

# Department of Administrative Services



Workday Wednesday – August 6, 2025

# Agenda

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



# Release Updates





# Completed July Release Items

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 2 (off-cycle) will process on Aug 11, 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:
  - Aug. 6 – BT deadline at 5 p.m.
  - Aug. 8 – 5 p.m. cutoff to submit and approve time (Staff with 24/7 Time Entry will have until 5pm 8/10)
  - Aug. 11– Run 2 payroll processing all day
  - Aug. 11 and 12 - No daily check processing



# OSGP Contribution Issue Update



## Update as of Aug 6, 2025:

- We reviewed and validated with OSGP a test file of the July OSGP data and that was loaded into Workday on July 17, 2025.
- We are seeing fewer errors in the data coming from OSGP, however if employees report an OSGP deduction that is missing or in error on July 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 beginning with the Aug. 11, 2025 payroll processing and going forward for all payroll processing.
- 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.
- 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.
- Managers must review and approve time charged to cost centers, projects and grants to ensure accurate accounting of expenditures.
- Reflects the agency's approval which is necessary in responses to audit requests.

# Stop Time Entry Auto Approval Mid-Month Payroll Run



## Communication Distributed:

- Talking Points for Leadership – ***Sent out July 14, 2025***
- Posted to Workday Announcement - ***July 17, 2025***
  - Employee FAQ Stop Time Entry Auto Approve
  - Manager FAQ Stop Time Entry Auto Approve
- Posted in WD Announcement – ***Aug. 1, 2025***
  - Reminder for Employees to submit time for July mid-month payroll
- Posted in WD Announcement – ***Aug. 4, 2025***
  - Employee Time Entry Overview Help Article with Exempt and Non-Exempt employee video embedded
  - Manager Time Entry Review and Approval Overview Help Article with video embedded

# Wage Withholding Orders

Release Item 570 – Orders to calculate on Mid Month



## **Release Item 570 - Wage Withholding Orders to Calculate on Mid-Month**

- Wage Withholding Orders that are flat dollar amounts, these will not deduct on the run 2/on-demand payments.
  - Withholding Order (Bankruptcy),
  - Withholding Order (Support) and
  - Withholding Order (Family Maintenance).
- For full and part time salaried employees, the full monthly amount will deduct on the run 1/on-cycle payments.
- For hourly employees, employee should enter time through the run 1 cutoff for the full monthly amount to deduct on the run 1/on-cycle payments.

# Wage Withholding Orders

Release Item 570– Orders to calculate on Mid Month



## Release Item 570 - Wage Withholding Orders to Calculate on Mid-Month

- For wage withholding orders that are typically percentage based, these will be set up to deduct on both run 1/on-cycle payments and run 2/on-demand payments. The amount will be based on the percentage set up in the withholding order and available disposable wages.
- Following are the Withholding Order Types that will deduct as percentage based on both payroll runs:
  - Withholding Order (Creditor)
  - Withholding Order (Garnishment)
  - Withholding Order (Federal AWG)
  - Withholding Order (Student Loan)
  - Withholding Order (Federal Tax Levy)
  - Withholding Order (State Tax Levy)
- **Please Note:** Percent based orders that come over as flat dollar amount will need to be setup with monthly dollar limits. Monthly limits will need to be adjusted or removed in months that have (2) first of month payments. *(e.g. Jul R1 paid Aug 1 and Aug R1 paid Aug 31)*



# Tips & Tricks





# Mandatory Priority List Refresher

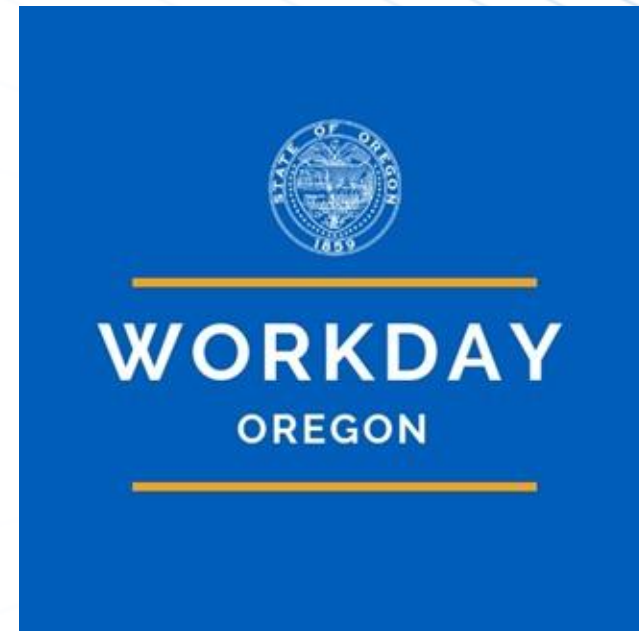
For policy questions please contact:

Katie Matysak : [Katie.MATYSIK@das.oregon.gov](mailto:Katie.MATYSIK@das.oregon.gov)

Refer to Help Articles below for more detailed steps:

- Add to Mandatory Priority List:
  - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$361/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$361/rel-task/2998$40834.html)
- Filter and sort Mandatory Priority List:
  - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$362/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$362/rel-task/2998$40834.html)
- Report to pull Mandatory Priority List:
  - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$381/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$381/rel-task/2998$40834.html)

# Resource Updates



# Resource Updates



## Help Articles Updated:

- Job Change (Different or Same Agency) : [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1079/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1079/rel-task/2998$40834.html)
- Hire: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$285/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$285/rel-task/2998$40834.html)
- No Retro Processing Prior to Date (NRPPT): [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$959/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$959/rel-task/2998$40834.html)

## New Help Articles In Progress

- Overtime Costing and Mandated to Work
- Manager Delegations
- Wage Withholding Orders – Percent Based and Flat Dollar

## Workday Announcement posted – Aug 4, 2025

- Overview of Time Entry for Exempt and Non-Exempt Employees with videos
- Overview of Time Entry Review and Approval for Manager with video

# General Information & Reminders



# General Information & Reminders



As stated in CHRO's email dated 7/29/2025,

## Second Phase

This round is currently in progress. The Central Workday team will review employee records where Original Hire Date and CSD do not match and have a termination in the Workday record since January 1, 2019.

There are over 2,500 identified employees whose records will be reviewed by the Central Workday team to determine if corrections are needed due to the CSD not being adjusted correctly upon reemployment.

- **Agency Action:** Help cases will be submitted to the agency HR departments with impacted employees on Monday, August 11, 2025. This is the agency's opportunity to review the records prior to corrections being made. If there is a reason why the correction should not be made, please respond to the help case prior to Thursday, August 14, 2025.
- **Central Workday Team Action:** The Central Workday team will correct these employee records on Friday, August 15, 2025.

Please see the full email sent by CHRO for additional information

**Note:** Please not make any adjustments in the workers identified service dates as we will do that for you on August 15<sup>th</sup>.



# General Information & Reminders



- Next two Workday Wednesdays:
  - **August 20, 2025**
  - **September 3, 2025**
- Oregon 1 will be refreshed on **8/9/2025**
- 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

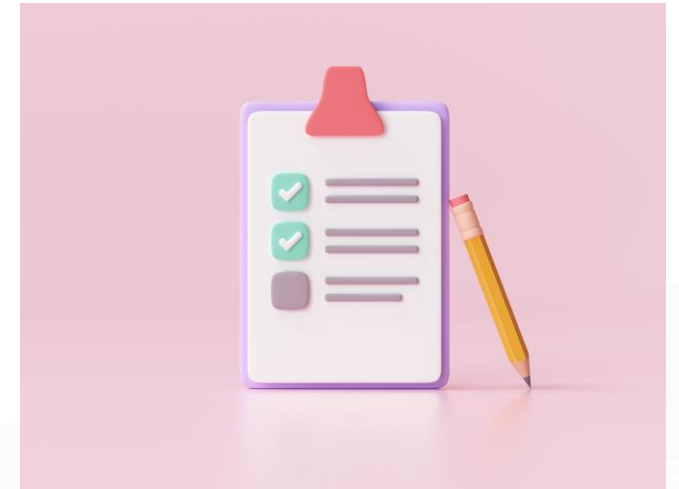
Updated 2/11/2025: [Workday Wednesday Note Recap](#) for the 2/5/2025 meeting.

# 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.

