

Department of Administrative Services



Workday Wednesday – September 3, 2025

How to Participate



For all questions or comments



USE CHAT



RAISE
HAND



UNMUTE

For all additional support or feedback



CREATE
A CASE



FEEDBACK
FORM



REVIEW
NOTES

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 <i>* This item is going to CAB for a vote on 9/4</i>	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 working to incorporate mandatory system updates
- Specific information about integrated changes will be shared at the WD Wednesday meeting on 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

Payroll Updates



Payroll Processing Day



August Run 2 (off-cycle) will process on Sep 9, 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:
 - Sep. 4 – BT deadline at 5 p.m.
 - Sep. 8 – 5 p.m. cutoff to submit and approve time (Staff with 24/7 Time Entry will have until 5pm 8/24)
 - Sep. 9– Run 2 payroll processing all day
 - Sep. 9 and 10 - No daily check processing

Wage Withholding Orders

Release Item 570 – Orders to calculate on Mid Month



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

- Update on the status of this release item:
 - Communication is in process and is targeted for final approval this week
 - Implementation will be with September run 2
- New Help Articles in review:
 - Withholding Orders: Garnishment and Creditor
 - Withholding Orders: Child Support and Family Maintenance
 - Withholding Orders: Bankruptcy
 - Withholding Orders: Federal Administrative Wage Garnishment (Federal AWG)
 - Withholding Orders: Student Loan
 - Withholding Orders: Federal Tax Levy (IRS)
 - Withholding Orders: State Tax Levy

Resource Updates



Resource Updates



New Help Articles In Progress

- Wage Withholding Orders – in review
- Overtime Costing and Mandated to Work

New Help Article Updates for Mobile App:

- [Workday Mobile App Access Guide](#)
 - Instructions on how to download the Workday mobile app
 - Instructions on how to login to the Workday mobile app
 - Reference to multi-factor authentication (MFA) setup guide for personal devices
- [Multi-Factor Authentication Setup for Personal Devices](#)



Manager Resources – Time Entry/Time Off

Manager Payroll and Time Entry Resources:

- [Manager Time Approval Overview - Workday](#)
- [Payroll and Time Tracking Manager Resource Guide](#)

My Team's Time and Time Off App Resources:

- [Reviewing and Approving Time](#)
- [Time Off App Resources for Managers](#)

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)

General Information & Reminders



General Information & Reminders



Executive Branch Only: 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.
- **Central Workday Team Action:** The Central Workday team corrected impacted 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
- The fix to the service date integration related to reemployment actions was put into production on 8/26/25.

General Information & Reminders



- Next two Workday Wednesdays:
 - **September 17, 2025**
 - **October 1, 2025**
- Oregon 1 will be refreshed on **9/6/2025**
- 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

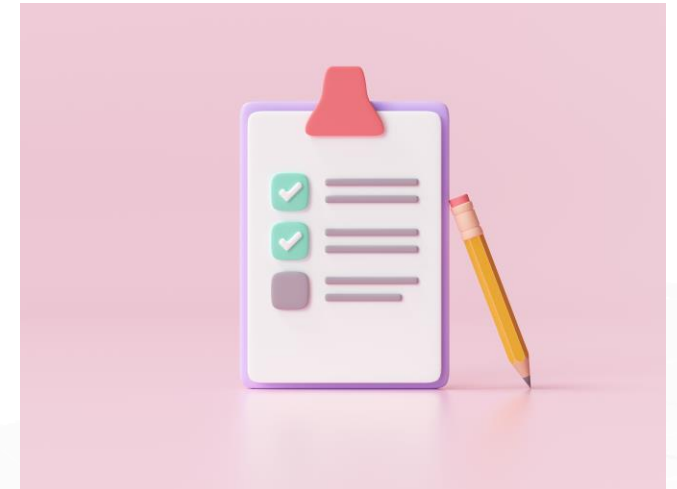
Updated 2/11/2025: [Workday Wednesday Note Recap](#) for the 2/5/2025 meeting.

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.

