Department of Administrative Services

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Workday Wednesday – Feb. 19, 2025

Agenda

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+
854	Agency Head access to Domain: Worker Data: Time Off (Liability Reporting)	Absence & Leave	All	101-500
874	Agency Heads Leave Payout Process	HR	All	101-500
880	Vacation (Termination Adjustment) Update	Absence & Leave	All	25k+
884	Straight time for holiday falling on Regular Days Off (RDO) populating for off season employees	Time Tracking	Seasonal Agencies	101-500
895	Case Management Reports Enhancements	Help	All	101-500
896	Adjust business process for ACA compliance Documentation	Human Resources	Multiple	11-100
918	Create Time Off | Request .. Final Results report	Absence & Leave	All	TBD
929	New Report: HCM | Average State and Company Service for Separations/Transfers (Temps Excluded)	HR | Reports	All	2501-10k

R825 – New Exit Surveys Teaser

Dependent on the Workday Change Advisory Board (CAB) vote on 2/20/2025, We will be adding three new Exit Surveys, they are:

1. Termination - Leaving State Service (Updated!)
2. Change Job – Transferring Internally (New!)
3. Change Job – Transferring to Another State Agency (New!)

Along with the three new Exit Surveys, we will also have new Exit Survey Reports. They are called:

1. HCM | Exit Survey Detail by Question | 2025 Leaving State Service
2. HCM | Exit Survey Detail by Question | 2025 Transferring Internally
3. HCM | Exit Survey Detail by Question | 2025 Transfer to Another State Agency

Krista Campbell from CHRO will be at the next Workday Wednesday (3/5/25), to discuss the project.

Once the new surveys and reports are live, we will update the current report title with the end date of the previous data.

Payroll Updates

Payroll Processing Day

February Run 1 (on-cycle) will process on Mar. 24, 2025

- Reminder that Payroll should not be making any entries on payroll processing days
  - No entries on 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 create a case for Workday Payroll Admin
- Payroll Processing Date Reminder:
  - Feb. 19 – BT deadline at 5 p.m.
  - Feb. 21 – 5 p.m. cutoff to submit and approve time – 24/7 agencies have until Feb. 23 at 5 p.m.
  - Feb. 24 – Run 1 payroll processing all day
  - Feb. 24 and 25 - No daily check processing

Expiring Exempt Status

- Employees filing Exempt must update Exempt status in Workday annually

- Employees that have not updated Exempt Status as of Feb. 18, 2025 will default to Single on Feb. 19, 2025

- We will send a follow up communication Feb. 20, 2025 to Payroll Partners with instructions and access to the report that will detail employees defaulted to single

OSGP Contribution Issue

- **What is the issue?**

- OSGP (Deferred compensation and Roth) contributions changes listed in VOYA's recordkeeping system for some OSGP Participants does not match payroll deductions in Workday.

- **How long has this been going on?**

- DAS reached out in January 2025 and OSGP informed DAS that mismatches started occurring in October 2024.

- **Do we know how many employees are impacted?**

- DAS was given a list of 45 OSGP Participants to investigate. Once a data comparison between VOYA and Workday is done, a full list of OSGP Participants identified that were impacted to determine a solution.

- **When will this be fixed?**

- DAS is currently working with OSGP and VOYA to resolve this as soon as possible.

- **What should I do if an OSGP Participant reaches out with an issue?**

- Verify their benefits in Workday, then create a Help Case and provide proof of the OSGP Participant contributions in VOYA's recordkeeping system.

- **Can these missed contributions be made retroactively?**

- No, OSGP does not have the capability to post retroactive contributions through their recordkeeper. However, an additional contribution could be made (see example below). OSGP and DAS recommend that you confirm the OSGP Participants contributions between VOYA recordkeeping system and Workday to ensure their contributions match moving forward. For any additional OSGP contribution changes, OSGP Participants can contact OSGP/Voya Representative at 800-365-8494 for assistance.

New Time Off App

A new Time Off app is coming!

- Anticipated go-live in May 2025

- We need your help!
  - Testers needed in the following roles:
    - Managers – Managers should select employees that report directly to them
      - Employees
    - Payroll Partners
    - HR Partners
    - Absence Partners

- Communication with more details will be sent out Feb. 19, 2025 to Payroll and HR Directors Contact lists
  - Includes Time Off app testing participation form

Pay and Payroll Apps Going Away

- Reminder Notice: Benefits and Pay App rolled out in January and the Pay and Payroll Apps will be decommissioned as of Feb. 28, 2025

- WD Announcement reminding employees the Pay and Payroll apps are going away will be posted this week

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
  - For donations entered after April 1, the deductions will deduct going forward until end of Mar. 2026

- One-time donations will be deducted in the month of April 2025
  - For one-time donations entered outside the month of April, use the current pay period

Cost Allocation By Earning Codes

- Cost Allocations by Earning Codes are setup to assign cost splits for multiple cost centers and must be setup on all earning codes for the employee to ensure earnings for the employee match the percentage split setup on the worker cost allocations
  - Take into consideration the following earning codes that will need to be setup if you want these costs to split with the cost allocation: HEM, PEBB Opt Out, Overtime and all Time Off
  - Help Article: Cost Allocation by Earning Codes on a Worker
    - https://wd5.myworkday.com/oregon/email-universal/inst/25755$81/rel-task/2998$40834.htmld
- Cost Allocation by Earning code splits are assigned to the worker
  - There is an integration that runs nightly to look for cost allocations by earning codes on terminated or transferred employees and will systematically end cost allocations
  - Agencies are still recommended to follow Help Article listed above to end Cost Allocation by Earning Codes for Workers as they are aware of those that need to be ended
  - If you are seeing cost allocations not ended as expected please create a case

Labor Cost Code Resources

- Workday Costing Overview Current State Report contains an overview of costing including Cost allocation splits and references to help articles

- Workday Costing Overview - https://wd5.myworkday.com/oregon/email-universal/inst/21037$33626/rel-task/2998$33471.htmld

Workday Knowledge Articles

Tips & Tricks

Workday Lingo – Crosswalk/
Terminology: https://www.oregon.gov/das/HR/Documents/Workday%20Terminology%20Glossary.pdf

Employee, Manager, and Specialized roles – what is your role?

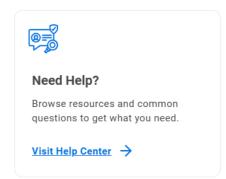Tips on searching:
Partial words
Use the lingo
Find a related article
What is the business process name?
Layers of business processes: What's it related to?

You can also utilize the Help Center or add the Help Dashboard App

Need Help?

Browse resources and common questions to get what you need.

Visit Help Center →

Creating a Help Case for the Workday Team
Tips & Tricks

Please make sure to include:

- First and Last name
- OR#
- Action/event that you need help processing/correcting
- Effective dates of any events you need assistance with

- Be concise and only include pertinent details
- Extra helpful if you use the 'About' field
- When asking for assistance with a comp correction, please include Grade Profile, Step, and Salary Rate. Make sure to check for any subsequent comp segments that need corrected.
- If you need help with a union/representation correction, please provide full union name
- Use exact business process name/title (example – Job Change isn't a Hire)
- Try replying to existing case before submitting a follow up case on the same issue
- If you have a list of people who need the same update/correction, consider putting them in an attached spreadsheet and submitting one case instead of multiple cases
- We only rescind as a last resort

Creating a Help Case for the Workday Team
Tips & Tricks

Ryan Englund (about Libbie Saunders)
125190: Correction to hire date

Show in Timeline: Activity ◯ Notes ◯ Messages ◯

Ryan Englund 02/18/2025, 3:18 PM
Libbie Saunders ORXXXXXXX was able to start earlier than the agreed upon hire date. Can you please change the hire date from 2/24/25 to 2/19/25?

Ryan Englund created a Case about Libbie Saunders through Desktop. Assigned to Workday | HR Admin
02/18/2025, 3:18 PM

Process or Policy?

- If you need help with Workday processing, submit a Help Case
- If you need direction on questions about CBA/policy, email CHRO
- If you're not sure which way it should go, submit a case and we'll point you in the right direction

ACA Questionnaire

- **Edit Position** – We have updated the business process so the questionnaire will only pop up if the Edit Position reason used is 'Employee Type Change Only' and the Employee Type is Temporary
- **Job Change for agency transfer**
  - We were able to make it so 'Proposed HR Partner' only gets task
  - Still working on 'Proposed Agency Payroll Partner'. If you are Agency Payroll Partner for former agency, you can disregard the task, and once it is completed, it will be removed from your tasks

General Information & Reminders

General Information & Reminders

- If you experience unexpected behavior in Workday, such as an error on your screen when navigating, please create a case. If you are unable to create a case, please reach out to one of our Workday team and we will create one for you. We watch cases to determine if we are experiencing issues systemwide and hearing from you is incredibly important, to monitor and identify trends.

- Workday Wednesday March Dates:
  - **Mar. 5, 2025 – Meeting link to join the first Wednesday of the month**
  - **Mar. 19, 2025 – Meeting link to join the third Wednesday of the month**

- Oregon 1 will be refreshed this Saturday Feb. 22, 2025

- 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 2/11/2025: Workday Wednesday Note Recap for the 2/5/2025 meeting.