

Department of Administrative Services



Workday Wednesday – 08/21/2024

Agenda

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



Release Updates





August Release Items

146 - Seasonal worker on/off season

In Progress – TBD

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

TBD

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



August Release Items

251 - CPERS: Update PERS Subjectivity for two earning codes

Completed	
Functional Area	Cross-Functional
Agency Impact	Multiple
# EE's Impacted	501-2500
Description	Add PERS wages to the Non-cash employee recognition earning and remove it from the non-cash meal reimbursement in state.
Additional Info	This change will impact anyone who has used these earning codes.
Communication	Multiple comms paths

338 – Update Notification Trigger on Disposition

Completed	
Functional Area	Recruitment
Agency Impact	All
# EE's Impacted	10k+
Description	Configure the custom workflow notifications to trigger on disposition reasons for the Job Application business process.
Additional Info	This makes it easier to provide transparent communication to candidates more efficiently while reducing administrative configuration time.
Communication	Multiple comms paths



August Release Items

551 - DOC- Mgmt Service FLSA exempt OT eligible ee's eligible for shift diff for time worked on a holiday

Completed	
Functional Area	Time Tracking
Agency Impact	DOC
# EE's Impacted	101-500
Description	Per an exception to policy a group of DOC management service employees are eligible for shift diff. Employees who are at DOC, exempt/OT eligible and get shift differential should get shift diff on a holiday when work tag is selected.
Additional Info	Only impacts a handful of employees at DOC.
Communication	Multiple comms paths

626 - Create Personal Protection Leave Document Category

Completed	
Functional Area	Human Resources
Agency Impact	All
# EE's Impacted	10k+
Description	Create a new document category for documents related to Personal Protection Leave. Once complete a separate and secured space for storing PPL documents will be available to all agencies.
Additional Info	Personal Protection Leave documents are different from medical leave documents and may include sensitive documents.
Communication	Multiple comms paths

August Release Items



651 - Prohibition of AI Statement and New Notification in Recruitment Process

Completed	
Functional Area	Recruitment
Agency Impact	All
# EE's Impacted	UNK
Description	With the accessibility of Artificial Intelligence (AI) and other resources now, we need to make sure that candidates know that it is inappropriate to use outside resources.
Additional Info	This will affect all candidates who submit a job application.
Communication	Multiple comms paths

656 - LTCO: STA should accrue when paid leave (except SL) is used in the week and hours are over 40

Completed	
Functional Area	Time Tracking
Agency Impact	LTCO - AFSCME
# EE's Impacted	11-100
Description	Per the AFSCME LTCO CBA, all time off except sick leave counts as time worked for exempt employees earning straight time for hours over 40.
Additional Info	This change will only impact exempt employees who are represented by AFSCME LTCO and only if they have paid leave and work additional hours
Communication	Multiple comms paths



August Release Items

669 - AFSCME OSFM should be Sun-Sat FLSA not Mon-Sun as set up at go live

Completed	
Functional Area	Payroll
Agency Impact	OSFM
# EE's Impacted	11-100
Update/Change	Per the AFSCME CBA for OSFM their work week is Sun- Sat.
Additional Info	This will only impact non-exempt employees at OSFM with the AFSCME CBA
Communication	Multiple comms paths

671 - Update Vacation and Sick Leave Accruals to no longer produce negatives.

Completed	
Functional Area	Absence & Leave
Agency Impact	All
# EE's Impacted	UNK
Description	Negative accruals are currently created within the accrual calculation. Negative accruals are not allowed and must be stopped.
Additional Info	The process of identifying and addressing negative accruals has been on going by the central Workday team, with this change, negative accruals won't happen.
Communication	Multiple comms paths

August Release Items



674 - Add a new field to Position Restriction indicating the position is an HR Workplace Investigator

Completed	
Functional Area	Human Resources
Agency Impact	All
# EE's Impacted	10k+
Update/Change	Allow the CHRO team to identify and report on the positions who are required to complete training prior to conducting state investigations.
Additional Info	This would be available to all agencies for all positions, not just CHRO.
Communication	Multiple comms paths

679 - AEE repr ee's must serve a 6-mo waiting period for the additional 12 hour of Vac accrual in Feb and July

Completed	
Functional Area	Absence & Leave
Agency Impact	Multiple
# EE's Impacted	11-100
Description	Part of an older bargaining agreement that was being managed manually. It was recently brought forward asking if there was any thing that can be implemented to systematically stop the accrual.
Additional Info	Employees from AEE that have less than 6 months of service will not receive this accrual.
Communication	Multiple comms paths



August Release Items

684 - Create New Report: Time Off | Requests | Individual Employee | Future Time Off Requests

Completed	
Functional Area	Absence & Leave
Agency Impact	All
# EE's Impacted	101-500
Update/Change	Creating a very fast report for Payroll, HR and Manager to access via the search bar to see if an employee has any future time off requests.
Additional Info	Assist HR Partners and Payroll Partners find time off requests that may need to be removed if employee is transferring or going off season.
Communication	Multiple comms paths

685 - Update requested to Union Business Leave Time-off Plan

Completed	
Functional Area	Absence & Leave
Agency Impact	Multiple
# EE's Impacted	10k+
Description	Inactivate Union Business Long Term Assignment Time-off Plan. When employees need to use this leave type, they will select the reason of Long-Term Assignment in the Union Business Leave Time-off Plan, they can no longer select Union Business Long Term Assignment Time-off Plan.
Communication	Multiple comms paths

Payroll Updates



Payroll Processing



- **August on-cycle (run 1) payroll will process, Aug. 26, 2024**
 - August on-cycle time entry cutoff is 5 p.m. on Aug. 23, 2024
 - No time entry in Workday from 5 p.m. on Aug. 23, until 8 a.m. on August 27, 2024
 - 24/7 Agencies will have until 5pm on Aug. 25, 2024, for Time Entry
 - No daily check (off-cycle) processing on August 26 and 27, 2024

Other Payroll Expense (OPE) Reallocation Resolution Update



OPE Reallocation Resolution Testing Update:

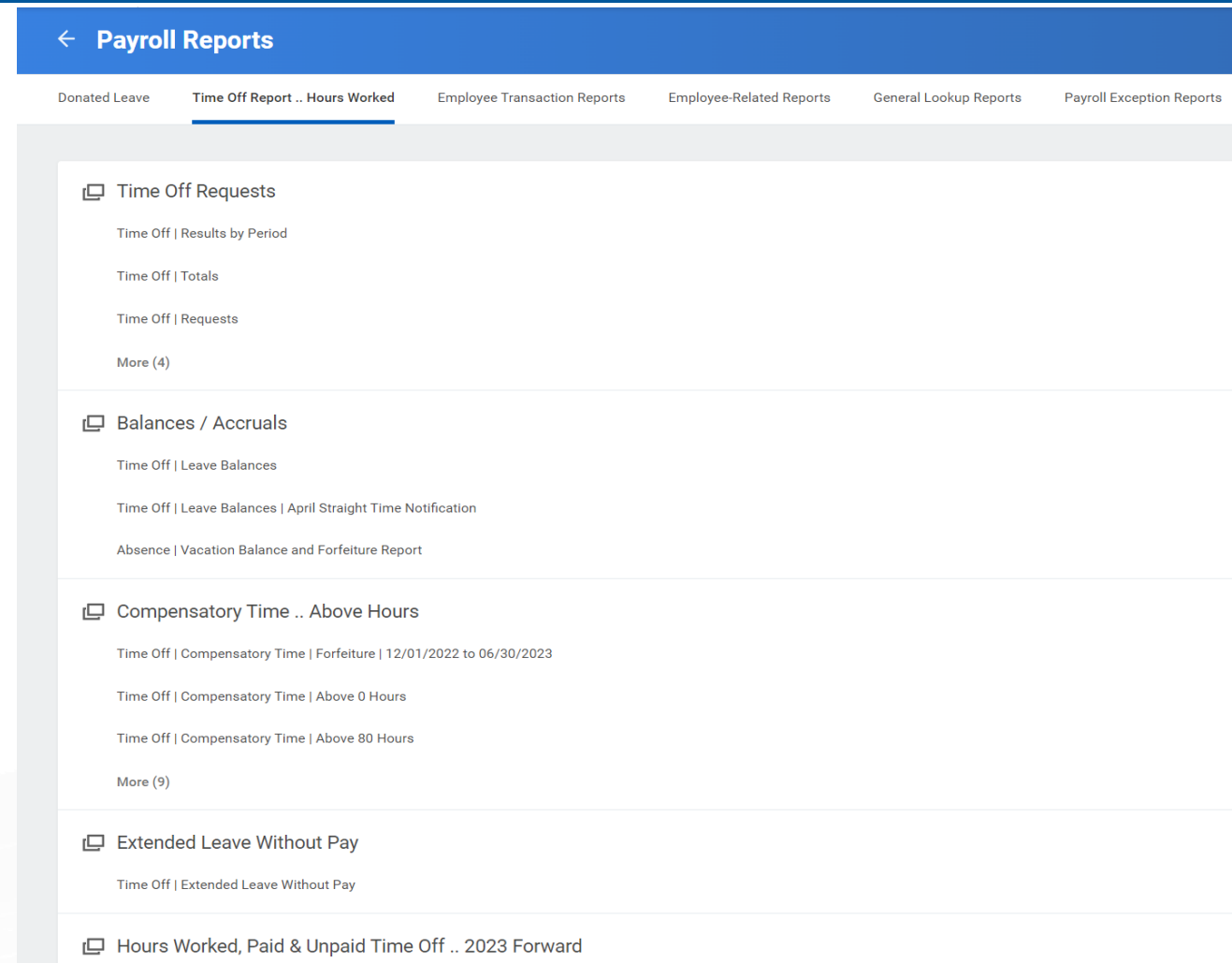
- All Agencies completed 3 successful payroll runs with OPE Test transactions and signed off as required by SFMS
- SFMS QA Team completed review of the OPE Reallocation process granted final approval to move forward with implementation of this integration
 - First set of reports generated with production data will be for the July Run 2 data and reports will be generated on Aug. 22, 2024
 - August Run 1 OPE Reallocation reports will be generated with payroll processing on Aug. 26, 2024
 - There are three reports that will be available for review each pay period in Workday Drive:
 - WDOPERPT01 – WORKDAY OPE REALLOCATION
 - WDOPERPT02- OPE NOT ZERO BALANCE
 - WDOPERPT03 – OPE EXCEPTIONS

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)
- Recently added Reports:
- 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)
- Absence | Vacation Balance and Forfeiture Report





Payroll Reports I Can Run

- PAY | Payroll Reports I Can Run
 - 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**

PAY Payroll Reports I Can Run			
This includes Custom Reports and Workday Delivered Reports.			
358 items			
Report	Brief Description	Data Source Category	Active Report Tags
PAY Unsupported Retro Events		Payroll	
Absence CPERS LWOP Report		Worker Data	Absence Leave PERS Time Off
Absence Time Off Accruals	This report returns time off accruals for an employee.	Worker Data	Absence Central Reports OSPS Reports Payroll - US Time Off
Absence Time Off Accruals by Selected Time Off Plans	This report returns time off accruals for an employee.	Worker Data	Absence Central Reports OSPS Reports Payroll - US Time Off

Report Changes/Modifications



- PAY | Terminated Workers with Pay report updates have been made
 - Added negative employee paid deductions to the report
 - This will allow agencies to identify deductions that are paying back to a termed worker
 - The result status will allow agencies to filter the results to locate results that are not yet completed
 - Added the agency number
 - Allow payroll offices who support more than one agency to sort by the agency number
 - Added payment status
 - Allow agencies to filter for in progress results
 - Added total line to view total earnings/deductions being paid to employee

Learning Updates

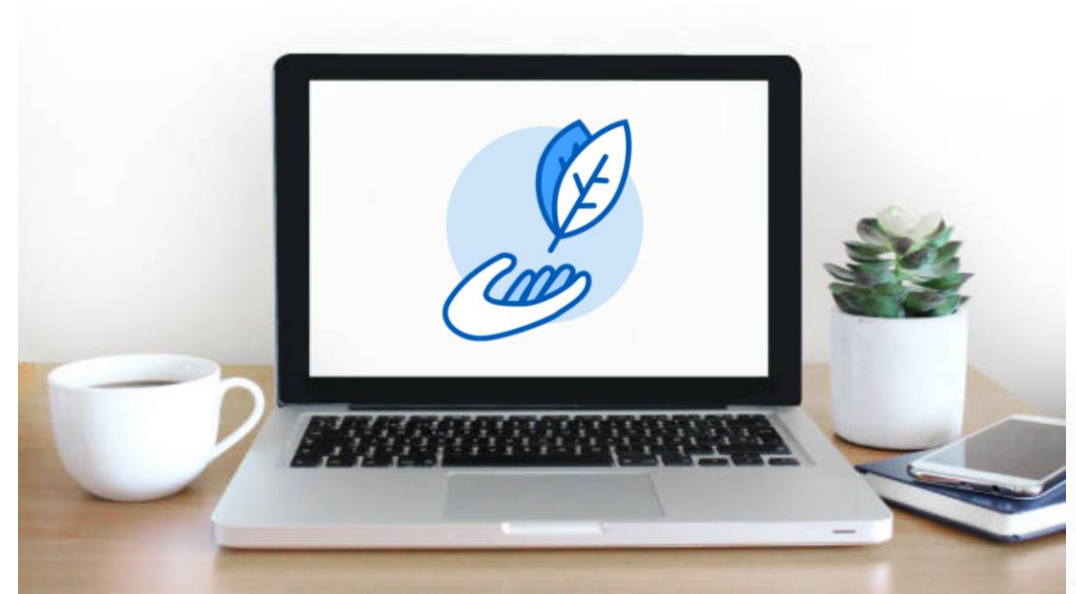


LMSM & Learning Partner Onboarding Program



Now available **DAS - WDL - LMSM Workday Learning Partner Onboarding Training Program**

- This blended learning training program is designed for a new Learning Management System Manager and Workday Learning Partner.
- Learning objectives cover tasks and responsibilities, Workday technical training, state policies, tools, resources, virtual support sessions and more.
- Your agency may require additional training to this program, please consult with your Manager.
- Learning Partner Virtual Consultations w/WDLA



Learning Partner MS Teams Channel



DAS – WDL | Learning Partners

Channels include:

- General
- Knowledge Articles - Updates
- Known Issues
- News and Updates
- Peer-to-Peer QA
- Shared Courses
- WDL Releases
- WDL Wishlist

More channels will be added as we go along.



General Information & Reminders



General Information & Reminders



- LWOP Extended (full calendar week – 7 days) vs Daily.
- The September Workday Release 204R2 (WD2024R2) is underway, more information to come at the next WD Wed (9/4/24).
- Next Data Quality Series coming in October.
- **Oregon1 is being refreshed this weekend 8/24/24.**
- 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

