OED team will ensure our agency is ready for implementation.

In coming weeks and months we will continue to share how the Workday Payroll and Time Tracking system changes impact our staff, as well as the work the team is doing to support this change at OED. In May we will launch an internal OED Payroll and Time Tracking agency website to include:

- Ongoing all-staff communications about the project
- The enterprise project timeline and critical milestones
- Upcoming training opportunities for OED managers and staff
- OED Payroll and Time Tracking Project team members
- Links for more information
- And more!