

Department of Administrative Services



Workday Wednesday – July 16, 2025

Agenda

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



Release Updates





July Release Items Update

Item	Functional Area (s)
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 - Update eligibility on Time Calculation Name Mandated Hours worked - Add ST Time	Time Tracking

Payroll Updates



Payroll Processing Day



July Run 1 (on-cycle) will process on July 28, 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:
 - July 23 – BT deadline at 5 p.m.
 - July 25 – 5 p.m. cutoff to submit and approve time (Staff with 24/7 Time Entry will have until 5pm 7/27)
 - July 28– Run 2 payroll processing all day
 - July 28 and 29 - No daily check processing

OSGP Contribution Issue Update



Update as of July 16, 2025:

- We have received test files from OSGP/Voya that we are in the process of validating and have plans to process the July file before July Run 1.
- We are seeing fewer errors, however if employees report an OSGP deduction that is missing or in error on June paid July 1 or for July paid Aug. 1 pay, please continue to work with OSGP on details of the employee account information and any corrections needed.
- Please continue to create a case for updates needed to ongoing benefit changes.
 - If refunds are needed, then please make those adjustments.
 - If an off-cycle payments is needed, please note 'OSGP reimbursement' on the spreadsheet.

Stop Time Entry Auto Approval Mid-Month Payroll Run



Overview of Auto Approve on Mid-Month Payroll Processing:

- Mid-month payroll is paid for employees who receive OT, differential and premium pay. This includes hourly and temp employees that enter time.
- When managers miss the payroll deadline for time approval, time entered must be approved for any time entered including overtime (OT), differential and premium pay to be paid timely.
- DAS Workday Payroll Admins auto approve time entered as part of the mid-month payroll process that is either unsubmitted by employees or unapproved by managers.

Stop Time Entry Auto Approval Mid-Month Payroll Run



Who is Impacted?

- Employees who may receive mid-month pay, including the following:
 - Salaried overtime eligible employees
 - Hourly employees – full-time, part-time, seasonals and temps
 - Differentials
 - Premium Pay
 - Exceptions to regular salary

Stop Time Entry Auto Approval Mid-Month Payroll Run



What is Changing?

- DAS Workday Payroll Admins will stop auto submit and auto approval of time entry.
 - This is effective July mid-month payroll processing on August 11, 2025 and this will continue for all mid-month pay periods going forward.
- Time entered by employees must be submitted by the employee and approved by their manager by the mid-month payroll deadline for that time entry to be paid out on mid-month pay day. The types of pay that must be approved prior to payroll deadline:
 - OT, differentials, premium pay
 - Employees - hourly, part time, seasonal and temp
 - Employees on rotations must have time approved by the base position manager
- Failure of a manager to approve time by the mid-month payroll deadline will result in the employee not receiving earned pay timely.
 - Agencies can submit a request to DAS Central Payroll to issue an "On Demand" check. If the amount is less than 5 percent of an employee's regular salary it will be paid on the next regular pay date.

Stop Time Entry Auto Approval Mid-Month Payroll Run



Why is DAS Stopping Auto Approval of Time Entry on Mid-Month Payroll?

- Managers are responsible for reviewing and approving all time worked by their employees. ([Chapter 45.07.00 of the Oregon Accounting Manual – Time Record Approval](#))
- Auto approved time that does not get reviewed and approved by a manager will increase the chance of payroll errors.
 - Payroll errors create an increased workload for agency payroll staff, employees and managers.
- Ensure managers have reviewed and approved that time is charged accurately to cost centers, projects and grants.
 - Reflects the agency's approval which is necessary in responses to audit requests.

Stop Time Entry Auto Approval Mid-Month Payroll Run



Communication as follows:

- Talking Points for Leadership – Sent out July 14, 2025
- Employee FAQ – shared with Leadership, HR and Payroll July 14, 2025 and posted to Workday Announcements July 17, 2025
- Manager FAQ - shared with Leadership, HR and Payroll July 14, 2025 and posted to Workday Announcements July 17, 2025
- Employee Time Entry Overview
 - Help Article with Exempt and Non-Exempt employee video embedded
 - Shared with all employees by July 22, 2025
- Manager Time Entry Review and Approval Overview
 - Help Article with video embedded shared on WD Announcement by July 22, 2025

Tips & Tricks



Quick Thoughts



- Manage probation period
 - Correcting existing period of time
- Payroll Processing Day
 - What should be put on pause?
- Compensation Change - Case Requests
 - What to include
 - When something is in process
 - Existing compensation changes: lists are great!

Coming soon: Data Quality Revisit

Resource Updates



Resource Updates



- Updated Help Article
 - Job Offer – added reminder for time-to-fill reporting purposes.
- New Help Articles In Progress
 - Overtime Costing and Mandated to Work
 - Overview of Time Entry for Exempt and Non-Exempt Employees
 - ✓ Exempt and Non-Exempt videos embedded
 - Overview of Time Entry Review and Approval for Managers
 - ✓ Manager Time Entry review and approval video embedded
- Workday Announcement posted – July 16, 2025
 - Employee and Manager FAQ on time entry best practices and stopping auto approve

General Information & Reminders



General Information & Reminders



- Next two Workday Wednesdays:

- **August 6, 2025**
- **August 20, 2025**

- Oregon 1 will be refreshed on **7/19/2025**

- 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.

