

# Department of Administrative Services



Workday Wednesday – Jan. 21, 2026

# 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 Updates
- 02** Payroll Updates
- 03** Resource Updates
- 04** General Information & Reminders



# Release Updates



# Jan Release Item 1273



## **Release Item 1273: Share HCM | Employees with Home Addresses Outside of Oregon - Central Payroll report with agency payroll partner role**

- Update current Report to include additional Payroll related Columns
  - The following eight (8) fields will be added to the report: Location, Employee ID, Employee Type, Time Type, FTE%, Working Remotely Type, Working Remotely Start Date, and Working Remotely End Date.
- Data to be used to review employees with home address outside of Oregon and Remote Agreement on file
- Report will be added to Pay Cycle Command Center for Payroll Partners



# Jan. Release CBA Updates

Release Item #	Collective Bargaining Agreement – Release Item Description
1267	Judicial: 2.5% COLA effective 2/1/26
1290	CBA/Policy: 2.5% COLA effective 2/1/26
1293	CBA: 2/1/26 Salary Selective for Fingerprint Technician (3786)
1315	CBA: Salary Selective for District Veterinarian (6440) from SR29 to SR32
1329	Leg: 2.5% COLA effective 2/1/26
1340	Fire Fighter Rest Leave Update
1358	IAFF Local 1660 Dues Rate Change
1362	CBA: Salary Selective for Lab Tech 1 (6810)
1366	Semi and Non-240: 2.5% COLA effective 2/1/26
1369	CBA Change: IAFF KFFA; Employees assigned to the Administrative Division will move from a 40 to 56 hour, 7 day FLSA Cycle
1371	Increase TRCI Fitness rate from \$5 to \$10
1372	CBA Change: AFSCME OSFM Exempt eligible for straight time accrued
1375	Judicial: Create Non Exempt Manager 1
1376	CBA Change: SEIU Rate Change Temporary Lodging Differential from \$1 to \$1.50
1377	Policy: Add UA Pay option E grade profiles to Job profiles
1378	CBA Change: IAFF Essential Worker rate change \$3 to \$4
1387	Donating Straight Time eligibility
1391	PANG KFFA PTO Max Updated
1389	Inactivate time entry code SSW and the earning for Differential Self Scheduled Weekend.



# Jan Release Item 1342



## Release Item 1342: Password Rule Configuration for Workday Logon Attempts and Lockouts

The following changes will apply for users signing on to Workday via the "Sign in using a Personal Device" option:

- **Unsuccessful Login Attempts:** The maximum number of allowed unsuccessful login attempts will be reduced from **five (5)** to **three (3)**.
- **Account Lockout Duration:** The lockout period after reaching the maximum attempts will increase from **15 minutes** to **30 minutes**.
- **Important Details:**

These changes apply only to users signing in via the “**Sign in using a Personal Device**” option (Workday native login). Users who log in through “**Sign in using a State of Oregon Device**” (Single Sign-On/SSO) will not be affected.

Password reset functionality remains unchanged and will continue to work as it does today.

# Payroll Updates







# Payroll Processing Reminders

## January On-Cycle (Run 1) will process Jan. 26, 2026

- 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: 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 reach out to us
  - Depending on where we are in the process we may be able to assist
- Payroll Processing Date Reminder:
  - Jan. 21 – BT deadline at 5 p.m.
  - Jan. 23 – Cutoff to submit and approve time for Jan. On-Cycle (Run 1) at 5 p.m.
  - Jan. 26 – On-cycle payroll processing all day
  - Jan. 26 and 27 – No daily check processing

# 2025 W-2 Processing



- 2025 W-2s will be processed as follows:
  - Electronic W-2s are now available in Workday
  - Workday Announcement is updated notifying employees that electronic W-2s are available
  - Paper copies must be post marked by Jan. 31, 2026
  - Address on file in Workday as of Jan. 9, 2026, will be used for paper W-2 mailing
- DAS Publishing and Distribution will print and mail as they did last year
  - Agencies will be billed for mailing costs for their agency W-2s
- 2025 Corrected W-2 Process
  - Create a Workday Central Payroll Support Help Case to request corrected W-2 with OSPS Central Support



# No Retro Date Change

No Retro Prior Period To (NRPPT) dates will change as follows:

- **No Retro Date was changed to Dec. 1, 2025**, after December Run 1 payroll processing
  - Dec. 26, 2025, No Retro Date was changed to Dec. 1, 2025, for all employees
  - 2025 tax year adjustments will need to be coordinated with payroll and entered in the December pay period.
- Overpayments
  - Any overpayments **not repaid by Jan. 1, 2026** (December pay period) will need to be grossed up using the new pay code: **Misc - Year End Gross Up**

# NRPPT Date and Retro Processing for Payroll Partners



Release item 1262 was implemented on Jan. 5, 2026, which gives Payroll Partners new functionality to update no retro (NRPPT) dates, recalculate and cancel retro payroll results.

Two Help Articles are available to assist you with the new functionality:

- **New** - [Recalculate and Cancel Retro Payroll Results](#)
  - Steps on how to recalculate retro pay results, cancel in progress retro payroll results, and how to cancel an in-progress calculation.
- **Updated** - [Updating the NRPPT Date](#)
  - Additional information on calculating retro and added steps for processing in progress calculations.

# Resource Updates



# New Workday Oregon Website



A new Workday Oregon website is coming!

## Key Features:

- Move out of CHRO website to Workday Oregon's own website
- Quicker Navigation - Consolidation of current Workday pages
- New website URL
  - **workday.oregon.gov** will link to new website URL
  - Current URL will also link to the new website
- Current links will redirect to the new website pages
- Job Aids converted to Help Articles in Workday





# General Information & Reminders



# General Information & Reminders



Next two Workday Wednesdays:

- **Feb. 4, 2026**
- **Feb. 18, 2026**

Oregon 1 will be refreshed on **1/24/2026**

Workday Maintenance Friday Evenings

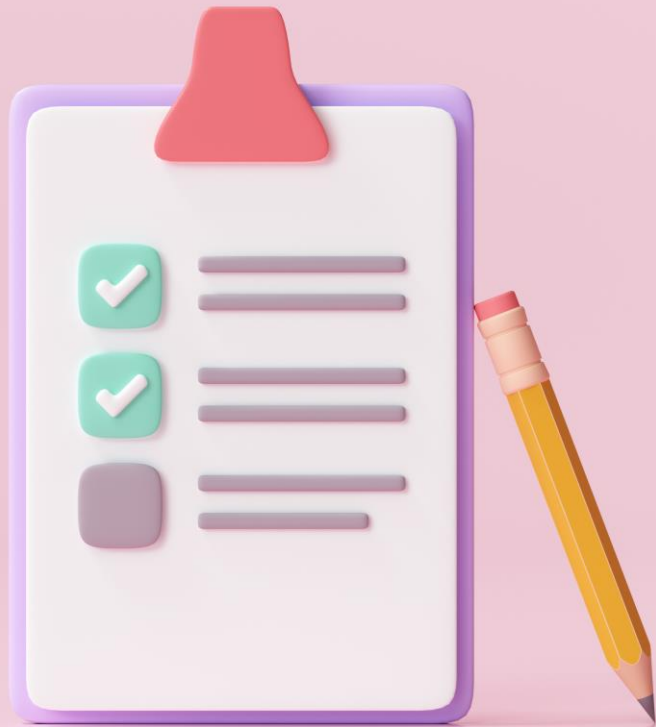
For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes: <https://www.oregon.gov/das/hr/pages/workday-wednesday.aspx>. You can also find your agency's primary contact, known as Agency Readiness Contact here.



## 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.

