Department of Administrative Services

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Workday Wednesday – May 21, 2025

Agenda

01   Release Updates

02   Payroll Updates

03   General Information & Reminders

Release Updates

May Release Items

Item	Status	Functional Area(s)
297 - RPTS: Add Grade & Score Data to LRN | Video Interaction Report	Completed	Learning/Extended Enterprise
764 - Adopt New Absence Calendar	5/31/2025	Absence & Leave
768 - Create report for off season employees receiving pay	Completed	Payroll | TT
849 - Leave Payout Requests Report	Completed	Human Resources
881 - Add AST to report AUD | Monthly Time Variance Report	Completed	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	Completed	Payroll | TT
1003 - Add Costing override earning to object code 3130	Completed	Payroll
1006 - Add in/out times to AUD | Time Block Audit Report	Completed	Time Tracking
1016 - Correct Time Off - Notification on Denied	Completed	Absence & Leave

May Release Items

Item	Status	Functional Area(s)
1031 - Add Terminated Workers to Time Tracking Reports	Completed	Payroll | TT
1036 - Remove misc retro payment adjustment earning code from the accumulator for the union dues calculator	Completed	Payroll
1039 - AFSCME Security plus health services 12am-6am differential not calculating correctly	Completed	Time Tracking
1040 - Update Nebraska State Unemployment Insurance rate	Completed	Payroll
1043 - Update Colorado State Unemployment Insurance rate	Completed	Payroll
1055 - Update North Carolina State Unemployment Insurance rate	Completed	Payroll

Payroll Updates

Payroll Processing Day

May Run 1 (on-cycle) will process on May 23, 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 20 – BT deadline at 5 p.m.
  - May 22 – 5 p.m. cutoff to submit and approve time
  - May 23 – Run 1 payroll processing all day
  - May 23 and 27 - No daily check processing (Memorial Day Holiday May 26, 2025)

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 Communication and Learning

April - Initial Workday Announcement #1 in Workday - April 18

May - Workday Announcement #2 -resources for agencies – May 8, 2025

- All Employees - Time Off Overview Video
- Manager – Time Off Overview Video
- Time Off Talking Points for Leadership

May – Workday Announcement #3 – Target Date May 27, 2025

- Reminder with links to previous resources

June – Workday Announcement #4 - Go Live June 2, 2025

- Employee, Manager and Payroll Resource Guides Updated
- Help Articles – New and updated in production
- Facilitators Guide - What is changing with Time Off powerpoint for agency trainers to share as needed

Manager Delegations Review and Cleanup

As part of the Time Off App change, managers will need 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

Time Off App Go Live – June 2, 2025:

- Update active delegations for legacy initiating actions, where necessary

- Communication will be going out to HR and Payroll Partners with steps to change delegations and best practices prior to go live

OSGP Contribution Issue Update

Update as of May 15, 2025:

- 550 Employees had new contributions started in April, we have determined that **328** participants **SHOULD** have received a contribution, and there should be no action.

- **192** participants **SHOULD <u>NOT</u>** have had a contribution, and these should be refunded

- The Following Action will be taken:
  - OSGP/Workday will review these entries to confirm the entries should be refunded
  - **30** participants we were unable to make a determination based on their status, contribution history, and recent loan payments - OSGP/VOYA is reaching out to employees.
  - Workday Payroll Admin team is making these changes in a Test region in Workday and will provide VOYA an updated list to do another comparison.
  - Once we have OSGP's approval we will be updating the benefits and adding negative pay inputs for the 192 (and possibly the 30 others) to reimburse employees as part of May run 1.
  - Communication was sent out to CHRO Policy and OSPS News lists May 15, 2025

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**
  - **June 18, 2025**

- Oregon 1 will be refreshed on 5/24/2025

- 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
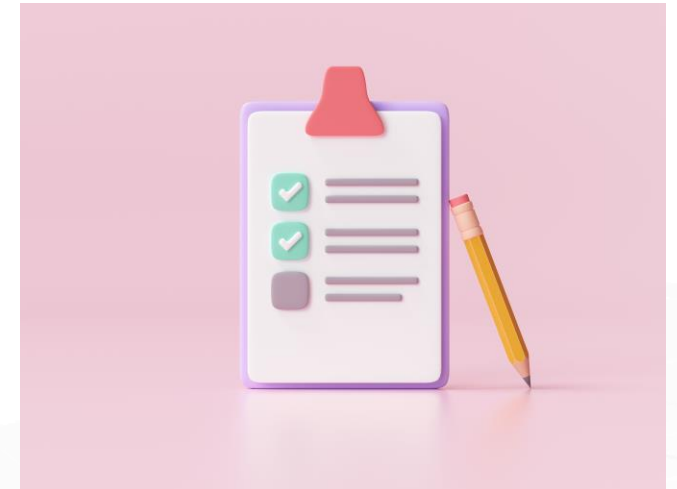
Thank you for attending!

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