Department of Administrative Services

Agenda

Release Updates

WORKDAY
OREGON

Release Strategy

When it comes to accepting changes in each of the Workday, Inc. bi-annual releases, there are several factors that need to be taken into consideration.

The Workday team takes a staged approach to rolling out adopted updates:

1. The initial focus is on items that are automatically being made and communicating anything that will impact user experience.
    - Several of the items we will look at today are related to accessibility updates.
2. The second stage is on changes that require some kind of setup and will meet a need or enhance the user experience.
3. The final stage is our evaluation remaining *potential* changes, these items may have a significant impact to user experience or might not be possible once fully evaluated.

Release Considerations

Each release cycle starts out with Cautious Optimism and ends in excitement, 'we'll take it', or 'not for us, at least not yet...'.

Cautious Optimism:

These updates *look* GREAT!

I need to dig into each component to see if it:

- is enabled

- is truly doing what we *think* it should be based on the description

- works with our configuration

Release Considerations

Release Outcomes:

Excitement –

> This is exactly what we need/want and will be a great update for user experience, aligns with the state's goals/objectives, helps employees, system/data best practices/management, etc.

We'll Take It/We must take it –

> This isn't exactly what we needed/wanted but it's a step in the right direction, hopefully the next release will address our needs further.

Not for us, at least not yet... –

> We can't adopt this feature because of X... Such as, we don't have the subscription/module for this particular functionality, doesn't work for high volume transactions/employers of our size, public vs private sector, external vs internal access, CBA/Policy mandates, incompatible configuration, etc.

Important to Note:

We have a strong voice with Workday and the Public Sector employers who use Workday. We will continue to explore, advise and encourage that as many of these items as possible align with the needs the state on all of your behalf. Please continue to share your ideas and recommendations through interactions with our Administrator teams in meetings, send in cases and we will continue to work towards making Workday work better for you as much as we can everyday.

Workday Release 2025R1

- Initially 205 items were reviewed
- Approximately 100 items getting a 2nd look
  - ~30 items need some kind of setup before they are available
  - ~70 items are automatically available
    - Not all automatic items will impact user experience
  - Approximate #'s by Functional Area
    - Absence & Leave – 4
    - Compensation - 3
    - Help (Help Cases/Knowledge Articles) – 1
    - HCM (Human Resources, Position Management, and Recruitment) – 25
    - Learning & Extended Enterprise – 4
    - Payroll & Time Tracking – 29
    - Reporting | Security | Business Process | System – 30

Workday Release 2025R1
Universal Navigation Menu Update
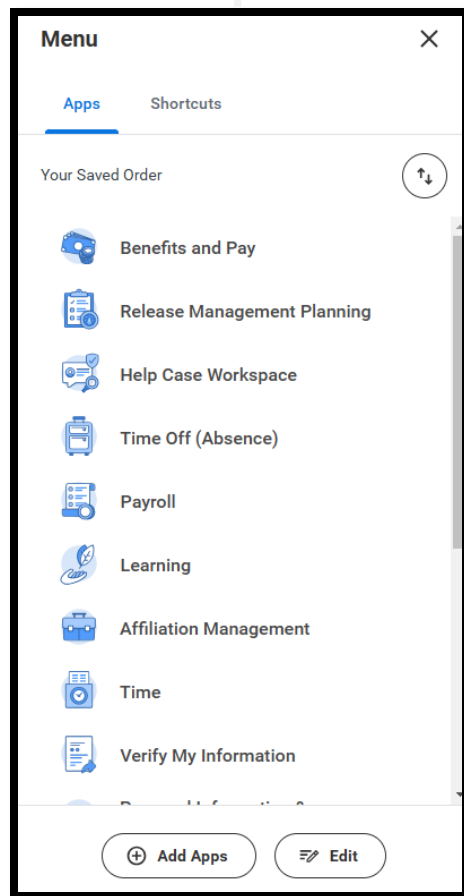
Current View

View on 3/15/25
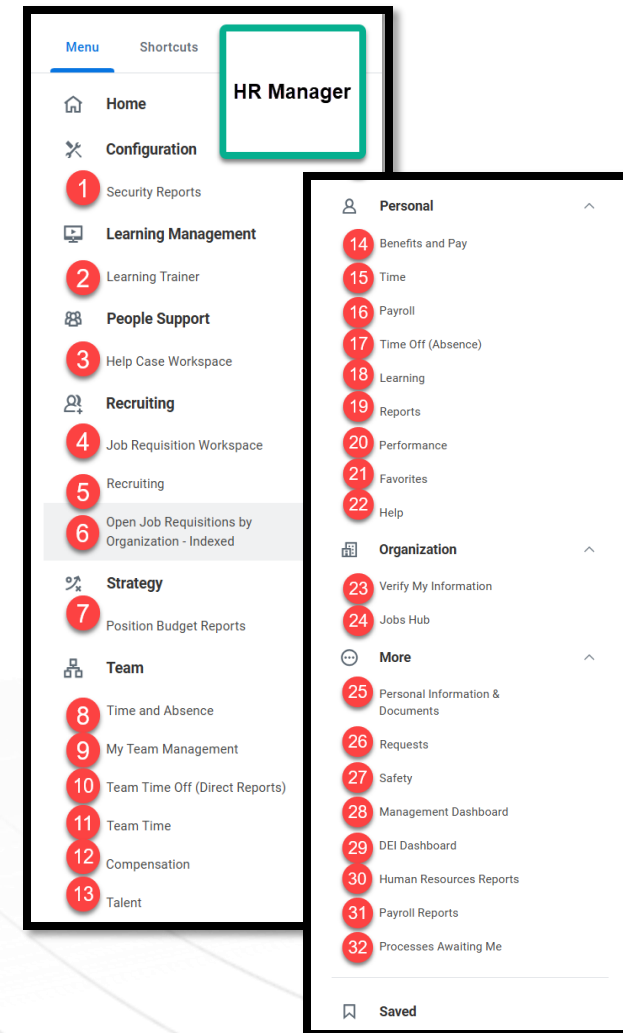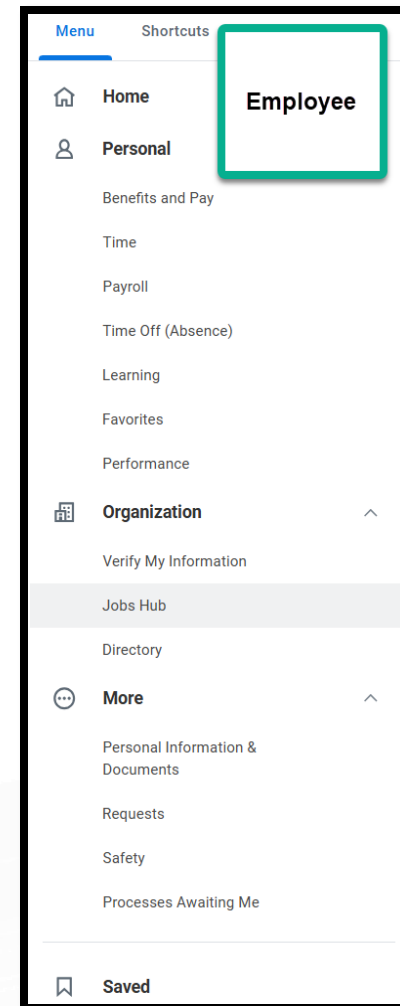
Benefits and Pay Hub Updates

- Benefits and Pay Hub will see a few minor updates:
  - Add OSGP - Link to suggested links
  - Change language under **Most Recent Payslip**
    - Original text "Your next pay day (date)"
    - Updated text "Your Most Recent Net Pay"
  - Change help text in **About Compensation Summary** to "For questions about your compensation, please reach out to your Human Resources office."
  - Change language under **Current Benefit Costs** to "Does not include PERS Costs" - **Cannot update due to configuration**
- Pay and Payroll Apps will be decommissioned as of Mar. 17, 2025 which is when the 2025 WD R1 will be in production

Workday Release 2025R1 Learning and Extended Enterprise

Hide Inactive Learning Content from Global Search

Workday now excludes all inactive learning content from the global search results for users with the Learning Admin access that includes Learning Partners and Content Creators. Global search results will display only learning content that is active and available for your learners.

Email Validation for External Learning Users

Workday improves data quality and system resiliency by ensuring Extended Enterprise Learners have valid email addresses. This update will enhance data accuracy and prevent errors associated with known invalid email domains.

Media Security

Workday Media Cloud updates video tokenization to improve security of your tenanted video media. When you become inactive while watching videos in Workday, the page will now automatically refresh after 5 minutes of inactivity (decreased from 4 hours).

Workday Release 2025R1
Human Capital Management

Enhanced Offboarding Resignation User Experience

We update the user interface of these tasks on the *Submit Resignation* business process in order to deliver a guided experience as you complete the resignation process. Additionally, Workday adds a new worker information side panel on resignation tasks to users as they review or approve a resignation.

View Additional Organizations on Org Chart Side Panel

This feature provides workers and managers with the visibility they need to visualize and understand their organizational structure.   Workday now displays an icon on the worker in the organization chart if the worker manages more than 1 active supervisory org or the worker has multiple positions.

Hire Employee Task Redesign

The **Hire Employee** task redesign helps to streamline the hiring process and increase efficiency by reducing manual effort. Workday now displays a more intuitive and modern layout on the Hire Employee task.

Effective Dated Service Dates

This enables you to accurately track service date changes for workers in Workday, reducing downstream impacts to calculations and improving reporting. Additionally, Workday now displays a Service Dates Change History table which enables you to see a report of all service date changes for the worker.

March Release Items

856 - Time to Fill Report Modification

In Progress	
Functional Area	Recruiting | Reports
Agency Impact	All
# EE's Impacted	501 - 2500
Description	Base the "Time to Fill" calculations on the date an Offer letter is sent, rather than the date the offer stage is completed. Agency time to fill averages will be more accurately reflected.
Communication	Multiple comms paths

936 - Case Management - Add email notification to case reply

In Progress	
Functional Area	Help/People Experience
Agency Impact	All
# EE's Impacted	25k+
Description	CHRO has requested an email be sent in addition to the internal notification, in Workday, for case replies to the case requestor. When you submit a Help Case, when the solver has responded, you will receive an email letting you know so you can go look at your case. It does not include the reply in the body of the email.
Communication	Multiple comms paths

Payroll Updates

Payroll Processing Day

February Run 2 (off-cycle) will process on Mar. 10, 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:
  - Mar. 05 – BT deadline at 5 p.m.
  - Mar. 7 – 5 p.m. cutoff to submit and approve time – 24/7 agencies have until Mar. 9 at 5 p.m.
  - Mar. 10 – Run 1 payroll processing all day
  - Mar. 10 and 11 - No daily check processing

OSGP Contribution Issue Update

Workday Team is in contact with OSGP to determine a timeline for resolution of the issue identified in February

- OSGP (VOYA) team is working with their IT to determine all impacted customers
- DAS will be doing a data comparison for all enrollments
- DAS will be working with OSGP on possible differences and how to make updates centrally
- Communication was sent out to Payroll and HR Partners Feb. 14, 2025
- Follow up communication went out last night via e-News and will also go out to HR Community today

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
  - **New Time Off App Tester Sign-Up Form**: https://forms.office.com/g/junfZ3TmXS
    - Survey to sign up will close at end of day on Mar. 7, 2025

Agency Head Time Off Approver

Agency Head Time Off Approver

- What this role does?
  - Approves time off requests to those assigned the Agency Head role
  - Not a new role
- Who should have this role?
  - The following positions have been determined to meet the intent of the OAM (in order of preference):
    1. Deputy Director
    2. CFO (or equivalent)
    3. Board Chair
- What if you want someone different?
  - Email chro.compliance@das.oregon.gov with your request & create a case with CHRO approval

Agency Head Time Off Approver

- What do you do now?
  - Work with your Security Partner to:
    - Verify that your Agency Head has the Agency Head role
    - Validate that you have an Agency Head Time Off Approver assigned
- How do you request either role?
  - Create a case to Workday General Help
    - Remember: if you need to deviate from the OAM recommendations, please include the CHRO Compliance approval

New Workday Exit Surveys

We welcome Patrick Moore and Krista Campbell, to talk about the HR Directors led Exit Survey Project!

Patrick Moore
ODOT Human Resources Director

Krista Campbell
CHRO Workforce Development Manager

Jeff Vidal
Workday Team

Reports:

- HCM | Exit Survey Detail by Question | 2025 Transferring Internally

- HCM | Exit Survey Detail by Question | 2025 Transfer to Another State Agency

- HCM | Exit Survey Detail by Question | 2025 Leaving State Service

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.

- Reminder to be checking for duplicate candidates and SSN entry errors

- 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**

Workday System News

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

- Oregon 1 will be refreshed Saturday Mar. 15, 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.

Thank you for attending!

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