Agenda

01 Payroll Updates

02 General Information & Reminders

Payroll Updates

Payroll Processing Day

March Run 2 (off-cycle) will process on April 9, 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:
  - Apr. 4 – BT deadline at 5 p.m.
  - Apr. 8 – 5 p.m. cutoff to submit and approve time
  - Apr. 9 – Run 2 payroll processing all day
  - Apr. 9 and 10 - No daily check processing

New Time Off App

A new Time Off app is coming!

- Anticipated go-live in June 2025

- Thank you to all the testers that volunteered

- End to End Testing happened last week (Mar. 24 – 28)

- User Acceptance Testing will happen mid-April
  - UAT Kickoff meeting will be held April 11, 2025
  - Meeting invites will be sent to test participants this week

New Time Off App Training and Comms

Timeline for Communication and Learning:

- **Mid-April**
  - Teaser Announcement #1 in Workday - April 10
  - Talking Points document to leadership
  - Review Comms and Training Strategy with OSPS Team

- **May 1st**
  - Announcement #2 All Employee
  - Announcement #2 Elevated roles
  - Overview Video – Employees
  - Overview Video - Managers
  - Elevated Roles – Communications and Learning Material Reminder

- **Mid-May**
  - Reminder with links to previous resources
  - Touch base Payroll and HR Partners to ensure they have access to all Time Off Resources

- **Projected Go Live June 2, 2025**

Manager Delegations Review and Cleanup

As part of the Time Off App change, managers can take action now to review and update Delegations:

- Run Report: HCM|Current Delegations by Organization

- Clean up can be done now by reviewing end dates to make sure they are still relevant
    - Delegations do not end when someone changes jobs
    - Delegations should be reviewed annually
    - Best practice for end dates is no more than 365 dates in the future

Prior to Time Off App Go Live – June 2, 2025:

- Update active delegations for legacy initiating actions, where necessary and replace as noted:
    - Correct My Absence with Edit Time Off for Self
    - Correct My Time Off with Edit Time Off for Self
    - Enter Absence with Request Time Off for a Worker
    - Enter Time Off with Request Time Off for a Worker
    - Request Absence with Request Time Off for Self
    - Request Time Off with Request Time Off for Self

OSGP Contribution Issue Update

- DAS completed a data comparison of VOYA to Workday and We are now waiting on their feedback and approval to make updates in Workday to impacted OSGP member contribution amounts.

- OSGP/VOYA are working on a resolution and there is still an issue with some of the information coming to Workday in the monthly VOYA data file.

- Please continue to create a help case if an employee reaches out regarding their OSGP contribution amount. DAS recommends that employees provide a snapshot of their profile within VOYA to expedite the process.

- If you are unsure of the enrollment information for the employee, please contact OSGP customer service. OSGP Participants can contact OSGP/Voya Representative at 800-365-8494 for assistance.

General Information & Reminders

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- 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 16, 2025 – [Meeting link to join the third Wednesday of the month](#)**
  - **May 07, 2025 – [Meeting link to join the first 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 on April 5, 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.