Department of Administrative Services

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

Workday Wednesday – Mar. 19, 2025

Agenda

01 Release Updates

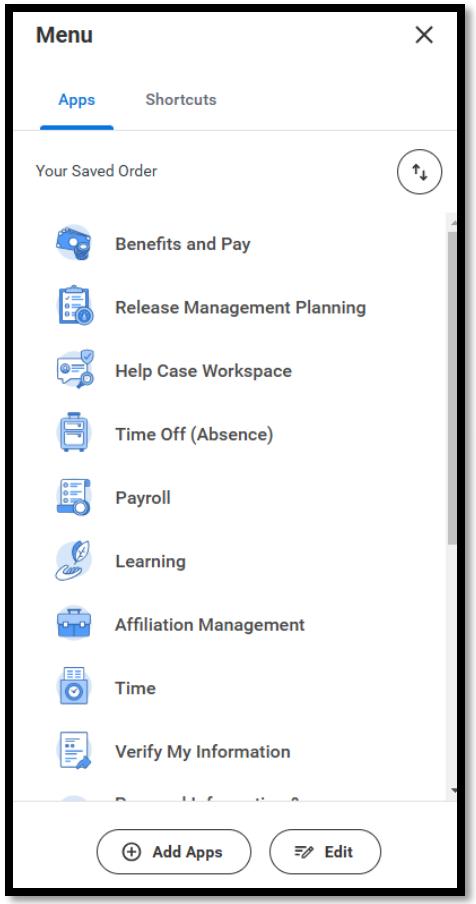
02 Payroll Updates

03 Tips & Tricks
for Business Processes

04 General Information & Reminders

Release Updates

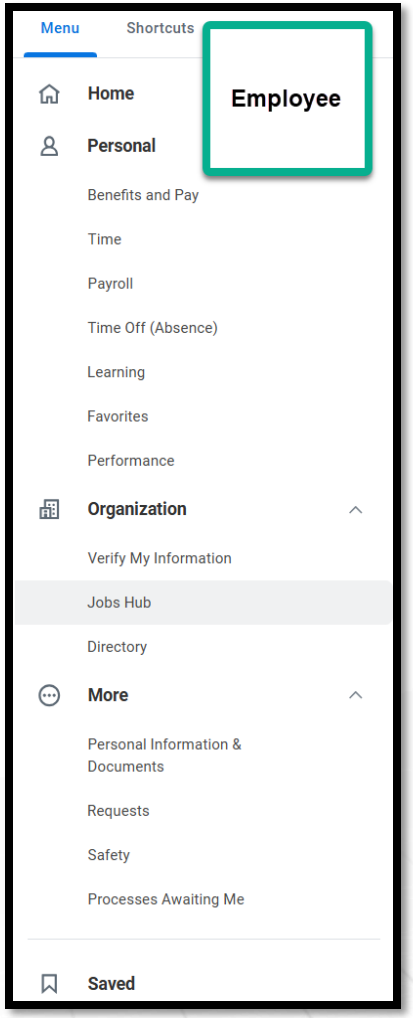
Workday Release 2025R1 Universal Navigation Menu Update

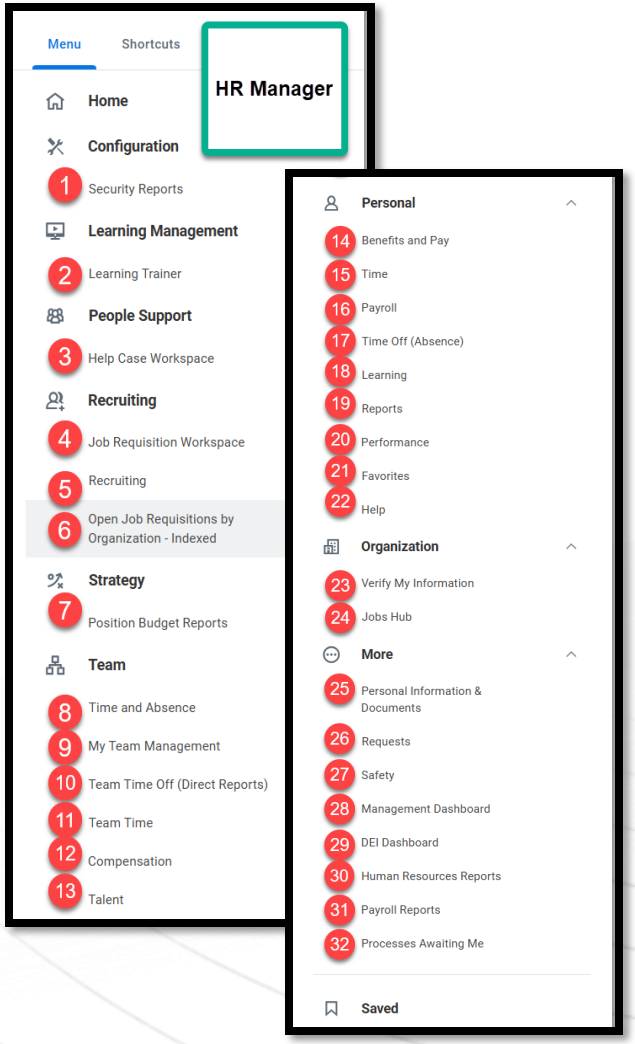


Current View

- You can now display more than 20 apps!
- It saves your view (what's collapsed or expanded)

View on 3/15/25





Benefits and Pay Hub Updates

- Benefits and Pay Hub updated:
  - Hide and Show Values on Benefits and Pay Hub Overview Cards
  - Added OSGP and PEBB Wellness Program links to the Suggested Links section
  - Change language under **Most Recent Pay**
    - 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."
- Pay and Payroll apps decommissioned as of Mar. 17, 2025

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 c wnstream impacts to calculations and improving reporting. Additionally, Workday now displays a which enables you to see a report of all service date changes for the worker.

March Release Items

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. • The employee that submits a help case will receive an email notification when the Case Solver has responded, it does not include the reply in the body of the email. • Notifications for the Case Solver will remain the same. • This feature is on for everyone across the enterprise, there isn't a way to opt out of having the email send to the requestor.
Communication	Multiple comms paths

Payroll Updates

Payroll Processing Day

March Run 1 (off-cycle) will process on Mar. 26, 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. 21 – BT deadline at 5 p.m.
  - Mar. 25 – 5 p.m. cutoff to submit and approve time
  - Mar. 26 – Run 1 payroll processing all day
  - Mar. 26 and 27 - 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
- Thank you to all the testers that volunteered
- Kick-off Meeting on March 21, 2025
    - Kick-off invites and details were sent to all testers on March 14, 2025

Tips & Tricks
for Business Processes

Tips & Tricks for Business Processes

- **Need to see tasks you completed?**
  - Have you checked your Inbox Archive?
  - Are they more than 90 days old?
    - You can use the global search – ***View More Processes*** report
    - Tips: Use a date parameter & filter the returned data in the report, if needed

- **Need to delete, cancel or reassign an inbox item?**
  - View Instructions sheet for tasks actions

Tips & Tricks for Business Processes

- **Reassignment of tasks… Did you know?**
  - Available options – are not all the same for all tasks
  - You can request reassignment of task that is no longer actionable to you. For example, did you…
    - Move to a new position and this is still in your inbox?
    - Move to a new agency and this item didn't get moved to your replacement before you left?
      - You can use the action icon to request a reassignment!
  - Agency Security Partners can reassign several different tasks:

Business Process Type
Assess Candidate
Complete Form I-9
Complete Form I-9 Section 3
Complete Manager Evaluation for Performance Review
Complete Manager Plan for Development Plan

Business Process Type
Correct Time Off
Edit Position Restrictions
Edit Position Restrictions Additional Data
Interview
Public Profile Preferences

Business Process Type
Reference Check
Request Time Off
Review Candidate
Screen
Start Performance Review

General Information & Reminders

General Information & Reminders

- On Monday we experienced a 70-minute outage in Workday. We initiated our communications plans, however it was back up before they had been fully executed. We want to thank you for your patience and understanding, as we worked through it. Workday has confirmed it is resolved.
- Reminder for Seasonals Off Season, if they state they will not return you will want to end them on their last day worked.
- Reminder to be checking for duplicate candidates and SSN entry errors
- Workday Wednesday April Dates:
  - **April 2, 2025 – Meeting link to join the first Wednesday of the month**
  - **April 16, 2025 – Meeting link to join the third Wednesday of the month**

- Oregon 1's next refresh is planned for April 5th 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