

Department of Administrative Services



Workday Wednesday – June 18, 2025

Agenda

- 01** Release Management
- 02** Payroll Updates
- 03** Tips and Tricks
- 04** Resource Updates
- 05** General Information & Reminders



Release Updates





June Release Items

Item	Functional Area(s)
227 - Create worktag to generate overtime mid day/week when used	Payroll
790 - Implement a Pay Cycle Command Center for agencies to use	Payroll Time Tracking System
988 - State Withholding (W-4) Instructions	Payroll
997 - Edit Pay Earnings by Month/Year of Earning to include Terminated Workers	Payroll
1062 - Create Report .. Accrual Forfeiture report.	Absence & Leave
1064 - Remove Time Off Results by Period report and replace it with Time Off Results by Period for Workers report on the HR and Payroll Dashboards	Absence & Leave
1075 - CBA: AEE Engineering Class Study	Compensation
1089 - Report Update: Elevated Learning Roles by Company	Learning

Payroll Updates



Payroll Processing Day



June Run 1 (on-cycle) will process on June 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: 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 20 – BT deadline at 5 p.m.
 - June 24 – 5 p.m. cutoff to submit and approve time
 - June 25– Run 1 payroll processing all day
 - June 25 and 26 - No daily check processing

June Release - Overtime Costing Worktag



When should Mandated Overtime Worktag be used?

- "Mandated to Work" 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.
- A new Help Article will provide instruction on the use of both the "Mandated to Work" and "Overtime Costing" Worktags.

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

OSGP Contribution Issue Update



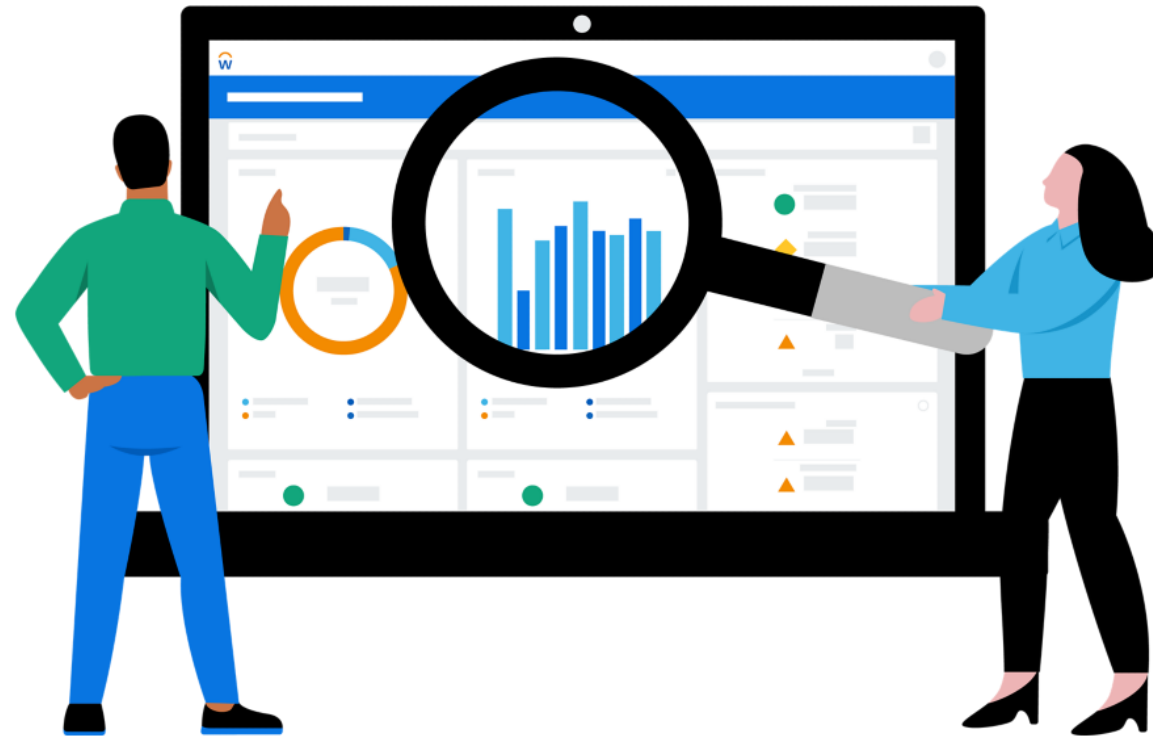
Update as of June 16, 2025:

- 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
- DAS Workday Payroll Admin made negative entries to refund deductions for impacted employees.
- Communication was sent to Payroll and HR contact lists June 16, 2025, with an update.
- Agencies can request an off-cycle payment or wait for it to pick up with July 1, 2025, payment.

Tips & Tricks



Reporting Demo



Tips for Submitting Help Cases

Please include in your case:



- **Name and their ID (OR, CW, EEL or CAND ID)**
 - If users with the Case Solvers role at their agency populate the 'About' field, it will automatically put their name on the case & it will help Workday Case Solvers be able to locate them faster
 - Ideally format the ID as it is on their profile
 - Example: No space between OR and the rest of the number (OR0123456) & no # character in the ID
- Include the **effective date of the action** you need our help with
- Specific **business process involved and details** in the case
 - Hire, Job Change, Edit Position (especially for on or off season moves), Comp Change are all different business processes.
- Include a **brief explanation of what you need** accomplished, if you are not sure, you can say that, and we will reach out to work with you to collaborate on the solution.
 - Include any additional specifics/reference that may help the solver, such as REQ#, Pay Date, Grade Profile, Amount, etc.
 - Attach any documentation helpful, such as screenshots.
- Note: If you have **multiple workers w/ the same action/correction needed**, you can **attach an Excel spreadsheet** that includes the info above and submit one case
- Our goal is to help you be able to do as much as possible within your agency roles. If you need a correction or rescind (if it's the only option) we are here to help.
- Are you new or need a refresher on how to use Workday Help? If so, let us know and we will set up a time to walk through it with you.

Resource Updates



Resource Updates



- Time Off Launch Resources June 2025 – Help Article – Elevated Roles Only -
[https://wd5.myworkday.com/oregon/d/inst/62b5236a13dc100167089412bd6f0000/rel-task/2998\\$44027.html](https://wd5.myworkday.com/oregon/d/inst/62b5236a13dc100167089412bd6f0000/rel-task/2998$44027.html)
- New “Time Off” App Resources for Employees -
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1960/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1960/rel-task/2998$40834.html)
- New “Time Off” App Resources for Managers -
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1970/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1970/rel-task/2998$40834.html)
- Workday Payroll and Time Tracking Employee Resource Guide -
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1612/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1612/rel-task/2998$40834.html)
- Workday Payroll and Time Tracking Manager Resource Guide -
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1613/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1613/rel-task/2998$40834.html)
- Workday Payroll and Time Tracking Payroll Partner Resource Guide -
[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1632/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1632/rel-task/2998$40834.html)
- Facilitator Time Off App Guide -
[https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$37690/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$37690/rel-task/2998$33471.html)

General Information & Reminders



General Information & Reminders



- Tips for pulling Personnel Records out of Workday:
 - When compiling Personnel File reports from Workday, you must append with the "HCM | Check-Ins Overall" report for any of the Workers Check-In data. Check-Ins are NOT included in the standard Profile Export.
 - To view the different Workday documents categories visit:
<https://www.oregon.gov/das/HR/Documents/Workday-Worker-Document.pdf>
- Workday System Administrator Changes ~ June 30th Shamiel, Our Workday Learning Administrator, is going back to OHA (Thank you Shamiel! We appreciate all you have done!) & Grant, Our Workday Recruitment Administrator, is going to be helping cover until the position is filled long term.
- Workday Session Planning for CHRO Conference in September 2025:
 - **Please provide any topic areas you would like to see as a possible break out session for 45 minutes related to Workday!** <https://forms.office.com/g/mrbhvTq2Zq>

General Information & Reminders



- Next two Workday Wednesdays:

- **July 2, 2025**
- **July 16, 2025**

- Oregon 1 will be refreshed on **6/21/2025**



Workday System News

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

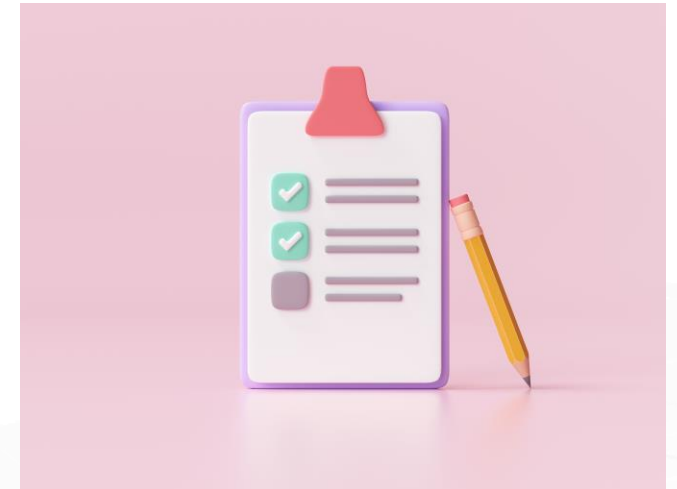
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes: <https://www.oregon.gov/das/hr/pages/workday-wednesday.aspx> Your agencies primary contact, known as Agency Readiness Contact can also be found here.

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.

