

Department of Administrative Services



Workday Wednesday – August 20, 2025

Agenda

- 01** Release Management
- 02** Payroll Updates
- 03** Resource Updates
- 04** General Information & Reminders



Release Updates





August Release Items

Item	Functional Area (s)
570 - Wage withholding orders need to calculate on the mid-month payment	Payroll
1059 - Automatically End OSGP Enrollments as Part of Termination	Benefits
1091 - Integration is erroneously editing Continuous Service Dates when employee is rehired with less than 2-year break in service	Human Resources Integrations
1100 - Add SL to daily/weekly UST calculation for part-time SEIU employees	Time Tracking
1144 - Job Application Update - Remove Education Dates	Recruiting

Workday 2025R2 Feature Release



- The 2nd of two bi-annual releases
- Central Workday Team is currently evaluating identified changes
- Feature Release specific information will be shared at the WD Wednesday meetings on 9/3 & 9/17
- Saturday, Sept 20th Workday releases their updates to Production

September 2025 Release Calendar – Workday 2025R2

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
8/18	8/19	8/20	8/21	8/22	8/23-24
Initial review and Configuration – State Team					
		WD Wed	CAB Meeting		Refresh OR1
8/25	8/26	8/27	8/28	8/29	8/30-31
Comms and Resource Prep – State Team					
9/1	9/2	9/3	9/4	9/5	9/6-7
Holiday	2nd review and Configuration – State Team				
		WD Wed	CAB Meeting		Refresh OR1
9/8	9/9	9/10	9/11	9/12	9/13-14
Final Configure and Testing Complete , Comms and Resources Continued – State Team					
9/15	9/16	9/17	9/18	9/19	9/20-21
Final Comms and Resources – State Team					
		WD Wed	CAB Meeting		All Auto release items in Prod
9/22	9/23	9/24	9/25	9/26	9/27-28
All optional features configured in Production – State Team					
					Refresh OR1

Release Item 1144: Remove Education Dates from Applications



Removing education dates from applications in compliance with HB3187.

- Planned implementation 09/01/2025
- Legally required 09/28/2025, (91st day after sine die)
- Additional information will be provided at the Statewide Recruiters Meeting, Tuesday August 26th.

Payroll Updates



Payroll Processing Day



August Run 1 (on-cycle) will process on Aug 25, 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. 20 – BT deadline at 5 p.m.
 - Aug. 22 – 5 p.m. cutoff to submit and approve time (Staff with 24/7 Time Entry will have until 5pm 8/24)
 - Aug. 25– Run 1 payroll processing all day
 - Aug. 25 and 26 - No daily check processing



Time Entry Not Submitted and Unapproved

Continue to share with staff the importance of time entry submit, review and approve prior to payroll deadlines

Run Reports to review time entry and follow up with managers:

- PAY | Workers with Time details Not Submitted
- PAY | Workers with Unapproved Time Review Events

Who can run reports for time entry review?

- Agency Payroll Partners/Time Keepers
- Human Resources
- Managers



Manager Time Entry Approval Resource

New Help Articles:

- Delegate Time Entry and Time Off (Manager)
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2041/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2041/rel-task/2998$40834.html)

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)*

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)
 - 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.

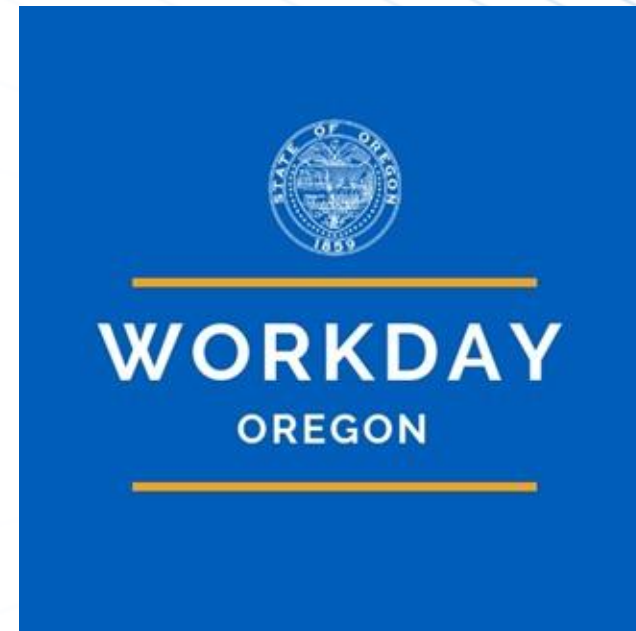
Release Item 1059 - Auto End OSGP Enrollment with Termination



Automatically End OSGP Enrollment with Termination

- This update will add the OSGP enrollment to the business process to end all benefits including OSGP enrollments going forward to be consistent with how PEBB and PERS are handled with terminations.
 - We worked with our partners OSGP/Voya and all parties agreed that this is the appropriate action for this item.
- When the Term Business process completes, coverage for OSGP enrollment types will be waived and future deductions ended.
 - If an employee is rehired, they would need to talk to OSGP to restart any deductions for enrollments.
- This update will catch any OSGP enrollments that should have ended but may have been missed in the current process.
 - New Hires, terms are already sent over to Voya and updated with the monthly file upload

Resource Updates



Resource Updates



New Help Articles:

- Delegate Time Entry and Time Off (Manager)
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2041/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2041/rel-task/2998$40834.html)

New Help Articles In Progress

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

August Release Item Reports Updated:

- Release Item 1018 – Modify Seasonal Termination Report
 - Add effective date of worker moving out of season
- Release Item 1166 – Requested Update to Awaiting Actions Report
 - Add field to identify if worker is terminated

General Information & Reminders



General Information & Reminders



Update to Continuous Service Dates (CSD):

- There were over 2,500 identified employees whose records were reviewed by the Central Workday team to determine if corrections are needed due to the CSD not being adjusted correctly upon reemployment.
- The Central Workday team completed their review on Aug. 15, 2025, of employee records where Original Hire Date and CSD did not match and had a termination in the Workday since January 1, 2019.
- **Agency Action:** Help cases were submitted to the agency HR departments with impacted employees on Monday, August 18, 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 21, 2025.
- **Central Workday Team Action:** The Central Workday team will correct these employee records on Friday, August 22, 2025.
- Please see emails sent by CHRO for additional information:
 - Original email sent July 29, 2025
 - Update email sent Aug. 11, 2025

Note: Please do not make any adjustments in the workers identified service dates as we will do that for you on August 22, 2025.

General Information & Reminders



- Next two Workday Wednesdays:
 - **September 3, 2025**
 - **September 17, 2025**
- Oregon 1 will be refreshed on **8/23/2025**
- 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.

