

Department of Administrative Services



Workday Wednesday – Jan. 15, 2025

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Retro Corrections
- 04** Compensation
- 05** General Information & Reminders



Release Updates



January Release Items



#	Item	Functional Area	Agency Impact	Employees Impacted
326	Union dues should only deduct from the position represented by that union not all positions	Payroll	Multiple	<10
394	Employees with the Judicial Branch should not receive AST as all time counts for OT	Time Tracking	Judicial Branch	501-2500
567	Unscheduled straight time not calculating correctly on part-time employees when paid time off is used in the same day	Time Tracking	Multiple	101-500
633	OR Department of Emergency Management – REPR Name Change & Acronym Update	HR Absence & Leave Comp	OEM	101-500
667	AFSCME Security plus who are exempt but OT eligible should get comp time not straight time	Time Tracking	ODOC	101-500
786	Update Earning Code Premium – Exempt Fire and Emergency 1.5 to include allowances	Payroll	Multiple	101-500

January Release Items



#	Item	Functional Area	Agency Impact	Employees Impacted
789	Adopt Employee Self-Service (ESS) Benefits and Pay Hub	Benefits Payroll Time Tracking	All	25k+
812	My Information Questionnaire on the job application – Identify Prior Workers	Recruiting	All	N/A
820	Create new time entry/earning codes for OSH	Payroll Time Tracking	OHA - OSH	<10
833	Update Request Framework Language - Manager Role Assignment and Removal	HR Business Process	All	501-2500
846	Update aggregate calculation for Hourly Employee's Hours for Allowances	Payroll	All	11-100
855	Update security and add prompt to HCM Current Delegations by Organization report	HR Payroll Recruiting	All	501-2500

Payroll Updates





Payroll Processing Day Reminder

January Run 1 (on-cycle) will process Jan. 27, 2025

- 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:
 - Jan. 22 – BT deadline at 5 p.m.
 - Jan. 24 – 5 p.m. cutoff to submit and approve time
 - Jan. 27 – Run 1 payroll processing all day
 - Jan. 27 and 28 No daily check processing



Payroll Processing Calendar

- 2025 Payroll Processing Calendar is available in Workday:
 - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$33607/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$33607/rel-task/2998$33471.html)



Year End No Retro Date Change

- No Retro Prior Period To(NRPPT) dates was changed as follows:
 - NRPPT date was moved to Dec. 1, 2024 for all employees after Dec. Run 1 payroll processing completed on Dec. 26, 2024
 - 2024 tax year adjustments will need to be coordinated with payroll and entered in the December pay period.

2024 W-2 Processing

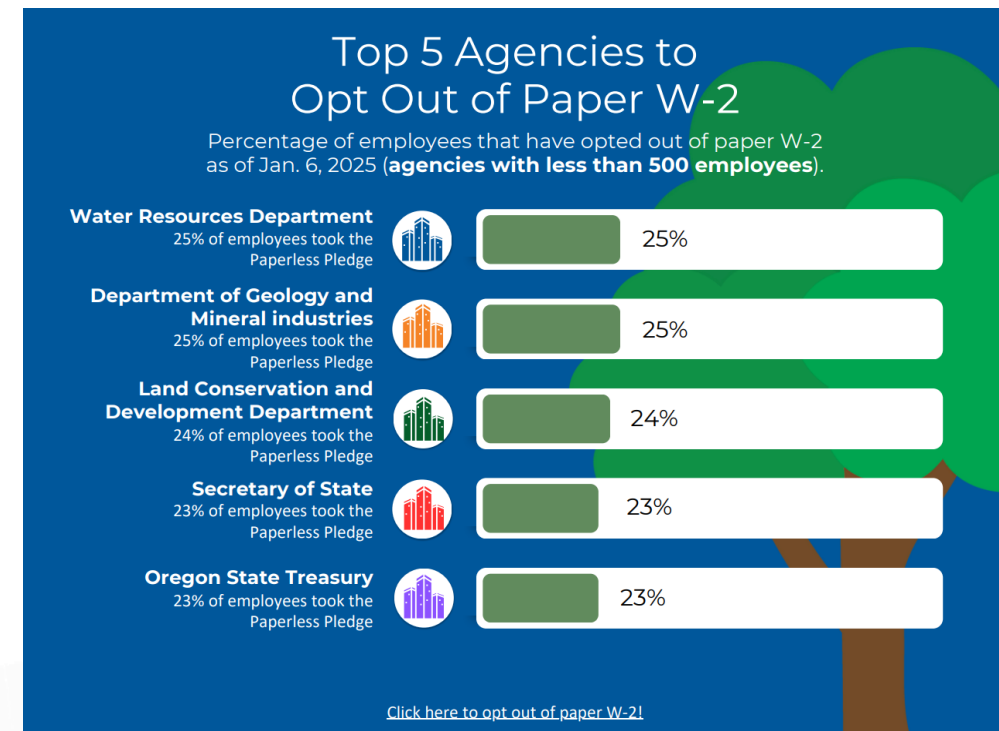
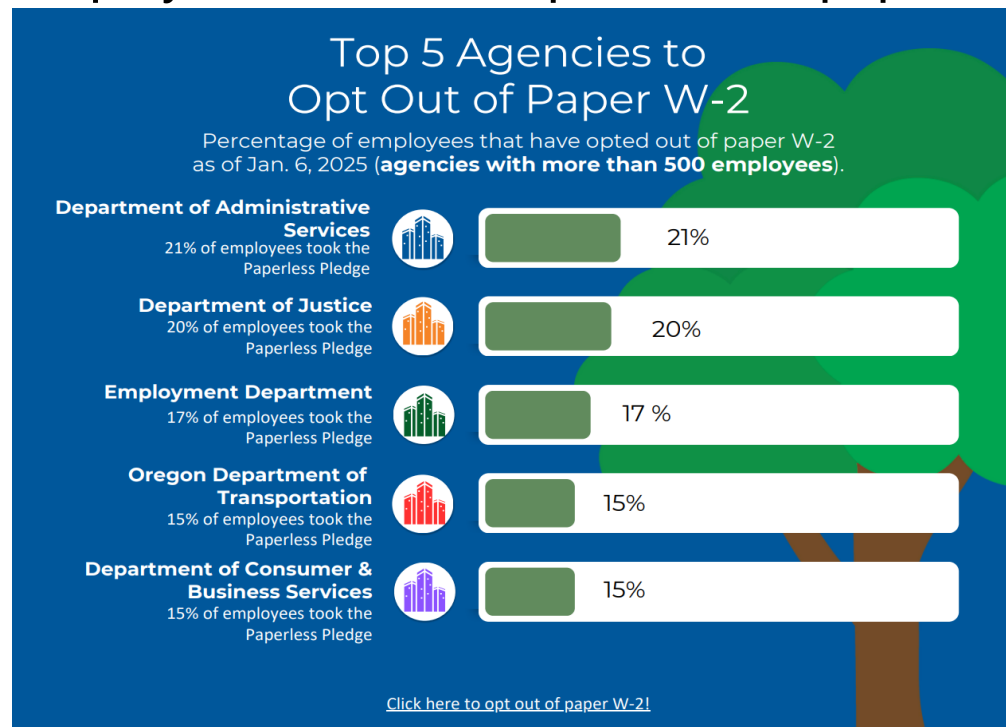


- Thank you to everyone that opted out of paper W-2
 - As of Jan. 6, 2025 we have 6178 employees that have elected electronic W-2
 - Employees can still opt out of paper W-2 at anytime
- 2024 W-2's will be processed as follows:
 - W-2's will be available in Workday no later than Jan 31, 2025
 - Electronic copies will be available for employees before paper copies are received
 - Paper copies must be post marked by Jan 31, 2025
 - Addresses on file as of Jan. 9, 2025 will be used for mailing W-2's
 - Data generated and will be sent to DAS Print Plant this week
- DAS Publishing and Distribution will print and mail as they did last year
 - Agencies will be billed for mailing costs for their agency W-2's

Opt Out of Paper W-2 in Production

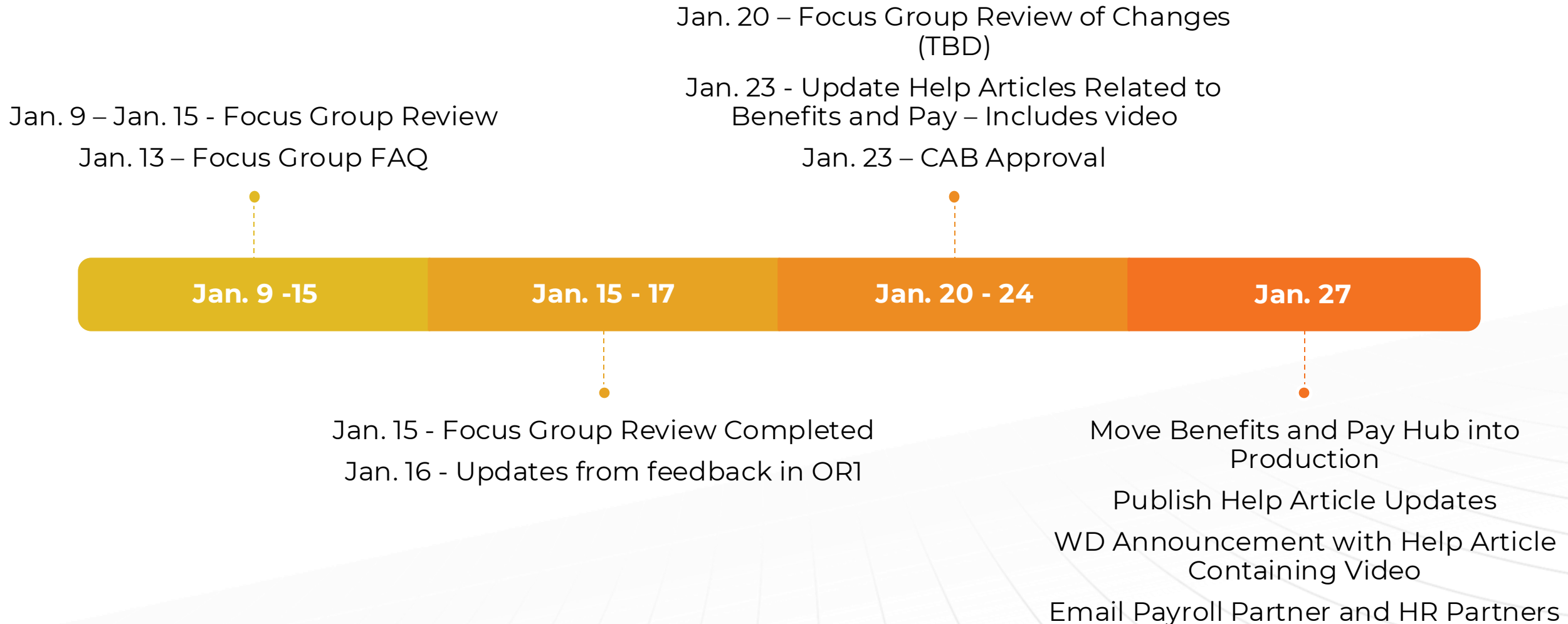


- Workday Announcement was updated Jan. 6, 2025 with agency standing of percentage of employees that have opted out of paper W-2



Opt Out W-2 Infographic - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$34078/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$34078/rel-task/2998$33471.html)

Benefits and Pay Hub Implementation Timeline



Retro Corrections



Retro Corrections



- Questions?
 - Policy - chro.compliance@das.oregon.gov
 - Workday Process – Submit a Workday | General Help case

Compensation



Compensation



Cost of Living Adjustment (COLA)

- Effective January 1, 2025
- All phases were complete as of 1/2/25 and the Workday announcement was updated.
- Please complete validation of workers compensation as well as review and update variable dollar allowances (such as work out of class), as appropriate.
- Agencies will want to complete their validations/updates by Jan. 24, 2025.
- Note: The Workday team usually gets an influx of compensation and payroll related cases as the payroll run nears – so to avoid delays, please submit issues as soon as possible.
- Carefully review the compensation for candidates who are being hired or job changed.
- The full COLA announcement is posted in Workday.

Compensation



Job Profile Effective Dated Fields – Workday 2024R2

- As of 1/14/25, active job profiles should be updated/corrected, as well as impacted inactive job profiles (for historic data).
- This issue did impact the CMP | Workers with Mismatched Job Profile/Grade Profile report
- Recommend running the mismatched report above and re-reviewing workers that appear on this report. If you have questions about a worker or group of workers on the report, you can submit a help case.

A few helpful reports:

- CMP | Workers Off-Step (within Range)
- CMP | Workers Above Max or Below Min
- CMP | Workers with Mismatched Job Profile/Grade Profile.
- CMP | Compensation Changes for Workers with Amount Allowance Plan
- CMP | In Progress Compensation Changes
- HCM | Employee Events by Selection Report
- HCM | Current Worker Detail Report
- Additional reports available in the Human Resources Reports App

General Information & Reminders



General Information & Reminders



- The Workday Recruitment Administrator recruitment is closed. We expect to share at our next Workday Wednesday who will be joining us 😊
- Workday Wednesday February Dates:
 - **Feb. 5, 2025** – [Meeting link to join the first Wednesday of the month](#)
 - **Feb. 19, 2025** – [Meeting link to join the third Wednesday of the month](#)
- Oregon 1 refresh is on hold until the end of January
- 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 Wednesday Experience survey is now closed ~ Huge thank you for the responses! It validated a lot about what we are doing we should continue and we will be looking at the recommendations to work toward making future meetings even better.



Workday System News

Updated 12/10/2024: [Workday Wednesday Note Recap](#) for the 12/4/2024 meeting.

Thank you for attending!

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

