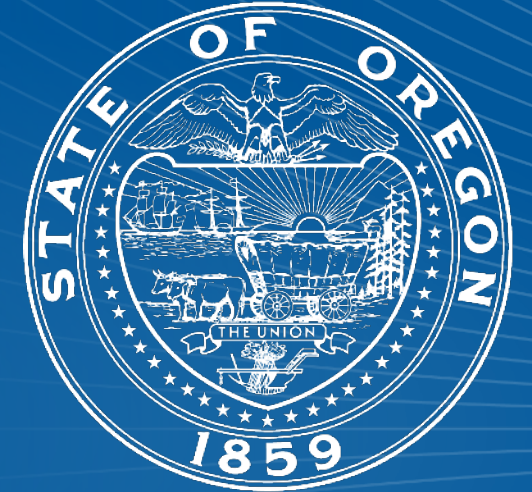


Department of Administrative Services



Workday Wednesday – June 4, 2025

Agenda

- 01** Payroll Updates
- 02** Service Date Integration
- 03** General Information & Reminders



Payroll Updates



Payroll Processing Day



May Run 2 (off-cycle) will process on June 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 **not** 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:
 - June 4 – BT deadline at 5 p.m.
 - June 6 – 5 p.m. cutoff to submit and approve time (24/7 agencies will have until 5pm June 8)
 - June 9 – Run 1 payroll processing all day
 - June 9 and 10 - No daily check processing



New Time Off App is Live

Time Off App is Live!

Go-Live date: June 2, 2025

Help Articles

- [Time Off Launch Resources](#)
 - New and Updated Time Off Help Articles
 - Includes additional resources below

Additional Resources

- Facilitator's Guide to Time Off Changes PowerPoint
- Updated Resource Guides for Employees, Managers, and Payroll Partners
- Talking Points for Leadership

Communications:

June 2, 2025

- Workday Announcement posted for All Employee
 - [New Time Off App Resources for Employees](#)
- Workday Announcement posted for Managers
 - [New Time Off App Resources for Managers](#)

June Release - Overtime Costing Worktag



When should Mandated Overtime Worktag be used?

- The mandated overtime worktag is used when an employee is mandated by the employer to work overtime.
- Mandated Overtime is reported out to leadership or Legislatures
- If Mandated Overtime is not used appropriately the reported hours are inaccurate

June Release - Overtime Costing Worktag



How will the new "Overtime Costing" worktag be used?

- The "Overtime Costing" worktag will allow agencies that cost overtime to Cost Centers, to capture overtime hours worked, with actual in/out times and costing overrides used for those overtime hours.
- Mandated Overtime Worktag should not be used as a work around to calculate overtime.
- Overtime should be paid after 40 hours in the work week per federal and state laws, and some policy/CBA agreements and daily when over 8 hours (or regular scheduled hours over 8) per CBA agreements.

June Release - Pay Cycle Command Center



- Pay Cycle Command Center is a dashboard that will provide Agency Payroll Partners with one location for all payroll reports they can run along with guidance on when and how to use these reports before and after payroll processes.
- Pay Cycle Command Center
 - Daily/Weekly/Monthly Reports
 - Reports Before R1
 - Reports After R1
 - Reports Before R2
 - Reports After R2

June Release - Pay Cycle Command Center



Pay Cycle Command Center



Daily/Weekly/Monthly Reports

Reports Before R1

Reports After R1

Reports Before R2

Reports After R2

Country United States of America Periods Pay Run Groups and/or Pay Group Details



Here are some helpful links for Payroll Partners.

PAY | Payroll Reports I Can Run



Payroll Reports Dashboard



Run report daily or weekly. This is used for payroll audit exceptions including current period net pay negatives, employees with less than 80 paid h...

Payroll Audit Exceptions



Run report as needed to review changes made by the employee.

AUD | Time Block Audit



Run report 2 days Prior to Payroll Processing Day to research and facilitate or make corrections as needed.

PAY | Terminated Workers with Pay



OSGP Contribution Issue Update



Update as of June 3, 2025:

- OSGP/VOYA identified 53 employees who had incorrect elections for the month of May.
- Most had duplicate elections for both percentage and fixed amounts for either pre or post tax plans.
- Communication was sent out from OSGP to these employees already. DAS is awaiting direction from OSGP on who and how much to refund and to make updates to the employee elections in Workday.

Service Date Integration





Service Date Integration

- We are continuing to work on identifying fixes to the service date integration, it is very complex as you can imagine with all the different representations that have different rules.
- We believe we have identified one of the areas where the Benefits Service Date (BSD) isn't updating on promotion and are working on a fix and testing.
- However, we unfortunately also discovered a new issue on Continuous Service Dates (CSD).
 - We are using a Workday Inc., delivered field in the integration that would populate the prior CSD on the hire task for reemployment.
 - Workday made changes to that field and it is no longer populating with the prior CSD, it is filling in the hire date, resulting in the system not seeing it needs to do a calculation.
 - Our integration specialist is working on a fix, but as mentioned before, it is extremely complex and requires a lot of testing.
 - We will continue to work on a fix and for the time being on reemployments, please manually update that date when processing.

General Information & Reminders



General Information & Reminders



- Next two Workday Wednesday's:
 - **June 18, 2025** (Targeting a Workday Reporting Tips & Tricks for this meeting)
 - **July 2, 2025**
- Oregon 1 will be refreshed on 6/7/2025
- 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.



Workday System News

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

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.

