

Department of Administrative Services



Workday Wednesday – September 17, 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



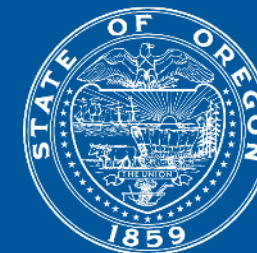
Release Updates





September Release Items

Item	Functional Area (s)
1203 - Report Update .. Protected Leave Requested Paid Time Off & Leave Without Pay	Absence & Leave
1204 - Create A Report: Disability Insurance .. Paid Leave Oregon .. Terminated Employees	Absence & Leave



Workday 2025R2 Feature Release

Release Calendar

- Specific information about changes will be shared at the WD Wednesday meeting on 9/17 (**TODAY!**)
- Saturday, Sept 20th Workday releases their updates to Production
- Monday, September 22nd – 26 validations and adjustments made in Prod.
- **OR1 Refresh 9/27**

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					
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					All Auto release items in Prod
		WD Wed	CAB Meeting		
9/22	9/23	9/24	9/25	9/26	9/27-28
All optional features configured in Production – State Team					Refresh OR1



Workday 2025R2 Feature Release

Enhanced User Experience for Forms

- This update modernizes the look and feel of Workday tasks, making them more intuitive, scannable, and efficient to use.
- These changes apply to specific set of tasks across the following areas:
 - Payroll Management
 - Talent Management
 - Workforce Management

The image displays two versions of the 'Create Job Alert' form side-by-side to illustrate the design changes. The left version, labeled 'Current View' with an orange arrow, shows a form with a grey header, a search bar, and a list of fields: Name Your Job Alert, Frequency, Company, Time Type, Job Family, Job Type, and Locations. The right version, labeled 'View on 9/22' with a green arrow, shows a more modernized form with a white header, a search bar, and the same fields. The updated form features a cleaner layout with more consistent spacing and a more prominent 'Cancel' and 'OK' button at the bottom.

Current View

View on 9/22

Create Job Alert

Name Your Job Alert

Frequency *

Company

Time Type

Job Family

Job Type

Locations

Cancel OK

Workday 2025R2 Feature Release



Screen Reader for Profile Groups

- When the JAWS screen reader is used to navigate profile groups on a Workday profile, the screen reader now correctly focuses on the More button instead of the main content of the page.
 - This occurs when you tab to reveal hidden menu items as you scroll down the page.

Tokenization in Rich Text Editor

- Workday continues to provide Rich Text Editor throughout the system in areas that have not had this feature previously. As you navigate to different messaging features you should have a consistent experience with creating messages and adding tags.

Workday 2025R2 Feature Release Compensation UI Changes



- With the 2025R2 Workday Release, they are making some user interface changes for Compensation Business Processes.
- While it does look slightly different, the actions completed are the same.
- Knowledge Articles for processes that are impacted are being updated.
- This does not currently impact Recruitment compensation processes (Requisition Compensation or Offer).

Workday 2025R2 Feature Release Compensation UI Changes



On Request Compensation Change, the selection of the reason is moved to the initiation page (pop-up):

The reason can still be edited during the action by clicking the "Effective Date & Reason" in the left panel and updating the reason selection.

Request Compensation Change

Effective Date * 10/01/2025

Use Next Pay Period ☒

Employee * Josh Doe

Reason * Search

- Request Compensation Change > Base Salary Change
- Request Compensation Change > Variable Compensation Change

OK

Request Compensation Change

Josh Doe

Office Specialist 2 - SR15 - Non Exempt

Effective Date & Reason

Effective Date * 10/01/2025

Use Next Pay Period ☒

Reason * Variable Compensation Change > Allowance Change

Employee Josh Doe

Position Office Specialist 2 - SR15 - Non Exempt

Workday 2025R2 Feature Release Compensation UI Changes



Current presentation is more vertical with separate sections for salary and allowance and an add button by section. Icons used for actions: Pencil for edit and X for remove.

The current UI layout is vertical. It features two main sections: "Salary" and "Allowance". Each section has a header with the section name, followed by "Assignment Details", "Plan Name", and "Effective Date". At the bottom of each section is an "Add" button. Action icons (pencil for edit, X for remove) are located in the top right corner of each section.

Section	Assignment Details	Plan Name	Effective Date
Salary	5,066.00 USD Monthly	Monthly Salary Pro Rated if Less than Full Time	09/01/2025
Allowance	5% Monthly	Bilingual Differential	09/01/2025

New presentation is more horizontal with both salary and allowances being in the same section with a single add button. Actions (using words) are accessed through a menu by clicking the three vertical dots.

The new UI layout is horizontal. It features a single "Add Plan Assignment" button at the top. Below it, the "Salary" and "Allowance" sections are presented side-by-side. Each section includes "Plan Name", "Assignment Details", and "Effective Date". Action icons (pencil for edit, X for remove) are located in the top right corner of each section. A menu is accessible by clicking the three vertical dots in the top right corner of the "Allowance" section.

Section	Plan Name	Assignment Details	Effective Date
Salary	Monthly Salary Pro Rated if Less than Full Time	3,651.00 USD Monthly	08/01/2025
Allowance	Bilingual Differential	5% Monthly	10/01/2025

Workday 2025R2 Feature Release Compensation UI Changes



Currently, when you select the Add button for a section, the new selection opens under that section.

This screenshot shows the 'Allowance' section of the Workday UI. It includes fields for 'Assignment Details' (5% Monthly), 'Plan Name' (Bilingual Differential), and 'Effective Date' (09/01/2025). Below these is a 'Compensation Plan' section with a search bar and a list icon. At the bottom is an 'Add' button. A red box highlights the 'Compensation Plan' section and the 'Add' button.

Now when you select the Add Plan Assignment button, a panel will open on the right side to complete the plan addition.

This screenshot shows the 'Request Compensation Change' form for 'Josh Doe', 'Office Specialist 2 - SR15 - Non Exempt'. The 'Effective Date & Reason' section is active. The 'Add Plan Assignment' button is highlighted with a red box. The main form displays details for 'Salary' and 'Allowance'. A side panel titled 'Add Plan Assignment' is open on the right, showing a 'Compensation Plan Type' dropdown (set to 'select one') and a 'Compensation Plan' field (set to '(empty)'). The panel has 'Cancel' and 'OK' buttons at the bottom.

Workday 2025R2 Feature Release Compensation UI Changes



Currently changes are indicated with Blue Dots (added) and Red X's (removed)

Changes will still show in blue and red, but with words like Added, Modified, and Removed

Allowance

Assignment Details

× 5% Monthly removed

Plan Name

Bilingual Differential

Effective Date

× 09/01/2025 removed

Assignment Details

● 25.00 USD Monthly added

Plan Name

● Acute Care Differential - Amount added

Effective Date

● 10/01/2025 added

Salary

Plan Name

Monthly Salary Pro Rated if Less than Full Time

Assignment Details

3,700.00 USD Monthly

Effective Date

10/01/2025

MODIFIED 3,651.00-USD Monthly

MODIFIED 08/01/2025

Allowance

Plan Name

(empty)

Assignment Details

(empty)

Effective Date

(empty)

REMOVED Bilingual Differential

REMOVED 5% Monthly

REMOVED 09/01/2025

Plan Name

Acute Care Differential - Amount

Assignment Details

25.00 USD Monthly

Effective Date

10/01/2025

ADDED

ADDED

ADDED

Workday 2025R2 Feature Release Compensation UI Changes



Currently if you start an action and wish to cancel you select the cancel icon at the bottom of the screen



If you start an action and wish to cancel instead of continuing, you will now click on the **Effective Date & Reason** in the left menu (A) and then click **close** at the bottom of the screen (B)

A screenshot of the "Request Default Compensation Change" form in Workday. The left sidebar shows a menu with "Effective Date & Reason" (highlighted with a red box and labeled 'A') and "Compensation". The main content area is titled "Effective Date & Reason" and contains fields for "Effective Date" (09/08/2025) and "Position" (Administrative Specialist 1 - SR17 - Non Exempt). At the bottom, there are three buttons: "Back", "Next", and "Close" (highlighted with a red box and labeled 'B').

Workday 2025R2 Feature Release Compensation UI Changes



When you receive a compensation inbox item to review, you will now see a “Make Changes” button (if you have permissions to edit this action). If you need to make changes at this stage, click the Make Changes button and you will be able to edit the action.

A screenshot of the Workday Compensation UI. On the left, a sidebar shows "All Items" with 231 items, a search bar, and a list item "Review Compensation Hire: Jane Donut" with an effective date of 09/04/2025. The main area displays "Propose Compensation Hire" for Jane Donut, with a "Test" link and a blue "Make Changes" button highlighted by a red rectangle. Below this, a table shows details for the effective date and reason.

Effective Date & Reason	
Effective Date	Reason
09/01/2025	Hire Employee > Hire Employee > New Hire
FTE	
100.00%	

Workday 2025R2 Feature Release Absence Calendar Feature



New Absence Calendar Feature: Create Multiple Time Off Entries in One Request (Same Date)

- New functionality to allow employees to create multiple time off entries in one request
 - This change applies to initial time off requests only.
 - For example, a person can request 4 hours of sick leave and 4 hour of vacation on the same request.
- All employees can use this new functionality as self and on behalf of others (based on security role)
- Demo

Help Articles Updated no later than Sep. 23, 2025:

- How to Request Time Off - Employee
- New Time Off App Resources for Employees
- How to Request Time Off for Worker – Manager
- Request/Update Time Off on Behalf of an Employee - Specialized Roles

Workday 2025R2 Feature Release

Time Off Balance Storage



Time Off Balance Storage and Change Detection:

- This is a change with the timing of how time off balances are systematically stored

What is changing?

Workday Admin Team will setup and maintain the following settings:

- Dynamic Balance Calculation set at 390 days (13 months).
- Recalculate Stored Balance for Non-Absence Related Transactions (13 months).
- Recalculate Stored Balance for Absence Related Transactions set at 540 days (18 months).

Action Item for HR and Payroll Partners:

- For Time Off Balance Adjustments outside of 390 days systematic storing of time off balances
 - Create a Workday Help Case and include the following:
 - Employee(s) name
 - OR number
 - Time off plan that needs to be recalculated
- All recalculations will be run as of 12/01/2022 forward.

Workday 2025R2 Feature Release Check In Version History



Check-In Version History:

- In this release, Workday has added version history, within each Check-In. It is retroactive, so you will see this new section on historical Check-Ins as well.

Manage Topics

+ Add

Q1 25-27 Check in



Changes to this topic apply across all Check-Ins.

Select Existing Topic

x Q1 25-27 Check in

Topic Name

* Q1 25-27 Check in

Notes

Shared Notes

Normal

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Shared Notes History

3 items

Date Modified	Updated By	Prior Value
09/15/2025, 3:25:40 PM		
07/28/2025, 10:08:27 AM		

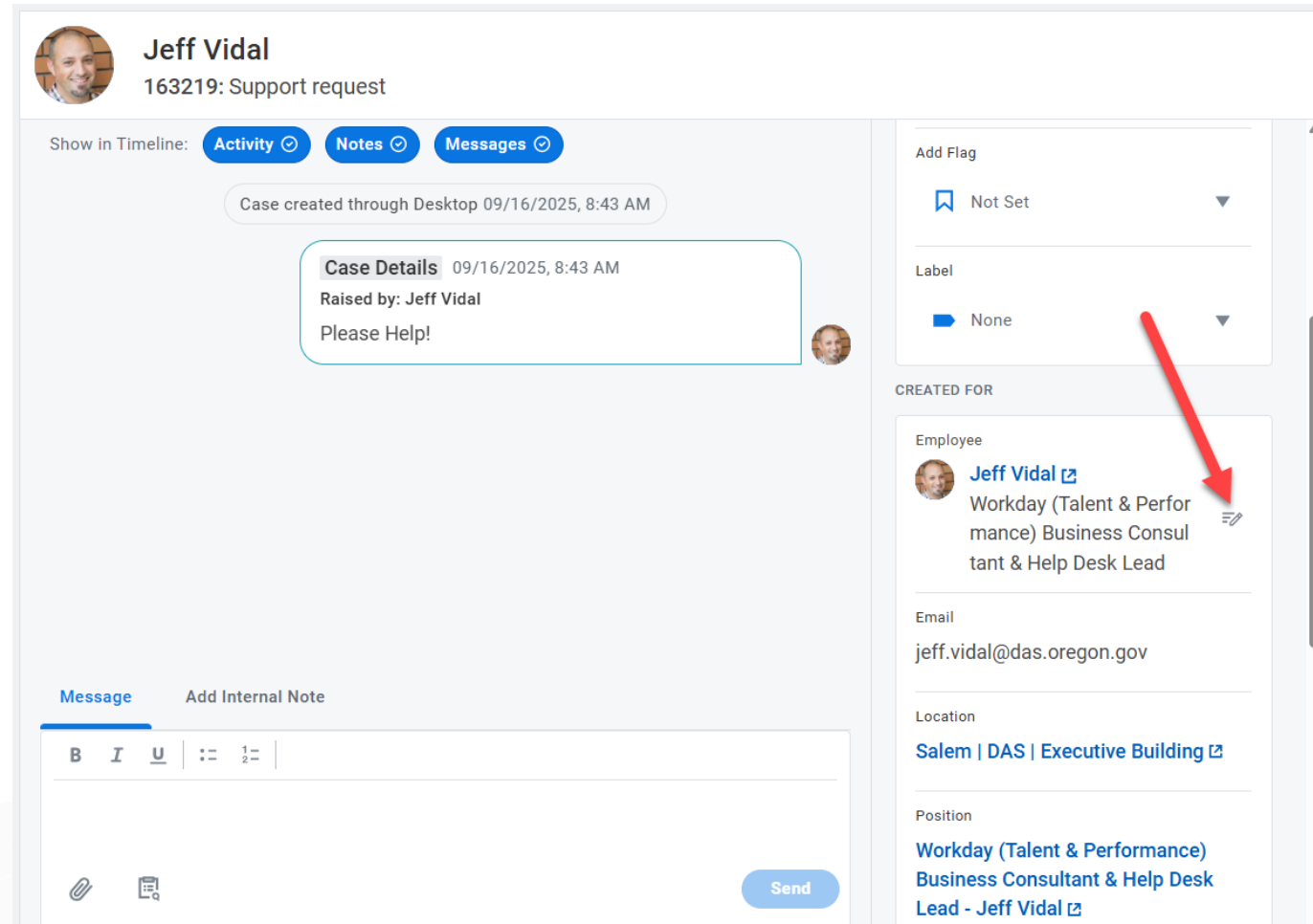
Workday 2025R2 Feature Release

Workday Help Updates



Workday Help Updates:

- In this release, Workday has added the ability to Case Solvers, to change the Case Owner (case requestor).

A screenshot of a Workday case page for Jeff Vidal. The page shows a case titled "163219: Support request" created on 09/16/2025 at 8:43 AM. The case details section shows "Raised by: Jeff Vidal" and "Please Help!". The right sidebar contains fields for "Add Flag" (Not Set), "Label" (None), "CREATED FOR" (Employee: Jeff Vidal, Workday (Talent & Performance) Business Consultant & Help Desk Lead), "Email" (jeff.vidal@das.oregon.gov), "Location" (Salem | DAS | Executive Building), and "Position" (Workday (Talent & Performance) Business Consultant & Help Desk Lead - Jeff Vidal). A red arrow points to the edit icon (pencil) next to the employee name in the "CREATED FOR" section.

Jeff Vidal
163219: Support request

Show in Timeline: **Activity** **Notes** **Messages**

Case created through Desktop 09/16/2025, 8:43 AM

Case Details 09/16/2025, 8:43 AM
Raised by: Jeff Vidal
Please Help!

Message Add Internal Note

Message **Send**

CREATED FOR

Employee
Jeff Vidal
Workday (Talent & Performance) Business Consultant & Help Desk Lead

Email
jeff.vidal@das.oregon.gov

Location
Salem | DAS | Executive Building

Position
Workday (Talent & Performance) Business Consultant & Help Desk Lead - Jeff Vidal

Workday 2025R2 Feature Release

Workday Help Updates



Workday Help Updates Continued:

- Case Owner change continued

A screenshot of the Workday interface showing a case owner change process. The main window displays a case for Jeff Vidal (163219: Support request) with tabs for Activity, Notes, and Messages. A modal titled "Assign Case Owner" is open, showing a search for "damian lillard" and a result for "Damian Lillard" (SCI Security - ODOC | Salem | ODOC | Santiam Correctional Institution). A warning message states: "This case may contain confidential information that become accessible to the new case owner." Below the modal, a timeline shows the case was created by Jeff Vidal on 09/16/2025 at 8:43 AM and the owner was updated to Damian Lillard by Jeff Vidal on 09/16/2025 at 8:46 AM. A detailed view of the "Assign Case Owner" modal is shown in the bottom left, highlighting the "External Contact" option with a red box and arrows. The "Internal Employee" option is also visible, with a note "A Workday profile exists." and an "Add" link. The "External Contact" option is labeled "*Not Available*" and also has an "Add" link. A warning message is present at the bottom of the modal: "This case may contain confidential information that will become accessible to the new case owner." The "Assign Case Owner" modal has a title bar with a back arrow and a close button. The "Internal Employee" section has a sub-header "Internal Employee" and a description "A Workday profile exists." with an "Add" link. The "External Contact" section has a sub-header "External Contact" and a description "A third party or individual." with an "Add" link. The warning message is preceded by a yellow triangle icon. The timeline is a vertical list of events with a "Case Details" section showing the case was raised by Jeff Vidal and the request is "Please Help!". The "CREATED FOR" section lists the employee as Jeff Vidal with his email address jeff.vidal@state.or.us.

Workday 2025R2 Feature Release Workday Help Updates



Workday Help Updates Continued:



- New rich text editor, on case Messages, and Internal Notes
- Workday also will be updating the language, in the Help Case Workspace, from "HR Reply" to "Team Reply"

Message Add Internal Note

B *I* U | **:=** **1=** |

Thank you for your question! Here are some things *you can try*.

1. First start by navigating to your profile
2. Then, select....



Send

Message Add Internal Note

B *I* U | **:=** **1=** |

@Jeff Vidal What are your *thoughts on this question?*

•

Add Note

Workday 2025R2 Feature Release Learning Updates



- Enforce Content Order in Programs
- Enhanced Learning Assignments: Creating Assignments
- Learning Course Expiration Date

Acknowledgment

1

Acknowledgment

Required

Lesson Type

Acknowledgment

Lesson Order

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1

Make Lesson Mandatory

☒

Title

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Acknowledgment

Acknowledgment Statement

Normal

▼

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🔗

✉

I read all this good stuff!

Acknowledgment Confirmation Checkbox

*

Sure thing!

All profile images are left aligned, including the icon for a user without a profile image.

View on 9/22View on 9/22

Payroll Updates



Payroll Processing Day



September Run 1 (on-cycle) will process on Sep 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:
 - Sep. 22 – BT deadline at 5 p.m.
 - Sep. 24 – 5 p.m. cutoff to submit and approve time (Staff with 24/7 Time Entry will have until 5pm 8/24)
 - Sep. 25– Run 1 payroll processing all day
 - Sep. 25 and 26 - 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 will be sent out to impacted employees and agencies 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



Help Articles Updated with User Interface changes:

Compensation Change, Request: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$675/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$675/rel-task/2998$40834.html)

Default Compensation Change, Request: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$241/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$241/rel-task/2998$40834.html)

Position, Create (Including Non-Budgeted): [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$12/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$12/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)

Hire Seasonal Worker: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$323/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$323/rel-task/2998$40834.html)

Hire Intern, paid: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$284/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$284/rel-task/2998$40834.html)

Additional Job (Job Rotation with or without WOC), add: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$706/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$706/rel-task/2998$40834.html)

Board Member, Compensation Change: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$252/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$252/rel-task/2998$40834.html)

Hire, Board Member: [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$253/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$253/rel-task/2998$40834.html)

Resource Updates



Help Articles Updated by Sep. 23, 2025 for Time Off Updates:

- [How to Request Time Off - Employee](#)
- [Time Off App Resources for Employees](#)
- [How to Request Time Off for Worker – Manager](#)
- [Request/Update Time Off on Behalf of an Employee - Specialized Roles](#)
- [Time Off App Resources for Managers](#)
- [How to Update a Time Off Request](#)

Resource Updates



Help Articles updated for Wage Withholding Orders Percent-Based:

- Withholding Orders: Garnishment and Creditor
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$960/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$960/rel-task/2998$40834.html)
- Withholding Orders: Federal Administrative Wage Garnishment (Federal AWG)
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2091/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2091/rel-task/2998$40834.html)
- Withholding Orders: Student Loan
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2074/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2074/rel-task/2998$40834.html)
- Withholding Orders: Federal Tax Levy (IRS)
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1018/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1018/rel-task/2998$40834.html)
- Withholding Orders: State Tax Levy
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2101/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2101/rel-task/2998$40834.html)

Help Articles updated for Wage Withholding Orders Fixed Amount-Based:

- Withholding Orders: Child Support and Family Maintenance
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2061/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2061/rel-task/2998$40834.html)
- Withholding Orders: Bankruptcy
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$2072/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$2072/rel-task/2998$40834.html)

General Information & Reminders



DAS Border Firewall Migration



DAS will undergo scheduled maintenance on:

- **Sunday Sept. 28, 2025 from 7:00 a.m. – 4:00 p.m.** pacific time.
- **Why is this change happening?**
 - This effort will move the firewall off the current F5 platform and onto Palo Alto's platform
 - While we don't anticipate a disruption, Workday may be temporarily unavailable during this time.

We appreciate your patience and understanding.

General Information & Reminders



- Next two Workday Wednesdays:
 - **October 1, 2025**
 - **October 15, 2025**
- Oregon 1 will be refreshed on **9/27/2025**
- 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

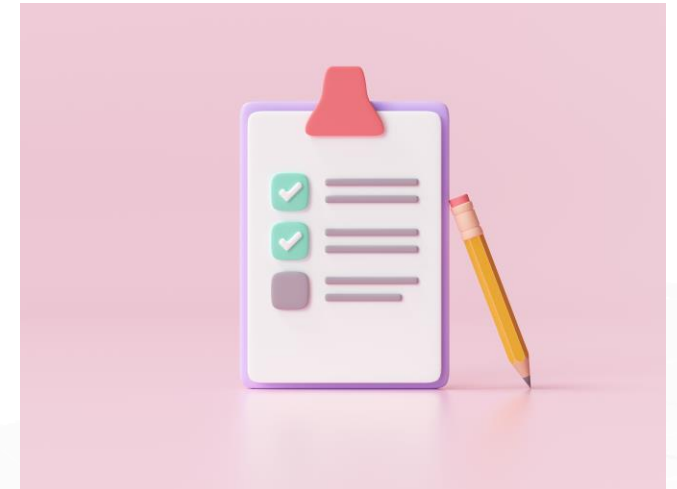
Updated 2/11/2025: [Workday Wednesday Note Recap](#) for the 2/5/2025 meeting.

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.

