

# Department of Administrative Services



Workday Wednesday – 07/17/2024

# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Compensation Updates
- 04** Donated Leave Report
- 05** General Information & Reminders



# Release Updates



# July Release Items



## 146 - Seasonal worker on/off season

In Progress	
Functional Area	Cross-Functional
Agency Impact	Multiple
# EE's 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

Moved to August Release	
Functional Area	Absence & Leave
Agency Impact	All
# EE's 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

# July Release Items



Release Item	Agency Impact	Employee's Impacted	Comms
477 – Pay Equity - Load results of PE study	All	10k+	WD Wed & Class Comp Team
604 – Load Pay Equity Documents to Worker profile using INT305	All	10k+	WD Wed & Class Comp Team
621 – New Time Calc for ee's represented by policy so only SL counts as time worked, other paid leave does not	Multiple	501-2500	Multiple comms paths
641 – Update Employees Approved for Donated Leave report so employees drop off at 31 days	All	10k+	WD Wed

# Payroll Updates





# Payroll Processing



- **July on-cycle (run 1) payroll will process, July 26 , 2024**
  - July on-cycle time entry cutoff is 5 p.m. on July 25, 2024
  - No time entry in Workday from 5 p.m. on July 25, until 8 a.m. on July 27, 2024
  - No daily check (off-cycle) processing on July 26 and 27, 2024
- **Note: Payroll Processing calendar 2024 is located as follows:**
  - Workday Oregon Website: [workday.oregon.gov](https://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.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$23407/rel-task/2998$33471.html)

# Reports to Run in Workday



## Payroll Reports App:

- Select Payroll App from Menu
  - Add "Payroll Reports" App
  - Save Changes
- To View Reports: Click on "Payroll Reports" App
  - Time Off Reports
    - Time Off|Compensatory Time above (Selected number of hours)
- The following reports can be searched for in Workday and will be added to Payroll Reports App:
  - Time Off | Leave Balances | April Straight Time Notification
    - Run in April to pull balances to notify employees to use time by Fiscal Year End (June 30)
    - Edits will be made on this report to include FLSA status
  - Absence | Vacation Balance and Forfeiture Report

## • PAY | Payroll Reports I Can Run

- Examples of Reports are:
  - Absence Reports
  - Pay Reports – Including new reports
    - PAY | Variance Report | Compensation to Payroll Results in Selected Period
    - PAY | Worker Payslip Summary by Payment Date
    - PAY| Earning Amount and Hours by Period, Earning and Worker
- HCM Reports
- Audit Reports
  - AUD| Monthly Time Variance Report
  - AUD| Time Block Audit Report





# Payroll Update L&D Workshop

## Train-the-Trainer: Manager Time Tracking Tasks

This workshop will follow a similar format to the previously offered Employee Time Tracking train-the-trainer workshop offered in June.

### Date & Times

- Tuesday, July 30, 2024,  
1 p.m. – 4pm
- Wednesday, July 31, 2024,  
9 a.m. –noon

### Audience will include:

- Payroll Partners
- Learning Partners
- HR Partners
- Additional agency partners as identified by Payroll Partners

### Details

- This workshop will be recorded.
- Materials will be added to Drive with access for all registered learners.
- If you cannot attend, work with your Payroll Partner for access to learning materials.

### [Enroll in Workday Learning](#)

*\*please note: courses are not searchable in Learning to prevent incorrect audience enrollment. Please share link directly with the roles above who wish to attend.*

# Compensation Changes



# Compensation Changes



Equal pay Analysis updates/reminders:

1. Email update provided on Monday, sent out to the HR list serves
2. Equal Pay Website: <https://www.oregon.gov/das/HR/pages/equity.aspx>
3. Send all Equal Pay emails to [chro.payequity@das.oregon.gov](mailto:chro.payequity@das.oregon.gov)
4. Retro is calculated only one time per pay cycle; therefore, if an employee received a mid-Month check in the month of July (July 15th), they will see the retro pay for the month of June on their mid-month check in August (August 15th). If no mid-month check (July 15th) was received, the employee will receive the retro for June on their August 1 paycheck.

# Donated Leave Report



# Donated Leave Report



## ← Time Off (Absence)

### Time Off Calendar

Click Link Below:

[Request, Cancel or Correct Time Off](#)

### View Time Calendar (Time Entry &

Click Link Below:

[View Time Calen](#)

[Balances](#)   [Time Off and Protected Leave Requests](#)   [Protected Leave](#)   [Donate My Leave](#)   [ePayroll / OSPA | Recorded Hours](#)

### Employees Approved for Donated Leave



Agency	Employee	OR Number	Effective Date	Start Date	End Date	Report Removal Date
			08/03/2020	08/03/2020		
			10/23/2023	10/17/2023	10/16/2024	11/16/2024
			02/09/2024	11/08/2023	12/31/2024	01/31/2025
			02/14/2024	12/24/2023	09/05/2024	10/06/2024
			03/06/2024	01/01/2024	07/15/2024	08/15/2024
			04/01/2024	01/01/2024	11/21/2024	12/22/2024
			01/19/2024	01/01/2024	01/01/2025	02/01/2025
			02/05/2024	02/05/2024	02/05/2025	03/08/2025
			02/09/2024	02/09/2024	12/28/2024	01/28/2025

# General Information & Reminders





# General Information & Reminders



- Next Data Quality Series coming soon.
- Use correct reasons for actions and notes.
- Worker Documents – Please verify when uploading documents for a worker, that they are being loaded to the correct worker.
- Report Worklets – Payroll, HR, security, and position budget (other).
- PPDB reminder.
- ACA update.
- 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.

# Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today

