

Take 10: Volume 1



Greetings,

The Payroll and Time Tracking Replacement Project is another step forward in Oregon state government's modernization efforts. The project will result in automating manual practices and unifying business processes that payroll professionals and employees use daily.

The 2019 implementation of Workday as state government's HR solution paved the way for replacing our current 30+ year payroll and time tracking system while reducing risk. The Workday system already contains all the information needed to process payroll and set up user-friendly time tracking processes, the path forward was simple: use Workday for payroll and time tracking. The project Steering Committee approved of this solution (estimated to go live in late 2022 / early 2023) and state government will, for the first time, have one system for HR and payroll.

The Payroll and Time Tracking Replacement Project is excited to announce the start of our "Take 10" campaign. For this kickoff message we have partnered with the DAS Workday support team and Statewide Payroll.

As we all adjust to our temporary normal of working from home, we believe that this is the perfect opportunity to take 10 minutes of your day to log into Workday and familiarize yourself with the current payroll and time tracking features. While you might be currently using a different system for payroll or time tracking, taking 10 minutes to familiarize yourself daily will greatly benefit you when Workday Payroll and Time Tracking goes live.

As part of our campaign, we would like to provide you with some featured job aids and quick reference guides (QRG's) that will walk you through various processes within Workday that are related to payroll

and time tracking. To launch our campaign we have selected a few of these resources that we find especially useful as all of you look to account for your April time.

[Absence, what you need to know](#)

What you need to know about absence and time off requests:

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.

Absence – Family & Medical Leave (F&ML). Employee requests route to the Absence Partner.

[Borrowed Leave Request, employee](#)

This job aid provides step by step instructions on how to request Borrowed Leave through Workday. If you would like to request donated leave, see the job aid [Hardship Leave, request and donate](#).

[Expanded Family and Medical Leave Act \(EFMLA\)](#)

This QRG goes over recording expanded FMLA (EFMLA), time off request (paid or unpaid leave), family medical leave and the absence calendar in Workday.

Take 10: Volume 2 – For Managers

The Payroll and Time Tracking Replacement Project is another step forward in Oregon state government’s modernization efforts. The project will result in automating manual practices and unifying business processes that payroll professionals and employees use daily.

After reviewing close to a thousand requirements put together by several agencies, along with additional testing done by the project team during our Fit Gap phase, it showed that our best option to meet our State’s needs was Workday payroll and time tracking. The project Steering Committee approved of this solution (estimated to go live in late 2022 / early 2023) and state government will, for the first time, have one system for HR and payroll.

It’s the beginning of a new month and now is the time for managers to approve your team’s timesheets. We have selected a few quick reference guides (QRG’s) that show processes within **Workday** that we find especially useful for managers to review, edit and then match time off requests in Workday and time off pay codes in ePayroll / agency time tracking system.

Managers

[Absence, what you need to know](#)

What you need to know about absence and time off requests:

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.

Absence – Family & Medical Leave (F&ML). Employee requests route to the Absence Partner.

[Team absences](#)

This QRG goes over absence requests, Time Off and the Leave Calendar.

[Time off for employee, enter or correct](#)

This QRG shows the process of how to enter and correct (including cancel) an absence or time off on behalf of an employee.

If you have questions...

Workday for absence requests: contact your agency HR office

Payroll for time tracking: contact your agency PR office

Questions about the Payroll & Time Tracking Replacement Project? Email us at:
OSPS.Workday@oregon.gov (website coming soon)