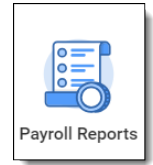


What you need to know about payroll transactions in Workday:

It's very important for HR Partners and Payroll Partners to communicate with each other to ensure tasks are completed successfully with the expected outcome, and are reflected in OSPA. If an action has not feed to payroll, work with your HR Partner who will work with the Workday Helpdesk to have a "refresh" or "ad hoc" sent.



- Actions completed in Workday feed to OSPA at 3:00 p.m. each day via an integration file. The file can take several hours to run. Changes will be displayed in OSPA the next morning.
- If you find that a task did not complete in OSPA, Payroll should alert HR who will coordinate with the Workday Team to have the file sent over.
- Some tasks allow for multiple actions to be completed on a worker in the same day. Other tasks must be completed over a period of time allowing each to feed to payroll before the next can be completed. Keep in mind the 3:00 p.m. integration. Checking OSPA before entering the next task is recommended, so communication between HR and Payroll is essential.
- When an employee transfers from one agency to another, both agencies must complete all tasks in the business process before the action will feed to payroll.
- If an incorrect date was entered for an employee's leave without pay segment, it must be corrected by the Workday Team by rescinding the task and re-entering it correctly. Contact your HR Partner who will work with the Workday Helpdesk to revise incorrect dates.
- Union changes as a stand-alone task, such as temporary employees becoming eligible for benefits, must be pushed over to OSPA by the Workday Team. Contact your HR Partner who will work with the Workday Helpdesk.
- You cannot hire and terminate a person on the same day.

- Payment elections (direct deposits) must be entered in Workday prior to when agency Payroll staff pull the report and make entries in OSPA. This can be done up to and including pre-note deadline to be effective for the current month.
- W-4 updates must be entered in Workday prior to when agency Payroll staff pulls the report and makes entries in OSPA. This can be done up to and including Final cutoff Run 1 to be effective for the current month.
- Mis-matches in leave accrual codes between Workday and OSPA need to be corrected. If OSPA is incorrect, Payroll should alert HR who will coordinate with the Workday Team to have the file sent over.
- Use the *RQST Leave Pay Out* report to pull a list of leave payout requests. Use the date fields to pull only those requests which have been manager approved. The report can be sorted and filtered by column headers, and it can also be exported to Excel.
- View [Worker History](#) on a current or terminated employee to see Staffing, Organization, Personal Data, Compensation History as well as information from the Prior System (PPDB). For information on a former employee who has transferred to another agency, you will need to contact the new agency.
- Business Process Transactions of Type Awaiting Action report doesn't include actions that are in a delay status. You can use the Termination Step Delay Report to see terminations that are in the delay status.

General Navigation for Payroll	
EMPLOYEE INFORMATION	WHERE TO FIND
Address	Contact
Adjusted Base Pay	Compensation
Anticipated End Date	Personal - Union/Representation
Appointment Type (Employee Type)	Summary
Base Pay	Compensation
Benefit Package	Personal - Union/Representation
Benefit Service Date (also known as SED)	Personal – My Service Dates
Continuous Service Date (also known as RSD)	Personal – My Service Dates
Direct Deposit Information	Pay - Payment Election History
Date of Birth	Personal - Personal Information
Documents	Personal - Documents
Email	Contact
FLSA Exempt/Nonexempt	Overview - Position - View Position Restrictions – Incumbent- Job Classification
Family & Medical Leave Documents (Letters)	Personal - Documents
FTE Percentage	Summary
Full Time / Part Time	Summary
Gender	Personal - Personal Information
Labor Cost Code	Pay – Default and Costing Allocation
Leave Accrual Code	Pay - Leave Accrual Code
Name - Legal and Preferred	Personal
OR Number	Summary
Other IDs – PEBB, RACIF, etc.	Personal - IDs
Phone	Contact

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearn Oregon](#).
For system issues, please contact Workday.help@oregon.gov

General Navigation for Payroll	
EMPLOYEE INFORMATION	WHERE TO FIND
Position	Summary
Position ID, Workday	Personal – Union/Representation
RDC / PDC	Overview - Position - View Position Restrictions - Additional Information
Representation	Personal - Union/Representation
Salary History	Compensation – Pay Change History
Salary Range	Compensation
Service Dates	Personal – My Service Dates
Social Security Number	Personal - IDs
Step	Compensation
Support Roles	Contact – Support Roles
Term Reason	Actions - Worker History - (click on termination)
Trial Service End Date - Probation	Personal - Probation
W-4 information	Pay - Tax Elections
Work Phone	Contact