Department of Administrative Services

STATE OF OREGON
THE UNION
1859

Agenda

Release Updates

August Release Items

146 - Seasonal worker on/off season

Completed	
Functional Area	Cross-Functional
Agency Impact	Multiple
# EE's Impacted	501-2500
Description	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.
Change	Need to show on and off season, have accessibility to recruitments, access to benefits, and service date advancement. Seasonal workers also need to have the ability to change jobs and receive payment while off season.
Testing	Require impacted agency involvement in testing
Communication	Multiple comms paths starting 9/4/24

Seasonal Worker on/off season

New Processes

As the edit position is entered to move a worker off season the system will add a corresponding off season leave entry to suppress pay while the worker is off season.

Upon return to season the leave will be removed making the worker active again with the completion of the on season move via edit position.

The workers leave accruals will adjust systematically as they move on or off season with the only manual adjustment being special leaves.

September Release Items

703 - Create and share a report to assist Payroll in auditing employee that have overused paid time off

Completed	
Functional Area	Absence & Leave
Agency Impact	All
# EE's Impacted	10k+
Description	Audit report helping Agency Payroll Partners find employees that have overused time off request within a month. This happens when an employee requests and is approved for time off in the current month, then a retro action happens, most commonly, adding multiple days of LWOP.
Communication	Multiple comms paths

709 - Report: ACA Measurement Period | 2023 Forward

Completed	
Functional Area	Human Resources
Agency Impact	All
# EE's Impacted	10k+
Description	New report created because we no longer use OSPA for hours worked documentation. Human Resources and Payroll will have access to a report that will help them determine ACA eligibility.
Communication	Multiple comms paths

Workday Release 2024R2

- Initially 340 items were reviewed

- Approximately 160 items getting a 2nd look
  - ~45 items need some kind of setup before they are available
  - ~115 items are automatically available
    - Not all automatic items will impact user experience
  - Approximate #'s by Functional Area
    - Absence & Leave – 3
    - AI | Machine Learning | Accessibility – 8
    - Compensation - 5
    - Help (Help Cases/Knowledge Articles) – 10
    - HCM (Human Resources/Position Management) – 15
    - Learning & Extended Enterprise – 6
    - Payroll & Time Tracking – 15
    - Recruitment – 15
    - Reporting | Security | Business Process | System – 21

Payroll Updates

Payroll Update

August Run 2 will be processed on Sept. 9, 2024

- Reminder that payroll related entries should not be made on payroll processing days.

- This includes making any entries that may impact pay results:
  - For example: Pay Input, Timesheet or Time Off Changes should not be made on payroll processing days
  - Compensation changes

- Centrally we cannot run calculations or create or reverse payments on payroll processing days

- If you have an urgent need, please reach out to us.
  - Depending on where we are in the process we may be able to assist

Payroll Update

Prenote Deadlines and Processing Calendar

- It can take up to 5 business days to receive an account rejection from the bank
- All ACH information must be in Workday by the end of the day on the processing calendar
- The 2025 Payroll Processing Calendar is in development
    - Will provide an announcement once it is ready and published
    - Current Payroll Processing Calendar KA link - https://wd5.myworkday.com/oregon/email-universal/inst/25755$1763/rel-task/2998$40834.htmld

ACA Measurement Period | 2023 Forward

ACA Measurement Period | 2023 Forward

Questions about policy:

DAS - CHRO Workforce Partners

- Carol Williams – Administrator
- Mike Garcellano – HR Compliance Analyst
- chro.compliance@das.oregon.gov

Questions about Workday process:

DAS – Workday General Help

- Libbie Saunders
- Ryan Englund
- Submit a WD Help case or reach out in Teams
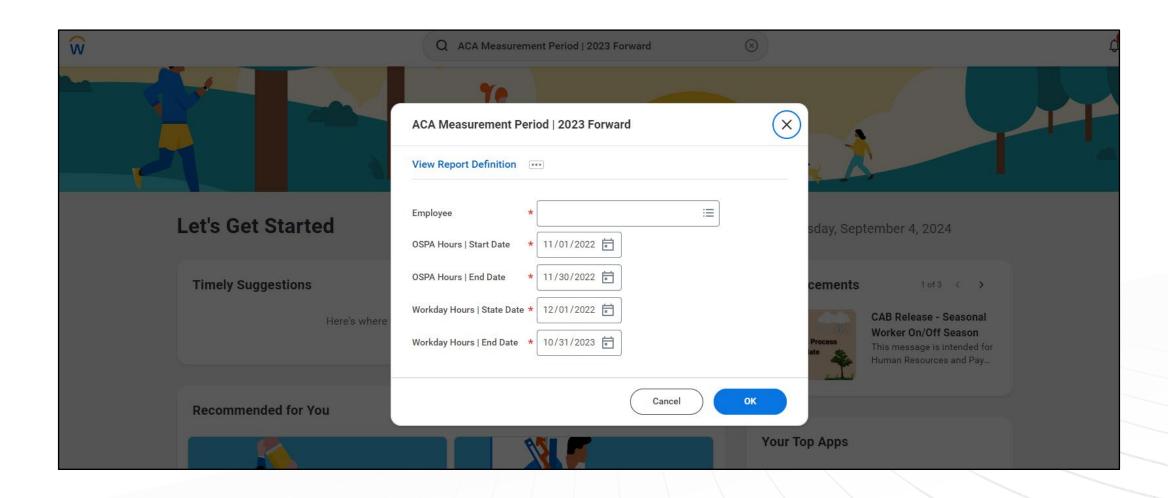- KA – Union Membership, Manage

ACA Measurement Period | 2023 Forward

Hours of Service *(as defined in HR policy 50.070.01)*

- Each hour for which an employee is paid or entitled to payment for duties performed for the state.

- Hours of service also include each hour for which an employee is **paid** or **entitled to payment for a period of time during which no duties are performed** due to:
  - Vacation
  - Holiday
  - Illness
  - Incapacity (including disability and workers' compensation leave),
  - Being on-call, or
  - Military duty

- Note that three types of Special **Unpaid** Leave also count as hours of service:
  - OFLA/FMLA leave
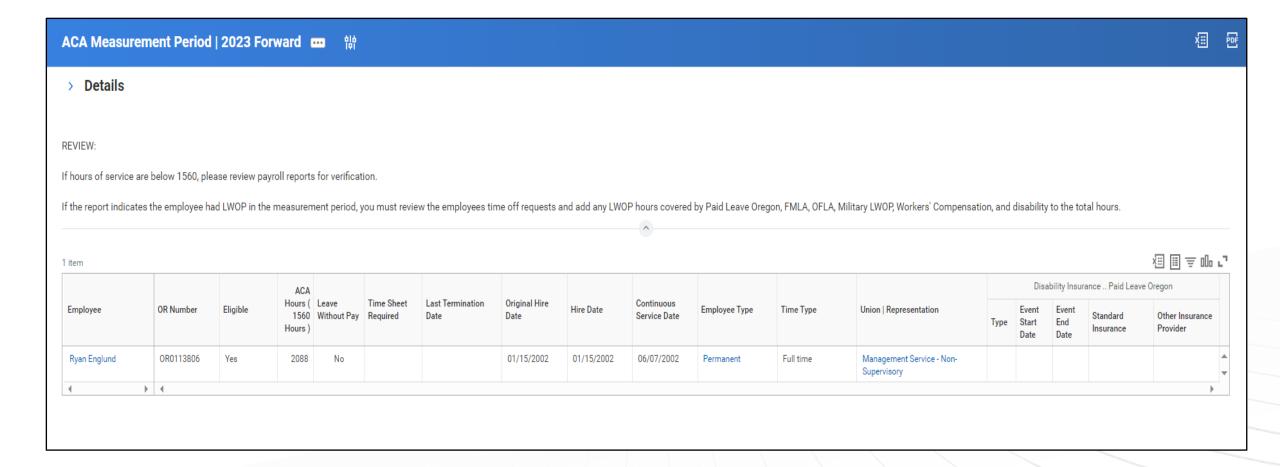 - USERRA leave
  - Jury duty leave

ACA Measurement Period | 2023 Forward
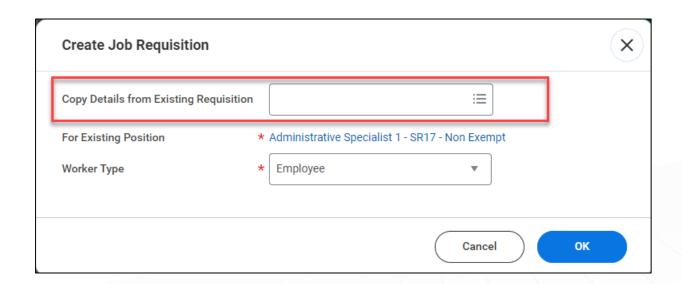
ACA Measurement Period | 2023 Forward

Copying Requisitions

Copying Requisitions

- **Reminder**: When you use the "copy details from existing requisition" feature when creating a requisition, it uses the details/attributes of the requisition you are selecting to copy from. This may include job profiles, cost centers, etc. which may not be or are no longer accurate for the position you are creating the requisition for.

General Information & Reminders

General Information & Reminders

- Next Workday Wednesday (9/18/24) we will go over the 2024R2 adopted release items.

- Next Data Quality Series coming in October.

- Oregon1 is being refreshed this weekend 9/7/24.

- 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