Department of Administrative Services

Agenda

Release Updates

Items Updated in Production

276 - PEBB Employee Optional Life Pre/Post Tax Calculation Affected when Deduction is in Arrears

Functional Area	Benefits
Agency Impact	All
# Employees Impacted	UNK
Description	Seeing issues with optional benefits when an employee does not have enough pay to deduct the premiums.
Update/Change	Update arrears calc to match what an employee would pay if it was deducted from their payslip.
Communication	Workday Wed | Various payroll comms

295 - Update LRN | All Enrollments report to show Manager Email Address on All Records

Functional Area	Learning/Extended Enterprise
Agency Impact	All
# Employees Impacted	UNK
Description	When sorting the delivered Excel file if there are multiple lines for a single person the manager only displays once, causing difficulty.
Update/Change	Remove the filter that was limiting the manager's email to the first instance.
Communication	Workday Wed | Directly to Learning Partners

Items Updated in Production

372 - SACU hours over 8 on a holiday need to count as time worked for OT purposes

Functional Area	Time Tracking
Agency Impact	ODHS SACU
# Employees Impacted	101-500
Description	They are being paid for the holiday, so the compensation is correct but since the RG is not being recorded, the hours are not counting as time worked for the purpose of Weekly OT.
Update/Change	Create a time calculation just for SACU employees.
Communication	Workday Wed | Directly with agency

441 - Cost Allocation Overrides

Functional Area	HR
Agency Impact	All
# Employees Impacted	2,500-10k
Description	Current configuration is causing issues for budgeting when not caught in time and is a significant manual workload to mange.
Update/Change	Nightly integration will look for completed job changes or terminations and wipe the costing allocations off the worker earning overrides.
Communication	Workday Wed | Announcement in Workday

Items Updated in Production

573 - Remove AST eligibility from employees who are represented by AFSCME CCB CBA

Functional Area	Time Tracking
Agency Impact	CCB
# Employees Impacted	11-100
Description	Need to remove employees represented by AFSCME CCB from the AST time calculation eligibility. These employees earn overtime after 40 hours in a week including all paid time off.
Update/Change	Remove CCB union from the AST time calculation.
Communication	Workday Wed	Directly with agency

593 - I-9 Report: Reverification Employee's with Non-US Form I-9 Documentation Expired or Expiring

Functional Area	HR
Agency Impact	Multiple
# Employees Impacted	11-100
Description	The report used in this process delivers a scheduled alert based on the expiration date of the workers document. Due to a new version of the I-9 from USICS if the I-9 is amended after the reverification it is using the I-9 document dates from the original I-9 but should not.
Communication	Workday Wed

Items Updated in Production

595 - Update the instructions for the In-progress Transactions Report

Functional Area	HR
Agency Impact	All
# Employees Impacted	UNK
Update/Change	Adding a statement to the **HCM	Business Process Transactions of Type Awaiting Action** report advising the HR Partner to filter out the Exit Interview Survey tasks will assist in agencies understanding these cannot be removed.
Communication	Workday Wed

603 - expand availability of disposition notification "Does not meet minimum Qualifications"

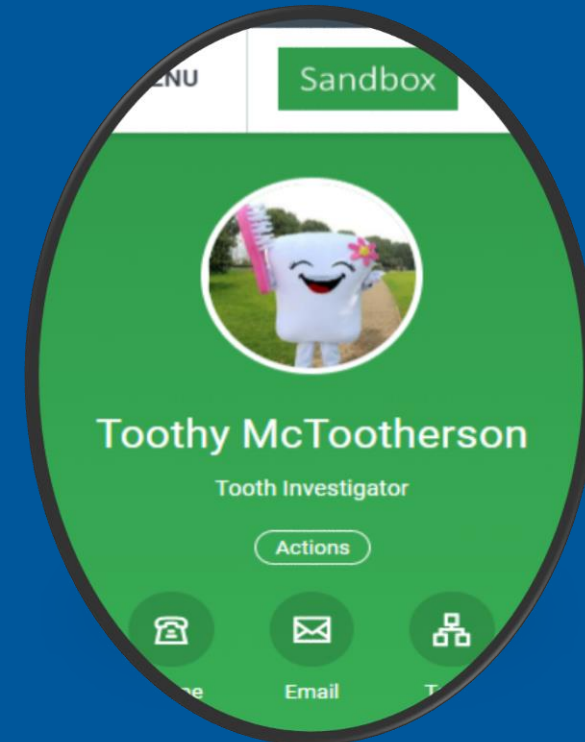|	
Functional Area	Recruitment
Agency Impact	All
# Employees Impacted	UNK
Description	This reason is only available in the Review and Screen stage. It has been requested to be made available during the Assessment and Interview stages also.
Update/Change	The disposition reason is already available, just need to add it to two additional candidate stages.
Communication	Workday Wed	Statewide Recruiters Meeting

627 - Help Cases | Require a Label on all HR Confidential Cases

Functional Area	Workday Help
Agency Impact	All
# Employees Impacted	UNK
Description	CHRO Investigations is required to provide enterprise-wide reporting on agency workplace investigations.
Update/Change	Add a To Do step when an HR Confidential Help Case is closed without a Label indicating that action still needs to be done.
Communication	Workday Wed

Demo Time!

Sandbox

Toothy McTootherson

Tooth Investigator

Actions

Email

July Release Items

146 - Seasonal worker on/off season

Functional Area	Cross-Functional
Agency Impact	Multiple
# Employees Impacted	501-2500
Update/Change	Review Seasonal process for potential redesign/improvement. Need to identify a process to ensure seasonal employees are paid accurately as they transition on and off season. This includes providing accurate reporting information.
Testing	Require impacted agency involvement in testing
Communication	Multiple comms paths

506 - Leave Payout Process Redesign

Functional Area	Absence & Leave
Agency Impact	All
# Employees Impacted	10k+
Description	The current Leave Payout Process is no longer able to accommodate additional requests, a new solution needs to be identified. Develop a new process using Workday Extend.
Testing	Require impacted agency involvement in testing
Communication	Multiple comms paths

Payroll Updates

Payroll Processing

- **June off-cycle (run 2) payroll will process, July 9 , 2024**

  - June off-cycle time entry cutoff is 5 p.m. on July 8, 2024

  - No time entry in Workday from 5 p.m. on July 8, until 8 a.m. on July 10,2024

  - No daily check (off-cycle) processing on July 9 and 10, 2024

- **Note: Payroll Processing calendar 2024 is located as follows:**
  - Workday Oregon Website: workday.oregon.gov
  - Workday Drive: Drive>Payroll Information and Resources>Workday Processing Calendar
    - https://wd5.myworkday.com/oregon/email-universal/inst/21037$23407/rel-task/2998$33471.htmld

Lock in Letters

- Communications went to agency payroll partners with employees that have lock in letters on file:
  - Agencies were asked to update this information by June 13, 2024
  - 126 updates were made based on feedback from agency payroll
- Go forward business process for distribution of lock in letters:
  - Central Payroll will create a case
  - Central Payroll will scan in the Lock In Letter
  - This will be attached to the case and assigned to the agency payroll contact

- Currently there are 373 employees with Lock in Letters on file

Time Tracking Reports

E-News sent out on Thursday, May 9, 2024, with the following reports:

- PAY | Variance Report | Compensation to Payroll Results in Selected Period
- (NEW) PAY | Worker Payslip Summary by Payment Date
- (NEW) PAY | Earning Amount and Hours by Period, Earning, and Worker
- (NEW) AUD| Monthly Time Variance Report
- (NEW) AUD| Time Block Audit Report

Resources

Tips for the new AUD Reports are available in Workday Drive

- **(NEW)** AUD| Monthly Time Variance Report
- **(NEW)** AUD| Time Block Audit Report

WD Payroll Partner Learning & Development Events

Train-the-Trainer: Employee Time Tracking Tasks

- Attendance: approx. 90
- Materials in Drive (available to all Payroll Partners):
  - 4 Powerpoint Presentations
  - 3 Holiday Decision Trees
  - 1 Support Document
  - Session recordings
- Access based on session rosters
  - Contact Laura Dawson for access; Teams or Laura.Dawson@das.oregon.gov

Coming Up Next

Train-the-Trainer: Manager Time Tracking Tasks

Date & Times
- July 30th 1pm – 4pm
- July 31st 9am –noon

Registration link and more information coming soon

Audience will include:
- Payroll Partners
- Learning Partners
- HR Partners
- Additional agency partners as identified by Payroll Partners

Compensation Reminders

Equal Pay:

- An email was sent to the HR list serves yesterday with an update on the Equal Pay Analysis project.

Salary Selectives:

- Please continue to update any remaining salary selectives. Please be sure both Workers and Positions have been updated – including vacant and non-budgeted positions.

No Retro Prior to Date

- As a reminder, the No Retro Prior to Date has been set to December 1, 2023. Please work closely with your payroll department on retro change, particularly those prior to 12/1/23 as manual calculation will be needed.

A few helpful reports:

- CMP | Workers with Mismatched Job Profile/Grade Profile
- CMP | Compensation Changes Report
- HCM | Current Worker Detail Report
- CMP | Compensation Changes for Workers with Amount Allowance Plan
- BGT | Position Management Detail Report
- HCM | Employee Events by Selection Report
- CMP | Workers Off Step (within Range)
- CMP | Workers Above Max or Below Min
- PAY | Status Check Retirement Start Date in Selected Date Range
- CMP | Compensation Plan (Rates Delimited) Table - Active Job Profiles Only
- More reports available: Human Resources Reports worklet.

Seasonal Workers Update

Enhancement: Moving from use of No Pay Group to Off Season Extended Leave Type

Summary Details:

- No change for Off Season or On Season process for existing roles (will continue to be an Edit Position), however the business process will have a boomerang integration that will put the worker on a new Off Season Extended Leave Type or return them.

   Note: This new Extended Leave type will not display (On Leave).

- Return to all agency HR Partner & HR Assistant the ability to Correct Edit Position actions (this was removed in 2019 due to OSPA).

- Continues to suppress pay but will no longer cause a No Retro Prior To (NRPT) Date blocking payroll systematically calculating pay when moved off season or corrected before payroll needs completed.

- Can still Job Change during Off Season.

- Improved ability to report on Seasonal worker history dates, etc.

- Integrations, time off accruals and reports will be updated.

- Agency engagement during testing and validation efforts in Oregon1 will be key to ensure success of this important effort.

Note: As part of the transition plan all Off Season Employees in a No Pay Group will be moved systematically to a new Extended Leave Type created for Seasonals.

Seasonal Workers Update

WORKDAY OREGON

146 – Seasonal Update Item - July Release

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/16	6/17	6/18	6/19 **Holiday**	6/20	6/21	6/22 **OR1 Refresh**
6/23	6/24	6/25 — Setup OR1 for validation and agency testing →	6/26	6/27 CAB Meeting	6/28	6/29 **OR7 Refresh**
		Payroll Processing				
6/30	7/1	7/2 — Reports: Review, Analyze & Edit →	7/3	7/4 **Holiday**	7/5	7/6
7/7	7/8	7/9 — Test with agencies, including reports →	7/10	7/11	7/12 All release items must be in OR1	7/13
		Payroll Processing				
7/14 Kainos testing in OR1	7/15 — Review testing results with agencies →	7/16	7/17	7/18 CAB Meeting	7/19	7/20
7/21	7/22	7/23	7/24	7/25 Project Team Decision Point	7/26 Payroll Processing	7/27
7/28	7/29 Implement 146 changes in Prod / Payroll Processing	7/30 — Post-Implementation Monitoring & Feedback from Agencies →	7/31	8/1	8/2	8/3 **OR1 Refresh** **OR7 Refresh**

General Information & Reminders

General Information & Reminders

- Next Data Quality Series scheduled to begin in August.

- **7/3 – Canceled**: No Workday Wednesday meeting.

- Oregon1 is being held for Seasonal and Leave Payout Process testing, the next refresh is scheduled for 8/3/2024.

- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.