

**Projected  
go-live date  
12/1/2022**

## **WHY MOVE TO WORKDAY PAYROLL AND TIME TRACKING?**

### **INDIVIDUAL BENEFITS**

- Access to one robust system for employee services such as:
  - Time off (leave) balances in real-time
  - Approved time off will update your timesheet automatically
  - View your paystubs
  - Initiate and update direct deposit authorizations
  - View and update tax withholding elections
- Ability to access the platform from the Workday app or website anywhere you have an internet connection.

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### **ORGANIZATIONAL BENEFITS**

- Authorized users can view reports with both HR and payroll data
- Access to payroll and financial reporting in real time
- Reduce agencies' carbon footprint by minimizing paper-based processes
- Increased payroll efficiency including:
  - Business rules built into the system such as calculating shift differentials & overtime
  - Employee entered direct deposit authorizations
  - Employee tax withholding elections (W-4)

# THINGS YOU CAN DO IN WORKDAY RIGHT NOW



Update your contact information

[Update information](#)



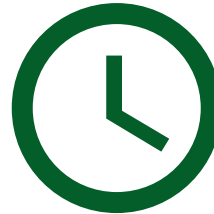
Find current Workday Learning content

[Workday Learning](#)



Update your W4 preferences

[Update W4](#)

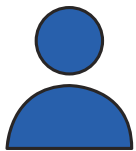


Request time off

[Time off](#)

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## WHAT ARE EMPLOYEES SAYING ABOUT THE NEW WORKDAY PAYROLL AND TIME TRACKING SYSTEM?



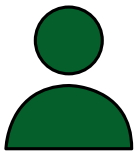
**MARILYN SHERWOOD, ODE**

"I'm really liking what I see so far... and I'm coming from many years of using OSPS. I'm very excited for this coming year and I believe our employees will love what Workday Payroll has to offer."



**KARI BEVIER, DAS**

"Employees will be excited to have their leave balances be real time. Workday and payroll will be working hand in hand on submitting leave requests right to time sheets."



**KAROLINA FALLERT, ODOE**

"I worried that it would be difficult, but it is easy to navigate and use Workday Payroll."



**BRITTANY ECK, OSP**

"Payroll partners are excited for the ability to utilize the many different tools to help keep employee's timecards and pay accurate."

## TRAINING IS COMING

The Workday Payroll and Time Tracking Replacement Project team is developing training materials to assist in the transition to Workday Payroll and Time Tracking.

More training information can be found in our April newsletter.

Website: <https://www.oregon.gov/das/HR/Pages/Payroll-time-tracking.aspx>

Project email: [osps.workday@das.oregon.gov](mailto:osps.workday@das.oregon.gov)