

Department of Administrative Services



Workday Wednesday – Jan. 7, 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



Payroll Transformation Planning



As we prepare to launch the Statewide Payroll Transformation Project in January 2026, we want to ensure we are planning our operations with the project in mind

The project will modernize outdated pay practices, improve payroll-related business processes, and enhance services delivered through the Workday payroll system for the state of Oregon.

Payroll Transformation Project updates include:

- Transitioning to pay based on actual hours worked (i.e., in arrears) by implementing a standard lag period to process payroll, eliminating forecasted hours
- Paying overtime eligible employees on an hourly basis rather than a monthly salary
- Moving from monthly to biweekly pay periods

Payroll Transformation Planning



- Starting in April, every change we make to system configuration will need to be made in both the production and project environments.
- Our goal is to minimize these changes as much as possible to reduce risk to the Statewide Payroll Transformation Project.
- We are sharing this information ahead of launching the project to set expectations for how we will support the system during the project.

First Quarter Release Schedule



DAS Workday Oregon Division will freeze release item scheduling beginning Quarter 1 (Q1) 2026 (January – March)

- **Operations work will continue for the following:**
 - Workday Feature Release (next scheduled release is February - March 2026)
 - Workday Weekly Releases (scheduled for every Friday)
 - Help Desk operations
 - Training and documentation
 - Mandatory release items, including:
 - Statutorily required changes
 - Collective bargaining agreement (CBA) required changes
 - Tax reporting
 - Public records requests
 - Secretary of State (SOS) audit requirements
 - Fixes for critical bugs that prevent or disrupt work

First Quarter Release Schedule



Release item scheduling

- No new release items will be scheduled during Q1 2026 unless they are mandatory
- Release items will be evaluated for future quarters to minimize changes within the Workday production system during the Statewide Payroll Transformation Project
- The release management process will continue during all phases of the Payroll Transformation Project
- Please continue to submit help cases as needed. If you have questions about the planning of release items for Q1 2026 or need support, please submit a Workday General Support case.

YTD Overtime Report Update



Year To Date (YTD) Overtime Report was moved into production on Dec. 24, 2025

Instructions were sent to Payroll Partners on Dec. 24. 2025

Resources are available in Workday Drive:

- Workday Drive > Payroll Resources > Reports > PAY YTD Overtime Report

Employee version of this report will be available in Benefits and Pay hub on Jan. 8, 2026

- There will be a Workday Announcement posted for all employees on Jan. 8, 2026, to inform them of the new overtime report available in Benefits and Pay hub.

YTD Overtime Report Timeline



Payroll Updates





Payroll Processing Reminders

December Off-Cycle (Run 2) will process Jan. 9, 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. 6 – BT deadline at 5 p.m.
 - Jan. 8 – Cutoff to submit and approve time for Dec. Off-Cycle (Run 2) at 5 p.m.
 - Jan. 9 – Off-cycle payroll processing all day
 - Jan. 9 and 12 – No daily check processing



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.

2025 W-2 Processing



- 2025 W-2's will be processed as follows:
 - W-2's will be available in Workday no later than Jan 31, 2026
 - Electronic copies will be available for employees before paper copies are received
 - Paper copies must be post marked by Jan 31, 2026
 - Week of Jan. 19, 2026, data will be generated and sent to DAS Print Plant
 - 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-2's
- 2025 Corrected W-2 Process
 - Create a Workday Central Payroll Support Help Case to request corrected W-2 with OSPS Central Support

Paperless Pledge Campaign (Opt out of Paper W-2)



- The Paperless Pledge campaign will run through Jan. 16, 2026:
 - [Elect to Receive Electronic Copy of W-2](#)
- We are currently at 10,019 employees that have opted out of paper
- **AUD | W-2 Printing Elections for All Employees - Report**
 - Agency Report of employees that have not opted out of paper W-2

Resource Updates



Resource Updates



Dec. CAB Release Help Articles

- [Updating the NRPPT Date](#)
- [Recalculate and Cancel Retro Pay Results](#)

December Help Article Updates

- [*NEW* Itemized Pay Statement \(Payslip\) Earning and Deductions](#)
- [Board Member, Compensation Change - published](#)
- [Check-In \(One-on-One Tool\)](#)
- [How to Read Your Payslip](#)
- [Leave Accrual Override](#)
- [New Hire/Re-Employment Checklist](#)
- [Payroll Processing Calendar 2026](#)
- [Processes Awaiting Me](#)
- [Time Off Results by Period](#)

General Information & Reminders



General Information & Reminders



Next two Workday Wednesdays:

- **Jan. 21, 2026**
- **Feb. 4, 2026**

Oregon 1 will be refreshed on **1/10/2026**

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.

