Department of Administrative Services

Agenda

Release Updates

Completed 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, replaced by Time Off | Results by Period for Workers	Absence & Leave

July Release Items Update

Item	Functional Area (s)
388 - INT049 Review/Update Service Date Integration	Human Resources
760 - Remove "Limits" from Post-Tax Deductions for Optional EE Life Insurance	Payroll
806 - INT083 Primary Home County Updater - Home Contact Address Line 2	Human Resources | Integration
945 - Governor Appointed Boards & Commission - I-9 Task Process	Human Resources | Business Process
1113 - Create Report .. Accrual | Forfeiture report	Time Tracking

Payroll Processing Day

June Run 2 (off-cycle) will process on July 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:
  - July 3 – BT deadline at 5 p.m.
  - July 8 – 5 p.m. cutoff to submit and approve time
  - July 9– Run 2 payroll processing all day
  - July 9 and 10 - No daily check processing

Manager Delegations Review and Cleanup

Time Off App is now live and 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
    - End dates should be no more than 365 dates in the future

- Communication was sent June 4, 2025, to HR and Payroll with Instructions to assist Managers with updates to delegations

Update Delegations Steps:

1. In Workday, Navigate to "My Tasks"
    - From the left side menu Scroll down to "Manage Delegations"

2. Click on the "X" to remove the following:
    - Correct My Absence
    - Correct My Time Off
    - Enter Absence
    - Correct Time Off

3. Type in "Time Off" in the "Start on My Behalf" search bar for the list of options to display and select the following from the list:
    - Edit Time Off for Woker
    - Request Time Off for a Worker

4. Click "Submit" to save changes and route to your supervisor for approval

5. Once approved the delegation will be active.

OSGP Contribution Issue Update

Update as of July 2, 2025:

- OSGP/VOYA identified 53 employees who had incorrect elections for the month of May.
  - Communication was sent out from OSGP to these employees
  - DAS Workday Payroll Admin made negative entries to refund deductions for impacted employees.
  - Communication sent to Payroll and HR June 16, 2025.
- DAS Workday is testing files from OSGP
- If there are current OSGP deductions in error on July 1 Pay, please continue to create a case and work with OSGP on details of the employee account information and any corrections needed.

Personal Business Accrual

- Eligible employees earn Personal Business on 07/01/2025 at their appropriate rate, typically 24 hours.

- If an employee has not used their allotted hours of Personal Business within the 2024-2025 fiscal year, they can edit a prior time off and replace it with Personal Business.

- Demo

Tips & Tricks

PPDB Access

Please send PPDB access requests through a WD Help Case
- Make sure to include RACF ID
- Must include approval from appointing authority or agency security officer

Password reset requests need to be emailed to the RACF User Admin Group
- DAS.RACFUserAdm@das.oregon.gov
- Make sure to include RACF ID
- Even if your PPDB use is very infrequent, try to log in at least once a month
  - 6 months of no log in will revoke your ID
  - 1 year of no log in, your ID will be deleted

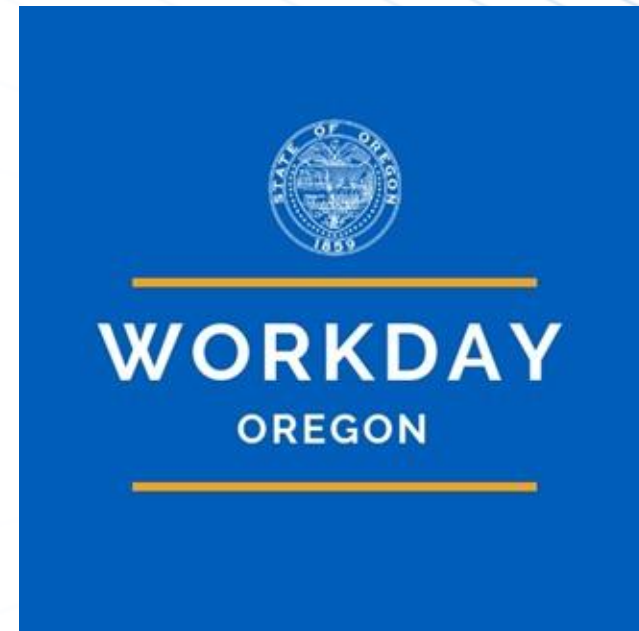If you need a portal to the state mainframe on your workstation, work with your IT dept
- If your IT needs assistance, they should contact their account manager at the State Data Center

PPDB Refresher "*training*"?
- If there is interest, would be separate from WD Wed

Resource Updates

Resource Updates

- (NEW) Pay Cycle Command Center – Help Article:
  - https://wd5.myworkday.com/oregon/email-universal/inst/25755$2011/rel-task/2998$40834.htmld

General Information & Reminders

General Information & Reminders

- We're welcoming back Shanon Jackson. She's returning from the OSPS Payroll Team and will be re-joining the Workday Help Desk Team. Please give her a warm welcome!

- Workday System Administrator Changes ~Thank you to <u>Shamiel, Our Workday Learning Administrator</u>, went back to OHA (Thank you Shamiel! We appreciate all you have done!) & Grant, Our Workday Recruitment Administrator, is helping cover until the position is filled long term.

General Information & Reminders

- 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 by 7/9/25! https://forms.office.com/g/mrbhvTq2Zq**

Breakout Topics	Category
Retro Actions (example compensation). How to get away from retro actions so that this is not a continual thing	Data Integrity/ Business Processes
Most seen case issues from DAS Workday's perspective and best ways to decrease probability of occurrences or corrective actions and best practice.	Data Integrity/ Business Processes
Best practices/tips and tricks for Articulate 360 (Rise and/or Storyline)	Learning
How and when to use Workday Drive	Learning
Examples and tips of how to use the new Experience and Audience Builders	Learning
Processing new budgeted positions, reclasses vacant and filled, processing PFP's etc	Position Management
How can I use the Workday reports to get a better data on position management.	Position Management
Reports and system tips for protected leave partners	Reporting
Reporting and specifically utilizing single assignment	Reporting
A more detailed step by step process of what Cameron covered 6/18, regarding filters for reports and saving those filters to use later.	Reporting
Report Training from beginning to more Indepth usage of reports.	Reporting
Using Workday sheets and scheduled reports to modify reports with basic transformations	Reporting
Helpful reports for someone new to HR	Reporting
What are examples of dashboards people have made (Power BI, Excel, Smartsheets) that are fed from Workday reports. Also, how do you integrate Workday report data with your dashboards?	Reporting
Workday Security - Requesting roles processes, the various roles, how the roles function within the hierarchy, conflicting roles, roles and adding/viewing documents document security and best practices.	Security
Workday Roles - understanding what roles can complete what tasks and access what reports	Security
Tips on how to maintain Workday elevated role assignments	Security

Workday Class List forming:

- **Data Integrity/Business Processes**

- **Learning**

- **Position Management**

- **Reporting**

- **Security**

General Information & Reminders

- Next two Workday Wednesdays:
  - **July 16, 2025**
  - **August 6, 2025**

- Oregon 1 will be refreshed on **7/5/2025**

- 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.