Department of Administrative Services

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

Workday Wednesday – 09/18/2024

Agenda

01 Release Updates

02 Payroll Updates

03 Leave Payout Process Testing

04 General Information & Reminders

Release Updates

Workday 24R2 Update

Machine Learning (ML) & Accessibility

- What is Machine Learning?
  - Throughout Workday configuration ML is available to setup in nearly all functional areas with the goal of providing smart recommendations, predictive forecasting, and identifying anomalies.
  - It can take weeks to years of collecting data for some features to begin recommending/predicting.
  - ML does NOT:
    - Act independently, over time Workday takes into consideration past actions, frequently utilized tasks and next steps, other workers with work history/skills, and the global database of other Workday Customers.
    - Depend on or utilize Personal Identifiable Information (PII)

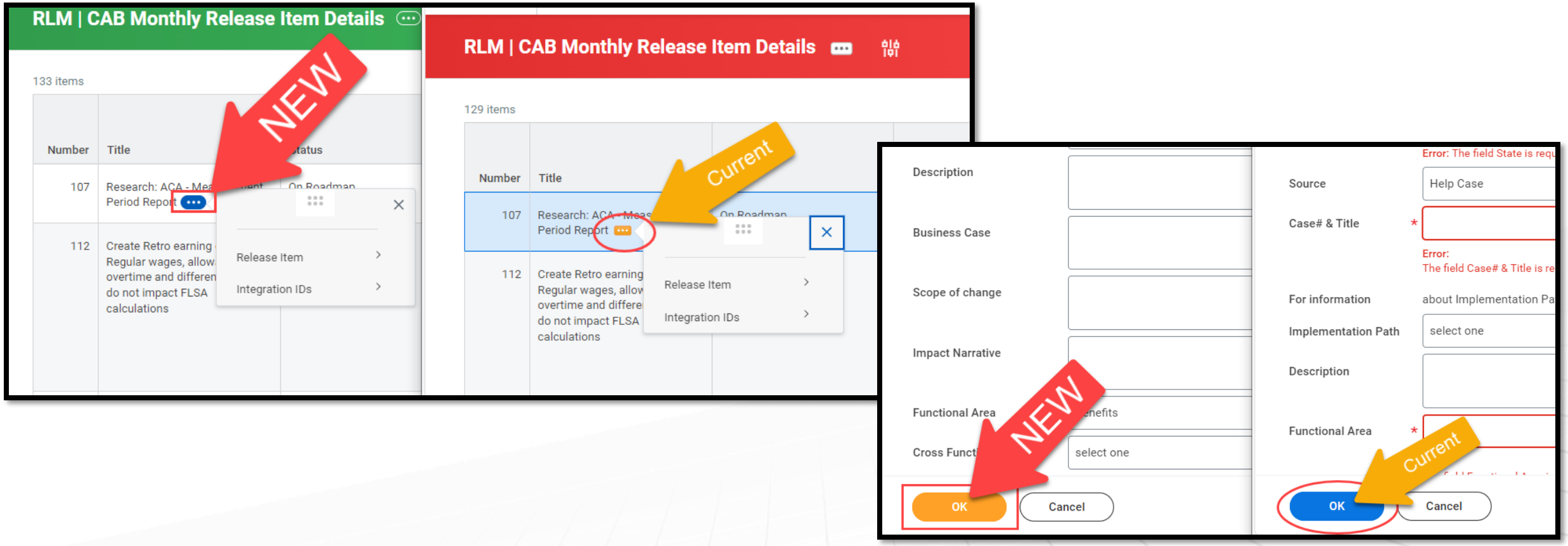
What does this mean for you?

- Since is geared toward flagging anomalies and anticipating next steps/options, there won't be any changes in most user experiences.
- The central Workday team will monitor for and share any significant changes related to any ML updates.

Workday 24R2 Update

Machine Learning (ML) & Accessibility

- **Accessibility updates** have been made to buttons and some error pop ups



Workday 24R2 Update

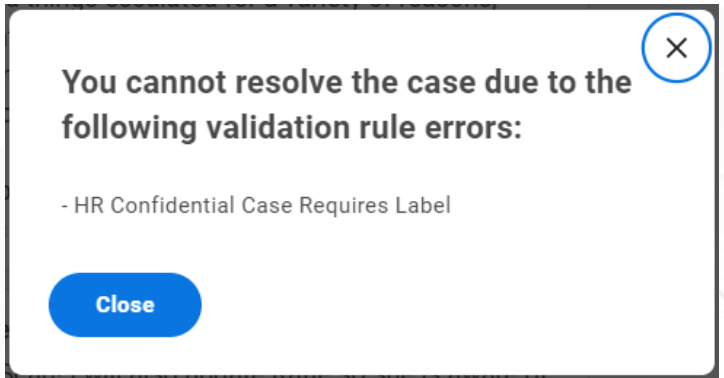
Compensation

- Compensation
  - Will allow Effective Dating on Compensation Grade Profiles on Job Profiles.
  - Inactivating Compensation Steps
    - This will be scheduled into a future release for the initial review and to learn any potential downstream impact.
    - Once the initial review is complete it will take several weeks inactive the appropriate steps.

Workday 24R2 Update

Help Updates

- Articles
  - Help Article Editor User Interface – This includes additional formatting options.
- Help Cases
  - Case Notification Configuration Changes
    - If you would like any changes to the default settings (shown on the next slides), please create a Workday General Help case, Attention Jeff, by 9/20 (end of day)
  - Case Validations
    - Will adopt in a future release in coordination with CHRO. Example, HR Confidential Cases must have a label to be closed.



Workday 24R2 Update

Case Management Notifications – Case Owner – Sitewide Settings

Case Owners 8 items

Notification	Notify Internal Case Owner
Case Assignee Change - Notify Case Owner	☑
Case Attachment - Notify Case Owner	☑
Case Creation - Notify Case Owner	☑
Case Reply - Notify Case Owner	☑
Case Service Team Change - Notify Case Owner	☑
Case Status In Progress / In Review / On Hold - Notify Case Owner	☑
Case Status Resolved / Canceled - Notify Case Owner	☑
Case Type Change - Notify Case Owner	☑

Workday 24R2 Update

Case Management Notifications – Case Solver – Configurable by Individual Service Team

Case Solvers 10 items

Notification	Notify Assigned Case Solver	Notify Team If Unassigned
Case Assignee Change - Notify Case Solver	☑	☐
Case Attachment - Notify Case Solver or Service Team	☑	☐
Case Creation - Notify Case Solver or Service Team NEW!	☐	☐
Case Internal Note - Notify Case Solver or Service Team NEW!	☑	☐
Case Reply - Notify Case Solver or Service Team NEW!	☑	☐
Case Solver Digest - Notify Case Solver	☑	☐

Workday 24R2 Update

Learning & Extended Enterprise Updates

- Branding for Learning
  - This will allow learners to know when they are in OR1 and not Production.
- Enforce Lesson Sequence in a Course
  - Easier to require learning be completed in a specific order within a course and have create extra content.
- Learning Assignments Visible on Learning Content
  - This update will allow those that mange training and learning assignments to quickly navigate between the different pieces of information needed to manage their training programs.
- Program Completion Logic
  - Making the completions work in the logical way most people expect.

Workday 24R2 Update

Payroll & Time Tracking

- One item that will be automatically available is an Add Payroll Input button on the Payroll Results screen
  - A new button on the payroll results screen provides access to a new, simplified task to add payroll input, saving you time, effort and reduces the likelihood of errors.
- Due to our high-volume configuration for Time Tracking, many new and updated features are not available for us to adopt.
- Several items are geared toward increasing efficiency with running calculations and additional tools for the administrative team.
- The Payroll | Time Tracking team reviewed all the release items and decided that of the items that they would be interested in adopting, everything is a ‘nice to have’ but does not rise above the priority of existing state release items. When ready, the enhancements from this release will be scheduled into future releases.

Payroll Updates

Payroll Processing Day Reminder

September Run 1 will process Sept. 25, 2024

- Reminder that Payroll should not be making any entries on payroll processing days (both run 1 and run 2).
- 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
- Centrally we cannot run calculations or create or reverse payments
- 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 Processing Date Reminder:
  - Sep. 20 – 5 pm Deadline for entering BT to prevent PEBB accruals for Sep from going into arrears
  - Sep. 24 – 5pm Cutoff to submit and approve for Sep. Run 1
  - Sep 25 - Run 1 payroll processing all day
  - Sep 25 and 26 – No daily Check processing

Payroll Reminder

When employees enter time worked on a holiday

- The time entry will default to a worktag that says:
  - **"Hours Worked - Receive Cash/Comp Time: Receive Cash"**
- This worktag is needed to pay the employee for the time worked on a holiday at 1.5 rate
- If the worktag is removed either by the employee or timekeeper, it will not pay the employee for the hours worked on a holiday
- To correct, enter the worktag on the time entry

Payroll Reminder

Changing Employee Payment Elections

- Employee payment elections should not be changed before they receive their final check. Changing an employee's payment election will notify the employee that their payment election has been changed.

Leave of Absence Changes

- All Employee leave of absence changes need go to agency HR staff.
  - Absence Partners can perform this task in Workday
- OSPS cannot make entries or changes to any leave of absences.

Payroll Reminder

Please include the following in cases where a system change is being requested:

- What the issue or change is
- The detailed name of the Collective Bargaining Unit
- Attach a copy of the CBA Contract language if possible
- This information will help us to make the best use of our time in researching the issue and getting an answer back to you timely

Please open a case for all new deduction recipients (for wage withholding orders):

- If a new recipient is needed for a garnishment, please include a copy of the writ in the case
- Agencies should not create a new deduction recipient even though the option is available

Please remember for all cases to include the employee's name, OR number and details on what is needed within the help case.

Leave Payout Process Testing

Leave Payout Process Testing

- Asking HR Partners to help coordinate agency testers.
  - Need 10-15 agencies to participate in testing.
  - Roles needed for each agency participating:
    - Employee(s)
    - Participating Employee(s) Supervisor
    - Payroll Partner
- Testing Kick-off meeting 9/24, 11-noon.
  - The Agency HR Partner helping to coordinate will need to attend.
  - Not all testers need to participate but are encouraged to attend.
- Testing the week of 9/30-10/4.
  - Testing should be 1-3 hours per participant for the week.
- **To participate in testing, HR Partners send in a help case with names and OR#'s of employees that will be involved in testing by the end of day 9/20/24.**

General Information & Reminders

General Information & Reminders

- Next Data Quality Series coming in October.
- Oregon1 is being refreshed this weekend.
- Oregon1 may need to be held and not refreshed on **Oct 5** (more info to come).
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.
- Reminder – Onboarding agency policy review – updates & changes or new agencies to be added to process: Will be effective 1/1/2025.

Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today