



PAYROLL AND TIME TRACKING

Replacement Project

Moving Time and Pay to the 21st Century

Payroll and Time Tracking Replacement Project Newsletter

Welcome to the third 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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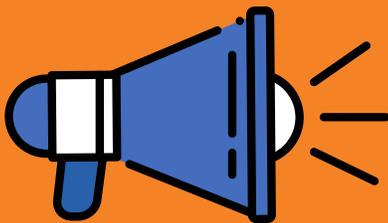
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This just in!

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

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

In mid-July the Payroll & Time Tracking Replacement Project Team sent a Time Entry communication to agencies that introduced Workday Payroll Time Entry by employee category. The Time Entry Kick-off communication included resources to help employees determine their employee category and charts to guide employees through time entry actions based on 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)
- 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 overtime.

EMPLOYEES WHO ARE ELIGIBLE FOR OVERTIME

	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 overtime	If YES →	YES Per each costing code	NO	YES	YES	YES
	If NO →	YES	NO	YES	YES	YES

Employees who are eligible for overtime will enter in and out times as well as meal breaks into Workday. The table above shows how overtime eligible employees will interact with Time Entry in Workday. Workday Payroll is configured to automatically calculate overtime and shift differential for most collective bargaining agreements (CBA) or state/agency policy. Example of CBAs that are an exception to auto calculate overtime and shift differential: Oregon State Police and Military Fire Fighters.

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

- Salaried and hourly represented employees who are FLSA non-exempt and eligible for overtime
- Salaried and hourly unrepresented or management service employees who are FLSA non-exempt and eligible for overtime
- Salaried and hourly represented employees who are FLSA exempt and eligible for overtime as outlined in collective bargaining agreements

The **“PTT (Payroll and Time Tracking) Rundown”** was created by the 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.

The PTT Rundown will include:

- 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 - train the trainer workshops for identified Agency Training Partners

October - live workshops for Agency Managers

November - time tracking for Employees and Managers

Phase three testing preparations are continuing through July 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 prepare 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.

Workday Payroll Training is a topic that is at the top of mind for many of you and 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 second edition of the PTT Newsletter featured a closer look at Knowledge Articles and this edition of the newsletter we take a closer look at Online Training Modules.



Online Training Modules are short time tracking module tasks that will be available for employees and managers within Workday Learning. Online training modules can be completed at your own pace and can be repeated as many times as you would like to take them. Workday Learning will also keep track of all the online training modules that you have completed.

Payroll Partner training (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 (for agency trainers) is targeted for mid-November to early November. This is a live, virtual led (VILT) course that 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.

Required online training (for all employees and managers) is targeted for the first of November to early December to be assigned and completed in Workday Learning.

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: Communicating Change and Change Fatigue (log in to Workday to access these trainings).



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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 implementation of Workday Payroll and Time Tracking affect my vacation time accrual?

There will be no impact to an employee's leave accrual rates or amounts earned each month. The vacation accrual rate will still be based on years of service as outlined by the applicable collective bargaining agreement or state policy.

I currently cost my time to multiple cost centers, projects and grants – will Workday Payroll and Time Tracking be able to accommodate this?

Workday Payroll and Time Tracking will be able to accommodate all cost centers, projects and grants. In addition, it has a comment field that can be used for notes or specific comments your agency would like to track.

Will Workday Payroll and Time Tracking affect my ability to flex my time?

The implementation of Workday Payroll will not affect your ability to flex your time. If you are currently permitted to flex your schedule, when Workday Payroll is implemented, you will continue to enter the hours you worked into Workday as you do now in ePayroll or your agency time tracking system. As long as you enter 40 hours per week, regardless of the day your time is entered on, you will be paid for 40 hours of work.

[**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.



MICHELLE BARRETT, PAYROLL MANAGER, ODHS & OHA

“Now is the time to get employees and managers engaged in the project.”

As two of the largest state agencies, with over 14,000 employees, here are some of the actions that the Oregon Department of Human Services (ODSH) and the Oregon Health Authority (OHA) are taking to ensure a smooth transition to Workday Payroll.

Conversations are happening at all levels:

This is occurring at all levels from meeting with individual teams to sharing information on all manager calls within our agencies. We are also communicating regularly in our management and employee email updates and newsletters.

How we are using Workday:

We are requiring employees to use Workday for tax and direct deposit elections, various requests including FMLA/OFLA, vacation payouts and other self-service options that are currently available. Most of our programs also use Workday for time off request tracking.

We are engaged with project teams both internal and external to ODHS & OHA:

Our Payroll Analysts have participated in system testing and attend Payroll Partner Forums. We've created an internal project team with representatives from Human Resources, Information Services, Communications, Financial Services and all major programs within our agencies to provide updates, ask for feedback and distribute information out to agency employees.

How we are helping prepare our managers through the transition to Workday Payroll:

We have several change management methods we are using to get this information to our managers. We are scheduling sessions at an agency level, at a program level and upon request for specific manager groups. The workshops are put together well, and we are receiving great feedback.

As we get closer to December 1, this list will expand to include training and support for our employees through implementation.