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PAYROLL AND TIME TRACKING

Replacement Project

FREQUENTLY ASKED QUESTIONS

FAQS REGARDING THE
PAYROLL AND TIME
TRACKING REPLACEMENT
PROJECT




FOR MORE INFORMATION

[www.oregon.gov/das/HR/Pages/
Payroll-time-tracking.aspx](http://www.oregon.gov/das/HR/Pages/Payroll-time-tracking.aspx)

youtube.com/user/DASOregon

CONTACT US

e-mail: osps.workday@oregon.gov



BE READY FOR
JULY 1, 2022!

Contents

Payroll Replacement: July 2022	4
General Project Questions	4
<i>What is being replaced?</i>	4
<i>What are we replacing these systems with?</i>	4
<i>What is Workday?</i>	4
<i>Why is DAS implementing a new Payroll System now?</i>	4
<i>When did the Payroll Time Tracking Replacement Project officially kick-off?</i>	4
<i>Where can I find information about the Payroll & Time Tracking (PTT) Replacement Project?</i>	4
<i>What is FLSA? How do I check if I'm non-exempt?</i>	4
<i>What is the timeline for the implementation of Workday for Payroll, Time Tracking and Leave Accrual?</i>	5
<i>Who is on the PTT Replacement Project Team?</i>	5
<i>Who is the executive sponsor for this project?</i>	5
<i>What is a Payroll Project Champion?</i>	5
<i>Who is the Payroll Project Champion for in my agency?</i>	5
<i>How often will I receive communication about the status of the PTT Replacement Project?</i>	5
<i>Who can I contact if I have questions about this project?</i>	5
Position Related Questions:	6
<i>Who is impacted by the Payroll and Time Tracking (PTT) Replacement Project?</i>	6
<i>What is FLSA? How do I check if I'm FLSA non-exempt or FLSA Exempt?</i>	6
<i>Will the implementation of Workday Payroll impact my Position Description, job duties or performance reports?</i>	6
<i>Will Workday Payroll implementation affect my Vacation time accrual?</i>	6
<i>Will Workday Payroll implementation affect my Insurance benefits?</i>	6
<i>Will Workday Payroll implementation affect my retirement?</i>	6
Workday Payroll Time Tracking & Leave Accrual Systems Questions:	7
<i>What training will I receive on the Workday Payroll application?</i>	7
<i>Will I need to clock in/out when Workday Payroll is implemented?</i>	7
<i>I currently complete a hand-written time sheet. How will the implementation of Workday Payroll impact me?</i>	7
<i>Will there be an ability for managers to enter someone's time? In the case where the employee is off work for an extended time would someone be able to enter their time while they are away?</i>	7

<i>Will there be an ability for managers set up email notifications from the system for pending activities?</i>	7
<i>If I miss entering my time how do I get paid?</i>	7
<i>How will the Workday Payroll implementation impact my ability to flex my time?</i>	8
<i>Are we allowed to use personal devices to access Workday (Workday Learning, etc.)?</i>	8
<i>How will the implementation of Workday Payroll affect my OT eligibility?</i>	8
<i>Is the time module mobile enabled?</i>	8
<i>Can we have sneak peeks to start to see what the system looks like even if it changes?</i>	8
<i>How are different types of schedules going to work and what are they going to look like in the system?</i>	8
<i>We have heard that Workday has a hard time with the 24/7 schedule. Will we have enough flexibility in the system to account for all the shifts we have?</i>	8
<i>We have relief staff who change schedules. Will someone assign a schedule to them when they are uploaded into the system??</i>	8
Pay Calculation and Payroll Tax Questions:	9
<i>Where can I see an estimate of my monthly pay?</i>	9
<i>Why does my mid-month check seem to be taxed so heavily?</i>	9
Questions related to Direct Deposit of Payroll	9
<i>Will the implementation of Workday Payroll have any impact on my Direct Deposit authorization to my bank account?</i>	9
Proposed Salary to Hourly Change:	10
Who/What is impacted?	10
<i>What is the change from salary to hourly?</i>	10
<i>Will this change need to be added to collective bargaining agreements?</i>	10
<i>Who will be impacted by this?</i>	10
<i>Why are we making this change?</i>	11
<i>Why are FLSA non-exempt employees moving from salary to hourly and exempt employees are not?</i>	11
<i>Will employees who are FLSA exempt who get OT be impacted?</i>	11
<i>Will employees who are FLSA exempt and get straight time (not OT) be impacted?</i>	11
How will this impact me?	11
<i>I do not use ePayroll for time tracking. How will I be impacted by this?</i>	11
<i>How will this switch impact my time entry and pay?</i>	11
<i>Will my annual salary change as a result of moving to hourly time tracking?</i>	11

<i>What is the standard method that will be followed to arrive at an employee’s hourly rate of pay? .</i>	12
<i>Does the hourly rate only apply to overtime worked or are we switching completely to an hourly rate for both overtime and regular hours?</i>	12
<i>So how are these new hourly paychecks going to affect our retirement salaries?.....</i>	12
<i>How will changing us from salary to hourly work for part time workers that are working 20 or more hours per week?</i>	12
<i>Please clarify that non-exempt employees will be paid for holidays/ Governor’s leave/Personal Business/Sick Leave/Etc. Correct?.....</i>	12
<i>When a job is posted for recruitment, will it show the base hourly to maximum hourly or how will the rate of pay for each step be provided to potential employees that may not be starting at the bottom step?</i>	12
<i>How is this going to impact annual pay step increases?</i>	13
<i>How will this change impact the 5% overpayment recoupment?.....</i>	13
<i>How will deductions be handled for the switch from salary to hourly?.....</i>	13
<i>How will this change affect my ability to flex my time?</i>	13
<i>How does this change affect my retirement?</i>	13
<i>Does this change impact my Position Description, job duties or performance reports?</i>	13
<i>If I miss entering my time how do I get paid?</i>	13
MISC Questions	14
<i>If I am paid hourly and miss entering my time by payroll cut-off, how do I get paid?</i>	14
<i>Does being paid hourly violate any current wage and hour laws?</i>	14

Payroll Replacement: July 2022

General Project Questions

What is being replaced?

- Current payroll system, Oregon State Payroll Application (OSPA)
- ePayroll time tracking system
- Any agency-specific time tracking systems (except for ODOT)
- Leave accrual system

What are we replacing these systems with?

- Workday payroll, time tracking and leave accrual (Workday Payroll and Time Tracking)

What is Workday?

- Workday is the current HRIS system that the state of Oregon went live with in February 2019
- [Workday login](#)

Why is DAS implementing a new Payroll System now?

- [Project Fact Sheet](#)
- OSPA (the current payroll system) has been paying employees since 1986 and there are very few IT experts available with the programming knowledge to maintain it. Updating to Workday's payroll module removes this risk because Workday is constantly maintained through a software-as-a-service contract.
- In addition, every month Workday HRIS has to send critical employee information to OSPA, but the interface between the systems is difficult to maintain. Having your HR and payroll information contained only in Workday removes this risk.

When did the Payroll Time Tracking Replacement Project officially kick-off?

- The PTT Replacement Project officially kicked off on Wednesday, Jan 13, 2021.

Where can I find information about the Payroll & Time Tracking (PTT) Replacement Project?

- Project information, resources and contact information are available on the [Project Website](#)
- Agency Project Payroll Champions and agency project teams will be able to answer questions specific to your agency.
- There will be communication sent out on a regular basis in addition to the resources noted here.

What is FLSA? How do I check if I'm non-exempt?

- The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
- Employees can view their FLSA status in Workday. Please see the [\("Am I Impacted" job aid\)](#) for instructions.

What is the timeline for the implementation of Workday for Payroll, Time Tracking and Leave Accrual?

- [Project Timeline](#) – this link shows a timeline for the project and the different phases.
- July 1, 2022 – Workday will go live for Payroll, Time Tracking and Leave Accrual for all Executive, Legislative and Judicial branch state employees.

Who is on the PTT Replacement Project Team?

- [Project Team Bio's](#)
- The Project Team comes from a wide network of state agencies and is committed to collaborating with all agencies and state employees to ensure payroll continues to happen timely and accurately for all state employees.
- Some agencies will have their own internal project team in addition to the DAS Project Team. Please consult with your payroll manager to find out about the structure of your internal project team.

Who is the executive sponsor for this project?

- Brian Deforest, DAS Chief Administrative Officer, and Kris Kautz, OHA Deputy Director, are the executive co-sponsors for the Payroll and Time Tracking Replacement Project.

What is a Payroll Project Champion?

- A Payroll Project Champion or PPC is the assigned contact at your agency for the Payroll Time Tracking Replacement Project.

Who is the Payroll Project Champion for in my agency?

- Click [here](#) to see who has been already identified as your Payroll Project Champion. Check back later as we continue to update this list.

How often will I receive communication about the status of the PTT Replacement Project?

- As we move closer to go-live (July 1, 2022) there will be an increase in communication to inform you of important training dates. If you wish to get an update on the project then please reach out to your agency's Payroll Project Champion.
- Project Payroll Champions will communicate regularly with their agency's leadership team to pass along important updates on the project.
- There will be newsletters, videos and email updates sent regularly. The PTT Project Web site is available as a resource as well: <https://www.oregon.gov/das/HR/Pages/Payroll-time-tracking.aspx>

Who can I contact if I have questions about this project?

- Please reach out to your [Payroll Project Champion](#). (Please note that not all Payroll Project Champions have been identified at this time. We will continue to update this list periodically.)
- If your agency does not yet have a Payroll Project Champion identified, please reach out to your HR and/or Payroll office.
- You can also send an email to osps.workday@oregon.gov

Position Related Questions:

Who is impacted by the Payroll and Time Tracking (PTT) Replacement Project?

- All FLSA Exempt and FLSA Non-Exempt state employees from the Executive, Legislative and Judicial branches of state government will convert to Workday for time tracking and leave requests in July 2022.
- ODOT will continue to use TAMS/Kronos for their time tracking and leave requests.

What is FLSA? How do I check if I'm FLSA non-exempt or FLSA Exempt?

- The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
- Employees can view their FLSA status in Workday. Please see the (["Am I Impacted" job aid](#)) for instructions.

Will the implementation of Workday Payroll impact my Position Description, job duties or performance reports?

- No, the implementation of Workday Payroll will have no impact on your current position description, job duties or performance reports.

Will Workday Payroll implementation affect my Vacation time accrual?

- There will be no impact to 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.

Will Workday Payroll implementation affect my Insurance benefits?

- There will be no change to what employee's pay for their PEBB benefits.

Will Workday Payroll implementation affect my retirement?

- Your retirement benefits will remain the same with the implementation of Workday Payroll. If you are a participating PERS member than you will continue to pay your 6% PERS Pick-up as you do now.

Workday Payroll Time Tracking & Leave Accrual Systems Questions:

What training will I receive on the Workday Payroll application?

- An online foundational training will be developed by the DAS PTT Project Team.
- All additional training modules or sessions will be developed in coordination with your agency trainers and/or Payroll Project Champions.

Will I need to clock in/out when Workday Payroll is implemented?

- When Workday Payroll is implemented
 - Exempt employees will enter time off requests.
 - Non-Exempt employees will enter time start and stop times.

I currently complete a hand-written time sheet. How will the implementation of Workday Payroll impact me?

- Please contact your agency payroll office for specific instructions on how this will be handled.

Will employees still be paid if a manager doesn't approve someone's time?

- Employees will still get paid even if a manager forgets or is unable to approve timesheets. There will be back up processes in place to ensure employee time is approved prior to cutoff if direct supervisors are unable to complete the process for their employees.

Will there be an ability for managers to enter someone's time? In the case where the employee is off work for an extended time would someone be able to enter their time while they are away?

- Managers, payroll partners and time keepers will be able to enter time for an employee in the case where an employee is unable to enter time their own time.

Will there be an ability for managers set up email notifications from the system for pending activities?

- Email notifications were established when HCM went live in 2019. Per the request of agencies, they were disabled shortly after go-live. Managers will need to log into Workday to see notifications of pending activities.

If I miss entering my time how do I get paid?

- There will be a process in place to ensure employees are paid even if they forget to enter their time. However to ensure an accurate paycheck, employees should enter their time by published cutoff dates.

How will the Workday Payroll implementation impact 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 time is entered on when, you will be paid for 40 hours of work.

Are we allowed to use personal devices to access Workday (Workday Learning, etc.)?

- When Workday HCM (Human Capital Management) deployed in 2019 an exception was granted from the State CIO's Office to allow employees to access Workday from their personal devices.

How will the implementation of Workday Payroll affect my OT eligibility?

- This change will **not affect** your OT eligibility. Employees will receive overtime as outlined in federal and state laws as well as applicable collective bargaining agreements.

Is the time module mobile enabled?

- Employees will have the ability to access the time module via mobile phone.

Can we have sneak peeks to start to see what the system looks like even if it changes?

- Once the system has been configured and testing has begun the project team will share demos and screenshots of the system.

How are different types of schedules going to work and what are they going to look like in the system?

- Workday Payroll and Time Tracking will be able to accommodate all schedules. Once the system has been configured and testing has begun the project team will share demos and screenshots of the schedules.

We have heard that Workday has a hard time with the 24/7 schedule. Will we have enough flexibility in the system to account for all the shifts we have?

- Workday Payroll and Time Tracking will be able to accommodate all shifts.

We have relief staff who change schedules. Will someone assign a schedule to them when they are uploaded into the system??

- All employees will be assigned a schedule in Workday. For employees with varying/changing schedules, an email must be submitted to Workday Support.

Pay Calculation and Payroll Tax Questions:

Where can I see an estimate of my monthly pay?

- Use the [Paycheck City Calculator](#) to estimate what your net pay may look like.

Why does my mid-month check seem to be taxed so heavily?

- The state's current payroll system calculates taxes based on a monthly payroll cycle. Mid-month checks adjust the total salary you received for the month which affects the taxes due. For a complete reference on how federal taxes are calculated, refer to the [IRS website](#) or contact your tax professional.

Questions related to Direct Deposit of Payroll

Will the implementation of Workday Payroll have any impact on my Direct Deposit authorization to my bank account?

- No, your Direct Deposit via ACH will remain in place unless you have changes to your bank accounts on your ACH Authorization.
- Contact your Agency Payroll representative if you need to make any Direct Deposit application changes.

How can I setup Direct Deposit?

- (insert link from WD HCM where employees will setup Direct Deposit)

Proposed Salary to Hourly Change:

Please note: While we are transitioning to a new payroll system, **not all of the decisions around how that will look are set in stone. Some discussions and negotiations need to occur through the collective bargaining process.** Management or your union stewards, whichever is appropriate for your position, will keep you updated as those discussions progress.

Brian Deforest, Executive Co-Sponsor

Please note: The proposal to change all Fair Labor Standards Act (FLSA) non-exempt **salaried** employees to FLSA non-exempt **hourly** employees in August of this year is currently being discussed with our labor partners and others, so we will not be moving forward with changes in August as originally proposed. Out of respect for the bargaining process we will wait until the process has been completed before sending any further communication on this proposed topic.

Please note: These FAQs will be updated once the bargaining process has concluded.

Who/What is impacted?

What is the change from salary to hourly?

- The Department of Administrative Services-Labor Relations Unit is in the process of bargaining this change into collective bargaining agreements. If management and the unions come to an agreement, the state of Oregon will change all Executive branch FLSA non-exempt employees who are overtime eligible from being paid on a salary basis to an hourly basis.

Will this change need to be added to collective bargaining agreements?

- While we are transitioning to a new payroll system, not all of the decisions around how that will look are set in stone. Some discussions and negotiations need to occur through the collective bargaining process. Management or your union stewards, whichever is appropriate for your position, will keep you updated as those discussions progress.

Who will be impacted by this?

- Executive branch FLSA non-exempt employees who are represented by collective bargaining agreements will be impacted by this switch. FLSA non-exempt employees who are unrepresented or management service and work at an agency that is not led by an elected official will also be impacted.

Why are we making this change?

- This change is being made for three main reasons:
 1. Once live in Workday, employees will enter their hours worked to receive pay. This change is being made nearly a year before Workday deploys so employees have ample time to prepare for and practice entering their time into a time tracking system.
 2. Currently, salaried employees will receive overpayments which must be paid back. The process of auditing and collecting these overpayments is an enormous burden for the affected employee and manager as well as HR and Payroll staff at every agency across the enterprise. Making this switch is both cost and time-efficient for all involved.
 3. It is industry standard that FLSA non-exempt employees be paid on an hourly basis.

Why are FLSA non-exempt employees moving from salary to hourly and exempt employees are not?

- Per the Fair Labor Standards Act (FLSA), which established federal laws regarding overtime, exempt positions **must be paid a salary**. These positions generally do not receive overtime.

Will employees who are FLSA exempt who get OT be impacted?

- No, at this time only those employees who are **FLSA non-exempt** will be changed from salary to hourly.

Will employees who are FLSA exempt and get straight time (not OT) be impacted?

- No, at this time only those employees who are **FLSA non-exempt** will be changed from salary to hourly.

How will this impact me?

I do not use ePayroll for time tracking. How will I be impacted by this?

- Please contact your agency payroll office for specific instructions on how this will be handled.

How will this switch impact my time entry and pay?

- This switch will end the automatic forecasting of regular hours on your timesheet. Employees will enter time for the month in order to receive pay on the 1st of the month.

Will my annual salary change as a result of moving to hourly time tracking?

- No, your annual salary will remain the same even though your pay each month will fluctuate based on your actual hours worked during the month.

What is the standard method that will be followed to arrive at an employee's hourly rate of pay?

- The hourly rate that will be the basis for which non-exempt staff will be paid is as follows:
 - 2080 annual working hours / 12 months = 173.33 monthly hours
 - Monthly salary / 173.33 monthly hours = hourly rate
 - Example:
 - Current monthly salary = \$5000
 - \$5000 / 173.33 monthly hours = \$28.85 hourly rate

How will fixed deposits be impacted by this change?

- Fixed deposits, or those direct deposits that have a flat amount in the current payroll system are processed on the first payment for the month, generally on the 1st of the month. Employees will need to make adjustments through Workday to their direct deposit accounts if not enough time has been entered to cover that amount of the deposit or if it is going to cause a financial hardship.

Does the hourly rate only apply to overtime worked or are we switching completely to an hourly rate for both overtime and regular hours?

- The hourly rate will apply to both regular time worked as well as in overtime calculations.

So how are these new hourly paychecks going to affect our retirement salaries?

- When an employee becomes a contributing PERS member, the salary is increased by 6.95% to help offset the 6% contribution. This process will still take place as it is now. Employees will continue to pay the 6% pick up which is directed to your IAP account as it is now based on wages earned in each pay period

How will changing us from salary to hourly work for part time workers that are working 20 or more hours per week?

- Part-time workers will receive an hourly rate that is based on the full time monthly salary as it is now.

Please clarify that non-exempt employees will be paid for holidays/ Governor's leave/Personal Business/Sick Leave/Etc. Correct?

- Employees will see no change to their paid holidays, governor's leave or accrued leave.

When a job is posted for recruitment, will it show the base hourly to maximum hourly or how will the rate of pay for each step be provided to potential employees that may not be starting at the bottom step?

- The project team is currently working with the chief human resource office at DAS on how this change will be reflected in recruitments.

How is this going to impact annual pay step increases?

- Step increases and other raises are negotiated by each collective bargaining unit and outline for unrepresented staff in state policy. Employees can expect to see an increase to their hourly rate the same as they do with their monthly salary as outlined in the applicable collective bargaining agreement or policy.

How will this change impact the 5% overpayment recoupment?

- This will not change the 5% overpayment recoupment. The limits will still be based on the monthly salary amount which the hourly rate is calculated from.

How will deductions be handled for the switch from salary to hourly?

- Deductions that are flat amounts will continue to be withheld from the 1st of the month paycheck. Deductions that are based on a percentage of wages earned will be withheld based on wages paid on each paycheck.

How will this change affect my ability to flex my time?

- This change **does not** affect your ability to flex your time.
- If you are currently permitted to flex your schedule, you will continue to enter the hours you worked into ePayroll / agency time tracking system. As long as you enter 40 hours per week, regardless of the day time is entered on when, you will be paid for 40 hours of work.
- If you flex your schedule during a week the crosses over into new month (for example: you flex your time on March 31st and work only 6 hours that day, but make up the 2 hours on April 1 and April 2) you will be paid for the hours worked during each month. Therefore, your March paycheck will be shorted 2 hours, and your April paycheck will be 2 hours over.. ou will continue to request a work schedule change for that week to ensure your monthly accruals and benefits are not impacted.

How does this change affect my retirement?

- This change **will not** affect your retirement. If you are a participating PERS member than you will continue to pay your 6% PERS Pick-up as you do now.

Does this change impact my Position Description, job duties or performance reports?

- No, this change will have no impact on your current position description, job duties or performance reports.

If I miss entering my time how do I get paid?

- If no time was entered by the run 1 cutoff, you will need to contact your [agency payroll office](#). Run 1 cutoffs are available on the ePayroll homepage <https://epayroll.dasapp.oregon.gov/Home>

If I only enter time up through cutoff, when can I expect to see the rest of my pay?

- Any time worked and entered after the run 1 cutoff will be paid on the 15th (mid-month) of the following month. This may not be true for all agencies, please contact your [agency payroll office](#) for additional information.

Why does my mid-month check seem to be taxed so heavily?

- The state's current payroll system calculates taxes based on a monthly payroll cycle. Mid-month checks adjust the total salary you received for the month which affects the taxes due. For a complete reference on how federal taxes are calculated, refer to the [IRS website](#) or contact your tax professional.

How can I determine how much my paycheck will be?

- Use the [Paycheck City Calculator](#) to estimate what your net pay may look like.

MISC Questions

If I am paid hourly and miss entering my time by payroll cut-off, how do I get paid?

- Please contact your agency payroll office for specific instructions on how this will be handled.

Does being paid hourly violate any current wage and hour laws?

- BOLI states paydays must be regular and no more than 35 days apart. The changes we are making will keep our same pay days which will not be more than 35 days apart.