

# Department of Administrative Services



Workday Wednesday – April 16, 2025

# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** General Information & Reminders



# Release Updates





# April Release Items

Item	Functional Area(s)
775 - New Time Off Plan for Military Leave   Multiple Job Worker and Miscellaneous Paid Leave   Multiple Job Workers	Absence & Leave
807 - Update Extended LWOP [greater than] 28 Days condition from Sick Leave and Vacation Calculations	Absence & Leave
808 - Paid Leave Oregon contributions over annual cap when employee transfers agencies	Benefits   Payroll
877 - OMD 5/4/9 schedules not calculating daily OT	Time Tracking
889 - Need report that pulls inputs that are entered directly into on demand payments	Payroll   Reports
892 - Adding additional security and field to the COOP Contact List report	HR   System
940 - Hide Hire Date on worker profile job details from All Roles	HR
942 - 9/80 and 5/4/9 Monday Holidays double correcting	Time Tracking
943 - 2025-2027 PERS rates update	Payroll



# April Release Items

Item	Functional Area(s)
971 - Update Out of State SUI Rates	Payroll
995 - Add CW# to HCM   All Contingent Workers Report	HR   Reports
1004 - Update to DOC AOCE Food Service Workers Shift Differential	Payroll   Time Tracking
1005 - Trial Service Removal Report	HR   Reports
1019 - Update Hours Worked Report to Include Terminated Workers	Absence & Leave
1021 - Remove Inclement Weather from AOCE represented staff	Absence & Leave
1027 - Update "Enroll My Team" Business Process for Managers	Learning
1035 - Vacation accrual update, correction issue caused by R880	Absence & Leave
1037A - Create new parking deduction for LUBA	Payroll

# Payroll Updates





# Payroll Processing Day



## **April Run 1 (on-cycle) will process on April 25, 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. 22 – BT deadline at 5 p.m.
  - Apr. 24 – 5 p.m. cutoff to submit and approve time
  - Apr. 25 – Run 1 payroll processing all day
  - Apr. 25 and 28 - 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 is underway
  - UAT Testing April 14 – 18
  - UAT will be open-ended testing this will be an opportunity to follow new Help Articles and provide feedback



# New Time Off App Training and Comms



## Timeline for Communication and Learning:

- **Mid-April**
  - Teaser Announcement #1 in Workday – Third week of April
  - Talking Points document to leadership – Third week of April
- **May 1st**
  - Announcement #2 All Employee
  - Announcement #2 Elevated roles
  - Overview Video Managers
  - Elevated Roles – Communications and Learning Material Shared
- **Mid-May**
  - Reminder with links to previous resources
  - Touch base Payroll and HR Partners to ensure they have access to all Time Off Resources
- **Go Live June 2, 2025**



# Delegations Review and Cleanup

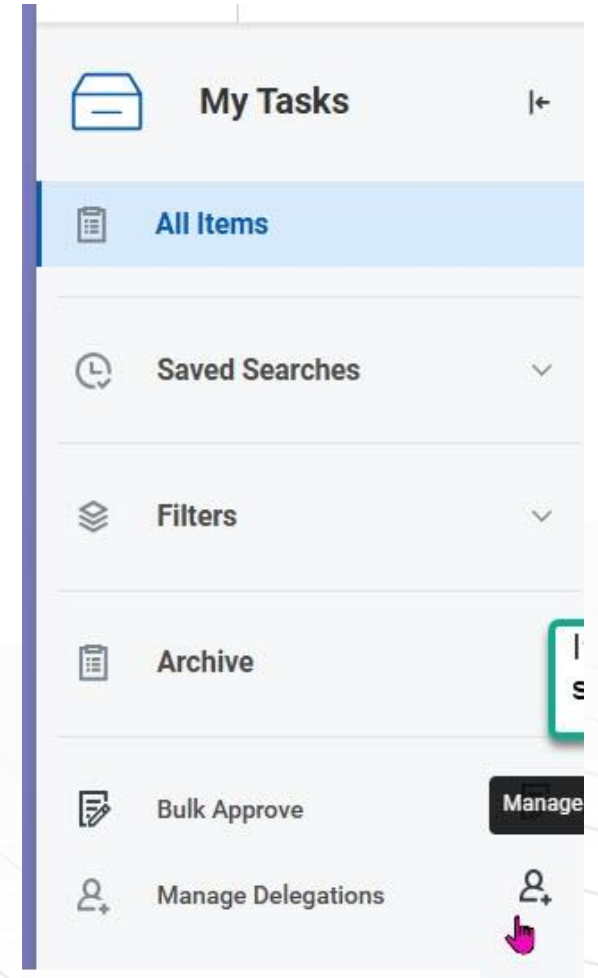
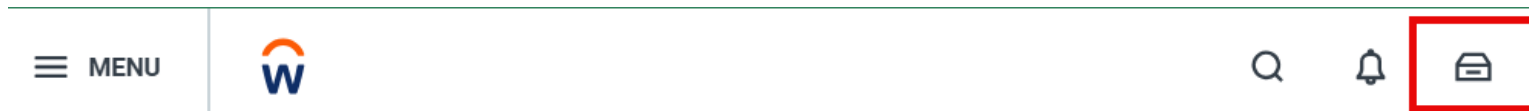
- Run the report: HCM | Current Delegations by Organization
- Clean up can be done now by reviewing end dates to make sure they are still relevant
  - Delegations do not end when someone changes jobs
  - Delegations should be reviewed annually
  - Best practice for end dates is no more than 365 dates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

# Manager Delegations After Time Off goes live



## Quick access to delegations

- Managers can access their delegations by going to their "My Tasks" inbox
- Then select "Manage Delegations"



# Manager Delegations After Time Off goes live



- Click on the “X” to remove the following for Absence Delegations:
  - Correct My Absence
  - Enter Absence

Start On My Behalf

×

Correct My Time Off

×

Correct Time Off

×

Review Time (delegation only)

absence

×

Search Results (3)

☒ Correct My Absence

☐ Enter Absence

☐ Request Absence

- Click on the “X” to remove the following for Time Off Delegations:
  - Correct My Time Off
  - Correct Time Off

Start On My Behalf

×

Review Time (delegation only)

×

Correct My Absence

×

Enter Absence

×

Request Absence

time off

×

Search Results (3)

☒ Correct Time Off

☐ Correct My Time Off

☐ Request One-Time Payment Offer/Employment Agreement

# Manager Delegations After Time Off goes live



- Type in “Time Off” in the “Start on My Behalf” search bar for the list of options to display and select the following from the list:
  - Edit Time Off for Worker
  - Request Time Off for a Worker

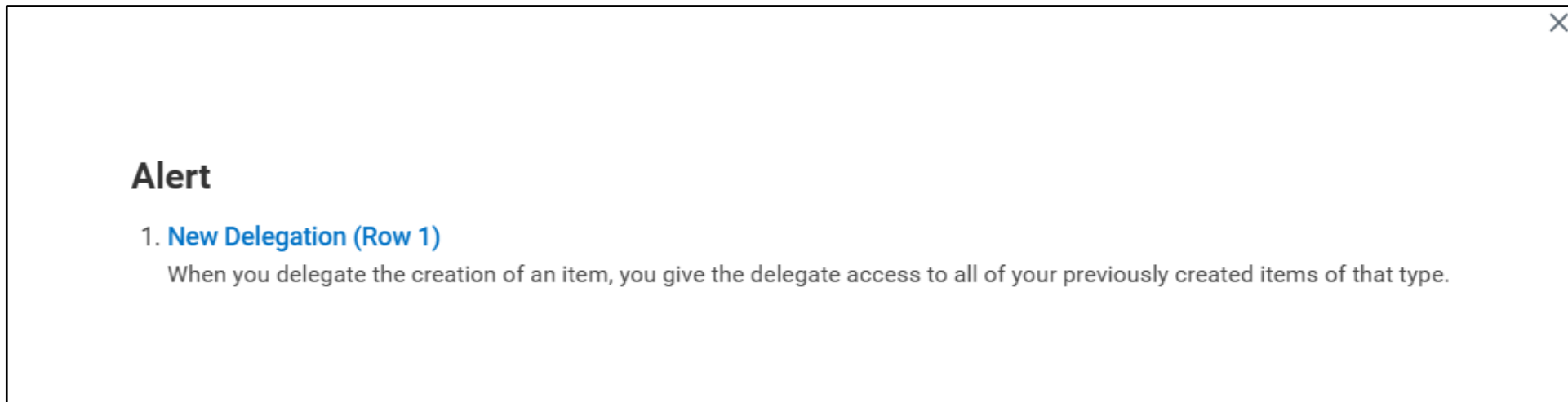
A screenshot of a web application interface titled "Start On My Behalf". It features a search bar containing the text "time off" with a clear (X) button. Below the search bar, a section labeled "Search Results (5)" displays a list of four options, each preceded by a checkbox. The first option, "Edit Time Off for a Worker", is highlighted with a blue background. The other three options are "Edit Time Off for Self", "Request Time Off for a Worker", and "Request Time Off for Self".

Start On My Behalf	
time off	X
<b>Search Results (5)</b>	
<input checked="" type="checkbox"/>	Edit Time Off for a Worker
<input type="checkbox"/>	Edit Time Off for Self
<input type="checkbox"/>	Request Time Off for a Worker
<input type="checkbox"/>	Request Time Off for Self

# Manager Delegations After Time Off goes live



- You will receive the following yellow (soft error) and can proceed through this error.



- Click "Submit" to save changes and route to your supervisor for approval
- Once your supervisor has approved the delegation it will be active.



# Manager Delegations After Time Off goes live



- Following are recommended action on delegations "Do My Tasks on My Behalf"
  - Review to ensure delegations are in sync with "Start on my behalf" delegations
  - End dates are no more than 365 days in the future

A screenshot of a web form titled "Do My Tasks On My Behalf". The form has a light blue background. It contains three radio button options: "For all Business Processes" (selected), "For Business Process" (with an empty text input field below it), and "None of the above". Below these options is a checkbox labeled "Retain Access to Delegated Tasks within My Tasks", which is checked. At the bottom, there is a section labeled "Delegation Rule" with an empty text input field.

# OSGP Contribution Issue Update



- DAS will be processing a file to sync the data from VOYA through March 2025 and updating prior to April run 1(April 25, 2025)
- 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.
- 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



# General Information & Reminders



- **PPDB Reminders**

If you need access to PPDB, please submit a Help Case

Make sure to include your RACF ID

Must include approval from appointing authority or agency security officer

Password reset requests need to be submitted to the RACF User Admin Group -

[DAS.RACFUserAdm@das.oregon.gov](mailto:DAS.RACFUserAdm@das.oregon.gov)

Make sure to include your RACF ID

If you need a portal to the state mainframe on your workstation, you need to work with your IT dept.



# General Information & Reminders



- Workday Wednesday May Dates:
  - **May 7, 2025**
  - **May 21, 2025**
- Oregon 1 will be refreshed on 4/25



## Workday System News

Updated 2/11/2025: [Workday Wednesday Note Recap](#) for the 2/5/2025 meeting.

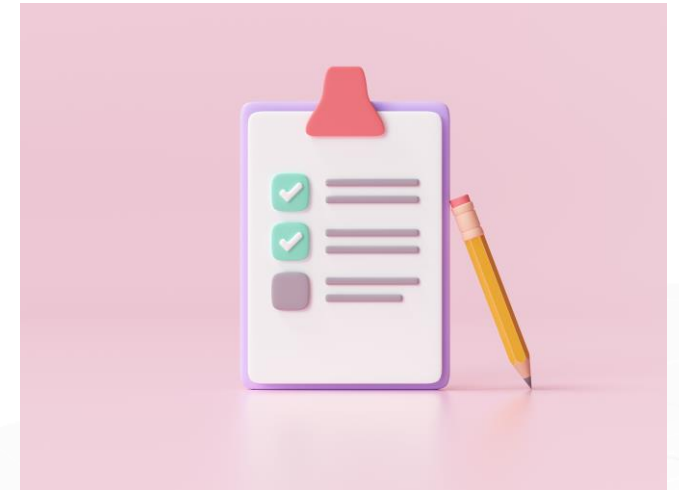
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes: <https://www.oregon.gov/das/hr/pages/workday-wednesday.aspx> Your agencies primary contact, known as Agency Readiness Contact can also be found here.

# General Information & Reminders



You will have the opportunity to provide feedback after each Workday Wednesday meeting going forward. Please provide feedback using the survey link below to help us continue to provide valuable meetings for all of you.

**[Workday Wednesday Feedback Survey](#)**





# Thank you for attending!

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

