



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!



NOV
Training:
Employees &
Managers

DEC
★
Go-Live
12/1/22

JAN
★
First payment through
Workday Payroll
1/3/23

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Training details

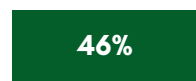
Online training is now available!

All 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.

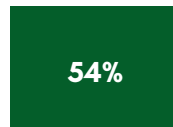
*more than 1000 employees, data from 11/17/22



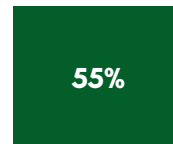
Department of Human Services



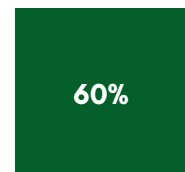
Department of Justice



Department of Corrections



Judicial Department



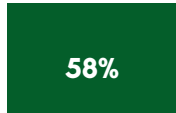
Employment Department

Training by the numbers

*more than 100, but less than 1000 employees, data from 11/17/22



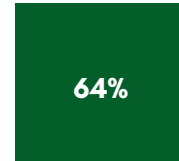
Oregon Department of Education



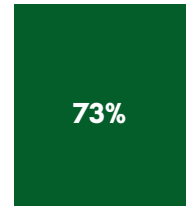
Department of State Lands



Oregon Military Department



Public Employees Retirement System



Department of Revenue



What's trending?

What information do I need to validate in Workday at go-live?

There will be an app in Workday called "Verify My Information" that employees can use to validate profile information such as payment elections, tax elections, work schedule and more. Stay tuned for more information on how to use the "Verify My Information" app when it is enabled in Workday.

How can I validate, update or add payment elections?

Log in to Workday, view your employee profile, select "Pay", then find "Payment Elections", to validate, update or add payment elections.

How can I validate or update my tax elections?

Log in to Workday, view your employee profile, select "Pay", then find "Tax Elections" to validate or update your federal and state tax withholding elections.

When entering time into Workday, does an employee have to identify "AM" or "PM" in the time entry fields?

The project team recommends identifying "AM" and "PM" when entering time. If time is entered from 7 - 11, the system will default to AM and if time is entered from 12 - 6, the system will default to PM. This is not something the project team can configure or change.

Who can I contact with questions about my payroll?

You can find your agency payroll partner [here](#). Your agency payroll partner can assist you with questions related to payroll.

Pre-launch Change Readiness survey



The Pre-launch Change Readiness survey was sent to all Executive branch employees via email on November 14, 2022. The survey contained a set of standard change management questions related to the PTT project.

Survey results will be shared with agency leadership and help inform communication, change management and training efforts.

Please note:

- ODOT, some State Hospital staff, and some DOC staff will continue to use their current time tracking systems.
- Legislative branch and Judicial branch employees were exempt from this survey.



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](#)