

Department of Administrative Services



Workday Wednesday – Feb. 05, 2025

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** WW Feedback Survey Results
- 04** Compensation
- 05** General Information & Reminders



Release Updates





February Release Items

#	Item	Functional Area	Agency Impact	Employees Impacted
774	Time Off Request Analytic	Absence & Leave	All	2500-10k
792	Add Canopy information to Personal Protection Leave request approval notification and email message	Absence & Leave	All	25k+
825	Create 3 New Exit Surveys	HR System	All	25k+
874	Agency Heads Leave Payout Process	HR	All	101-500
880	Vacation (Termination Adjustment) Update	Absence & Leave	All	25k+
895	Case Management Reports Enhancements	Help	All	101-500
918	Create Time Off Request .. Final Results report	Absence & Leave	All	TBD

Payroll Updates





Payroll Processing Day Reminder

January Run 2 (off-cycle) will process Feb. 10, 2025

- Reminder that Payroll should not be making any entries on payroll processing days (both run 1 and run 2)
- This includes making any entries that may impact pay results:
 - For example: Pay Input, Timesheet or Time Off Changes should not be made on payroll processing days
- Centrally we cannot run calculations or create or reverse payments
- If you have an urgent need, please reach out to us
 - Depending on where we are in the process we may be able to assist
- Payroll Processing Date Reminder:
 - Feb. 5 – BT deadline at 5 p.m.
 - Feb. 7 – 5 p.m. cutoff to submit and approve time
 - Feb. 10 – Run 1 payroll processing all day
 - Feb. 10 and 11 No daily check processing

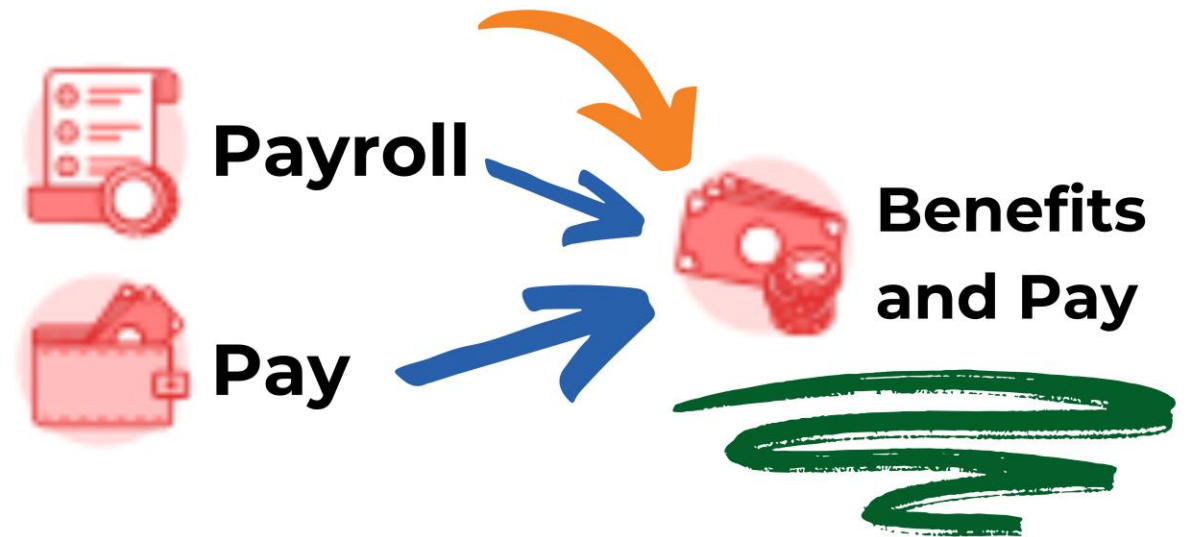
Benefits and Pay Hub Timeline



Benefits and Pay Hub is now live:

- CAB Approval – Jan. 23, 2025
- Pay and Benefits Hub – Move into production Jan. 27, 2025
- Pay and Payroll apps are still available until Feb. 28
- Workday Announcement posted for all employees Jan. 27, 2025
- Help Articles Updated Jan. 27, 2025

A New App is Here!



Expiring Exempt Status



- Employees filing Exempt must update Exempt status in Workday annually
- Employees have until Feb. 17, 2025 to update Exempt status
- Payroll Partners can run the following reports in Workday to identify employees that may need to update their Exempt status
 - Expiring Federal Tax Elections Report for Exempt Workers
 - Expiring State Tax Elections Report for Exempt Workers
 - Report instructions available in Workday Drive

State Employee's Food Drive Donations



- 2025 State Employee's Food Drive will run from Mar. 1 – Mar. 31, 2025
- Employees can access the Help Article below for detailed instructions on how to complete the form to make a donation to the Governor's State Employees Food Drive
 - [Governor's State Employees Food Drive Deduction](#)
 - Once completed the Request will route to the Payroll Partner Workday Inbox
 - Payroll Partner will create a "Pay Input" on the employee's profile for the amount requested on the form.
- 12 Monthly recurring donations will be deducted as follows:
 - Start date will be April, 1, 2025
 - End date will be March 31, 2026
- One-time donations will be deducted in the month of April 2025

Workday Wednesday Feedback Survey Results



Workday Wednesday Feedback Results



1. How satisfied are you with your overall Workday Wednesday meeting experience?



2. Are key messages and objective being communicated clearly?



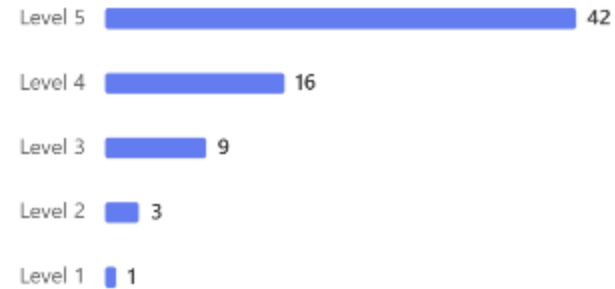
Workday Wednesday Feedback Results



3. How relevant is the content to your role?

4.34

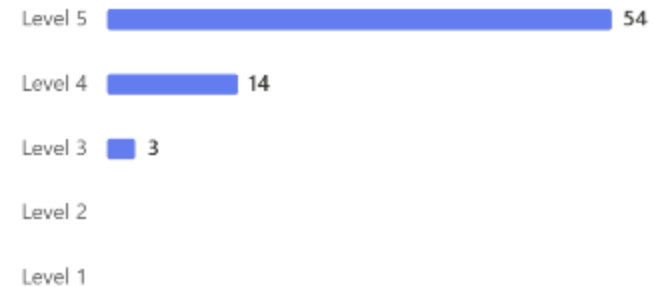
Average Rating



4. Are the meeting dates and time convenient for you?

4.72

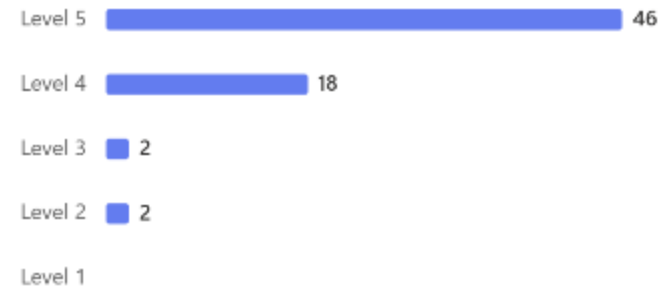
Average Rating



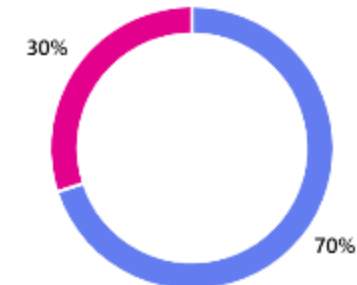
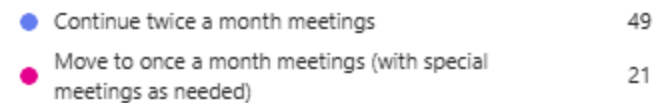
Workday Wednesday Feedback Results



5. Are the meeting materials (agenda, slides, handouts) helpful and well-prepared?



6. Are you in favor of keeping the meeting frequency of twice a month **OR** would you be in favor of moving to once a month (with special meetings as needed)?



Workday Wednesday Feedback Results



Common Themes:

- Start the meetings on time. Giving extra time for late comers, punishes those that arrive on time
- More Demos! Much appreciation for Ryan Englund and Libbie Saunders' presentations

Items Respondents Would Like To See More Of:

- Business Process History Interpretation
- Employee Lifecycle in Workday
- Case Management Overview
- Reporting Tips and Tricks
- How and where to find Knowledge Articles

Learning, Tips, and Reminders

From Libbie & Ryan





Business Process History

References to Business Process History can be found in the following Knowledge Articles:

- Cancel a Business Process
- Worker History by Category
- Manage Business Process for Terminated Worker
- Extended Leave, Correct or Rescind
- Edit Position, Correct or Rescind

View Event

Start Additional Job: [redacted] [more options]

For

OPA 3

Overall Process

Start Additional Job: [redacted]

Overall Status

Successfully Completed

Details

Process

Process History

7 items

Process	Step	Status
Add Additional Job	Add Additional Job	Submitted

PERS Contribution Start Date



- PERS Contribution Start Date always a 1st of the month effective date
- Happens after completion of six full calendar months
- Examples:
 - Hired 2/1, PERS Pickup 8/1
 - Hired 2/8, PERS Pickup 9/1
 - Start Date cheat sheet on CPERS website
- If someone is eligible upon hire, that means they already had a PERS Pickup sometime in the past
- Questions?
 - Do your PERS Status Check as early as possible
 - PERS info – contact CPERS
 - Processing – submit WD Help case

From PERS data integration (the retirement system of record)

Retired

Contribution Start Date 12/01/2023

Info

Note: PERS is the system of record. Inquire with PERS if any questions

PERS Plan Name OPSRP

PERS Id 

Info

PERS Status Check

PERS Contribution Start Date 12/01/2023

Edit

General Information & Reminders



- Please join us in welcoming Grant Yoder, from DOC as our new Workday Recruitment Administrator
- Workday Wednesday February Dates:
 - Feb. 5, 2025 – [Meeting link to join the first Wednesday of the month](#)
 - Feb. 19, 2025 – [Meeting link to join the third Wednesday of the month](#)
- Oregon 1 will be refreshed this coming weekend, February 8, 2025
- Case Management Reminders – We are seeing an increase in agency Case Solvers reassigning their end users to the Workday Team. **Reminder**, the Workday Team's Customers are HR/Payroll/Learning elevated role users.
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes: <https://www.oregon.gov/das/hr/pages/workday-wednesday.aspx> Your agencies primary contact, known as Agency Readiness Contact can also be found here.



Workday System News

Updated 12/10/2024: Workday Wednesday Note Recap for the 12/4/2024 meeting.

Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today

