Department of Administrative Services

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Workday Wednesday – May 7, 2025

Agenda

Release Updates

May Release Items

Item	Functional Area(s)
227 - Create worktag to generate overtime mid day/week when used. *Intended to be used along with costing override worktags but will calculate overtime without them*	Payroll
297 - RPTS: Add Grade & Score Data - Official Transcript for Export Reports and LRN | Video Interaction Report	Learning/Extended Enterprise
764 - Adopt New Absence Calendar	Absence & Leave
768 - Create report for off season employees receiving pay	Payroll | TT
849 - Leave Payout Requests Report	Human Resources
881 - Add AST to report AUD | Monthly Time Variance Report	Time Tracking
976A - Add DOC represented employees to the existing Safety Break (SB) time entry code and create a time entry code for WD users	Payroll | TT
1003 - Add Costing override earning to object code 3130	Payroll
1006 - Add in/out times to AUD | Time Block Audit Report	Time Tracking

May Release Items

Item	Functional Area(s)
1016 - Correct Time Off - Notification on Denied	Absence & Leave
1031 - Add Terminated Workers to Time Tracking Reports	Payroll | TT
1036 - Remove misc retro payment adjustment earning code from the accumulator for the union dues calculator	Payroll
1039 - AFSCME Security plus health services 12am-6am differential not calculating correctly	Time Tracking
1040 - Update Nebraska State Unemployment Insurance rate	Payroll
1043 - Update Colorado State Unemployment Insurance rate	Payroll
1055 - Update North Carolina State Unemployment Insurance rate	Payroll
1059 - Automatically End OSGP Enrollments as Part of Termination	Benefits

Payroll Updates

Payroll Processing Day

April Run 2 (off-cycle) will process on May 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: Please do **<u>not</u>** make Pay Input, Timesheet or Time Off Changes 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:
  - May 6 – BT deadline at 5 p.m.
  - May 8 – 5 p.m. cutoff to submit and approve time
  - May 9 – Run 2 payroll processing all day
  - May 9 and 12 - No daily check processing

Time Off App Overview of Change

High-level overview of what employees will experience with the new Time Off App:

- Time Off (Absence) will become "Time Off"

- Time Off App has a new look
    - Calendar pop up window for time off requests
    - This pop-up window cannot be expanded

- A single Time Off Request can include various elements
    - Time Off Types will display in drop down categories
    - Multiple days can be selected for one request

- Employees/Managers will be able to edit individual days including edits to:
    - Type of Time Off
    - Duration of time off

Time Off App Comms Strategy

April

- Initial Workday Announcement #1 in Workday - April 18

May

- Workday Announcement #2 -resources for agencies
  - All Employees - Time Off Overview Video
  - Manager – Time Off Overview Video
  - Time Off Talking Points for Leadership

Mid-May

- Reminder with links to previous resources

OSGP Contribution Issue Update

- DAS is working with OSGP to identify additional employees that may have had deductions on their April pay that should not have come over on the file Workday received from OSGP

- Please create a help case to have a correction made to the employee pay and include the following:
  - Original enrollment date for the contributions that are in question.
  - Details that will help us get employees enrolled in the contributions as expected.
  - Details that show a prior Loan was paid off or contribution ended.
- 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.

Compensation

PERS Pickup

- Integration for PERS pickup runs twice a month on the 1st and 15th for current month only
  - Excludes Temporary and off-season seasonal workers
- Knowledge Article: PERS Status Check & PERS Benefit Enrollment Process
- Helpful Reports:
  - PAY | Status Check Retirement Start Date in Selected Date Range
  - HCM | Contribution Start Date Audit
  - CMP | Compensation Changes Report

It's All In the Timing…

General Information & Reminders

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Workday System News

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

- Next two Workday Wednesday's:
  - **June 4, 2025**
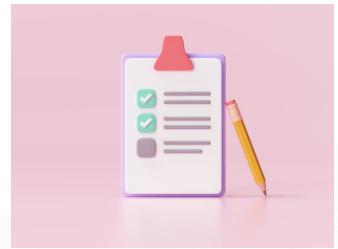 - **May 21, 2025**

- Oregon 1 will be refreshed on 5/10/2025

- 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.

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.