

Department of Administrative Services



Workday Wednesday – Oct. 1, 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** Global Navigation Update
- 02** Payroll Updates
- 03** Tips and Tricks
- 04** Resource Updates
- 05** General Information & Reminders



Global Navigation Update





Global Navigation Menu Update

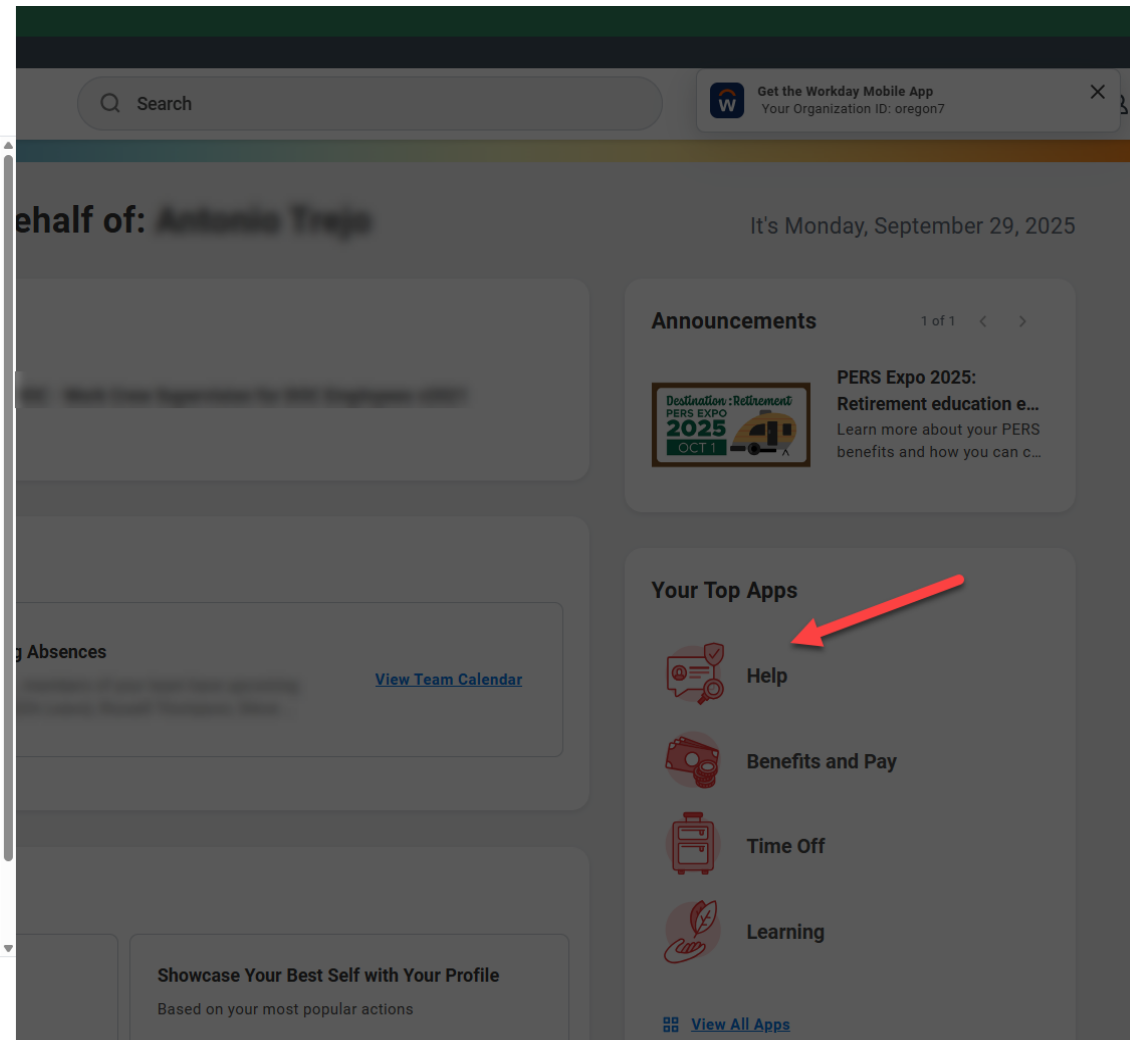
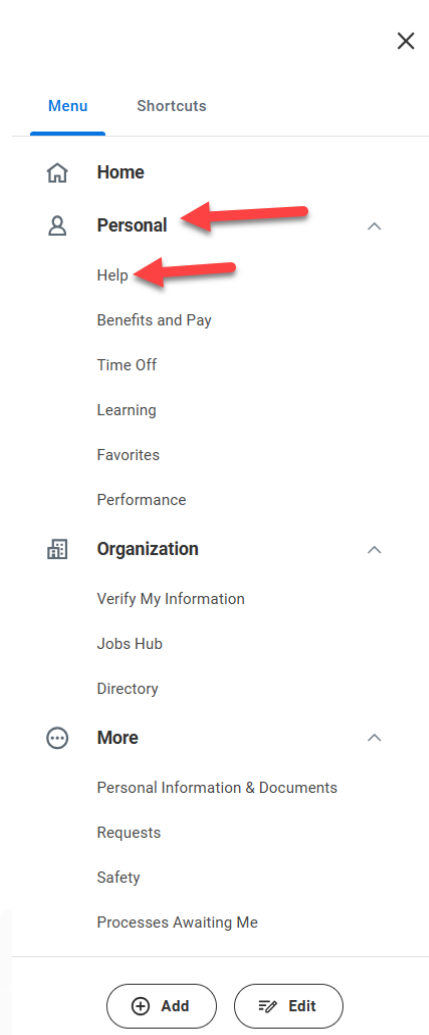
We have made 3 adjustments to bring the Help Center to the forefront for users, and to move the Help Case Workspace into the Top 4 apps for Case Solvers. The changes are as follows:

1. Added the "Help" app as a mandatory app, in the first position of the Personal category.
2. Moved the People Support Category to be the lead category.
3. Moved the Personal Section to the second category.



Global Navigation Menu Update

End user view of the new Menu structure:





Global Navigation Menu Update

Case Solver view of the new Menu structure:

The screenshot displays the Workday Case Solver interface. On the left, a 'Menu' sidebar is visible with the following items: Home, People Support, Help Case Workspace, Help Dashboard, Personal, Help, Time, Time Off, Learning, Performance, Benefits and Pay, Favorites, Onboarding, Configuration, Security Reports, Release Management Planning, and Learning Management. Red arrows point to 'People Support', 'Help Case Workspace', 'Personal', and 'Help'. The main content area shows a search bar, a date 'It's Monday, September 29, 2025', and several cards: 'Announcements' (featuring 'Destination: Retirement 2025 PERS EXPO OCT 1'), 'Absences', 'Your Top Apps' (highlighted with a red box), and 'Showcase Your Best Self with Your Profile'. The 'Your Top Apps' section lists 'Help Case Workspace', 'Help Dashboard', 'Help', and 'Time'. At the bottom of the menu sidebar are 'Add' and 'Edit' buttons.



Help Center View

- Browse Knowledge Articles.
- View your current and past support cases.
- Create Case, if help is still needed.

The screenshot displays the Help Center interface. At the top, there is a navigation bar with a "MENU" button, a "Sandbox" tab, a search bar, and icons for notifications, a calendar, and a user profile. The main content area is titled "Help Center" and is divided into three sections. The left section, "Find Answers", lists various categories under "Employee - General navigation (25)", including "Employee - Learning & Development (5)", "Employee - Payroll (34)", "Employee - Personal information (8)", "Employee - Recruitment (6)", "Employee - Talent & performance (1)", and "Employee - Time Off & Leave (7)". The middle section displays a list of articles, each with a title, a brief description, and an "Employee" icon. The articles are: "Request Manager, Learning, or Board & Commission Roles", "Multi-Factor Authentication (MFA) Setup for Personal Devices", "Workday Mobile App Access Guide", "Delegate My Tasks", and "Delegated My Task, Access". The right section, "Recent Cases", shows a message "No Recent Case To Show" and a link to "View My Cases". At the bottom, there is a footer with the text "STILL NEED HELP?" and a button to "Create a case to get support from a specialist.", along with a "Create Case" button.

Help Center

Find Answers

- Employee - General navigation (25)**
 - Employee - Learning & Development (5)
 - Employee - Payroll (34)
 - Employee - Personal information (8)
 - Employee - Recruitment (6)
 - Employee - Talent & performance (1)
 - Employee - Time Off & Leave (7)
 - Specialized Roles - Communications (1)

Recent Cases

No Recent Case To Show

[View My Cases](#)

[View More \(20\)](#)

STILL NEED HELP?

Create a case to get support from a specialist.

Create Case

Payroll Updates



Oregon Accounting Manual (OAM) Update



[45.07.00 Payroll: Time Record Approval and Leave Report Review](#)

[45.50.00 Payroll: Collection of Overpayment of Wages](#)

[45.55.00 Payroll: Collection of Employee Benefit Payment Amounts Paid by the Employer](#) – NEW OAM

- The links above point directly to changing OAMs and a complete list of OAMs can be found at the [OAM website](#).
- Please review the proposed OAMs in their entirety when providing feedback.
- The comment period for these three OAMs closes at the end of the day on Tuesday, October 7. Please email your feedback to robert.w.hamilton@das.oregon.gov

Oregon Accounting Manual (OAM) Update



45.07.00 Payroll: Time Record Approval and Leave Report Review

- Paragraph 103: Adds a strong recommendation that supervisors review and approve time on a weekly basis, at the conclusion of their employees' work week.
- Paragraph 105: Emphasizes the need for agencies to ensure that there are alternate or delegate reviewers identified and authorized to approve employees' time records when direct supervisors are absent or unavailable.
- Paragraph 107a: Adds when FLSA exempt employees that are unrepresented, management service, or unclassified service are required to submit their time.
- Paragraph 108: Expands on supervisor responsibilities to enter time on behalf of an employee when necessary.
- Updates OAM format.
- Updates language to OSC and CHRO.

Oregon Accounting Manual (OAM) Update



45.50.00 Payroll: Collection of Overpayment of Wages

- Incorporates the requirements of SB 968 (Oregon Laws 2025 Chapter 602), which was passed in the 2025 legislative session and signed by the governor. While that law is effective 1/1/2026, we felt it was appropriate to implement it as a policy choice now given other necessary changes to this policy.
- Incorporates the requirements of the Workday Settlement on the ability of state agencies to recoup overpayments from employees.
- We are actively engaging with DOJ on the tax treatment covered in paragraph 111, so while that paragraph is tentative at this point, we did not want to hold up this OAM for just this paragraph.
- Updates the OAM format.
- Updates language to OSC.

Oregon Accounting Manual (OAM) Update



45.55.00 Payroll: Collection of Employee Benefit Payment Amounts Paid by the Employer – NEW OAM

- Applies the same approach as OAM 45.50.00 above when it comes to SB 968 but focuses on situations when agencies pay employee benefits on behalf of employees. This approach was pursued for consistency, from the perspective of the employee and agencies.
 - This limits collections to 5% of gross wages per pay period. We recognized that three current CHRO policies allows 10%. If this part of the OAM were to be approved, the CHRO policies would be updated to 5% to eliminate any the inconsistency.
- This OAM does not refer to the Workday Settlement as items covered in this policy are outside the scope of the Settlement.
- As with OAM 45.50.00, we are actively working the DOJ on the tax treatment covered in paragraph 111.

Payroll Processing Day



September Run 2 (on-cycle) will process on Oct. 9, 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:
 - Oct. 6 – BT deadline at 5 p.m.
 - Oct. 8 – 5 p.m. cutoff to submit and approve time
 - Oct. 9– Run 2 payroll processing all day
 - Oct. 9 and 10 - No daily check processing

Tips and Tricks



Tips and Tricks



Worker Data

- Candidate profiles, personal information, ID changes Worker Documents

Position and Benefit Data

- Position data, representation codes, Union Segments, FLSA and OT, Employee Types

Compensation Data

- Grade Profile, Step, Salary, benefit service dates, allowances, Pay Basis, FTE

Tips and Tricks



- HCM Current Worker Details
- Workers missing an email
- HCM | All Vacant Positions Report (Excludes Seasonal Positions)
- HCM | State Service Milestones Occurring Within Two Months
- HCM | Business Process Transactions of Type Awaiting Action (by Company or Supervisory Organization)
- CMP | Workers with Mismatched Job Profile/Grade Profile
- CMP | Compensation Changes for Workers with Amount Allowance Plan

Resource Update



Resource Updates



Help Articles Updated for Time Off:

- How to Request Time Off – Employee - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1111/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1111/rel-task/2998$40834.html)
- Time Off App Resources for Employees - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1960/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1960/rel-task/2998$40834.html)
- How to Request Time Off for Worker – Manager - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1940/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1940/rel-task/2998$40834.html)
- Request/Update Time Off on Behalf of an Employee - Specialized Roles - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$974/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$974/rel-task/2998$40834.html)
- Time Off App Resources for Managers - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1970/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1970/rel-task/2998$40834.html)
- How to Update a Time Off Request - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1880/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1880/rel-task/2998$40834.html)

General Information & Reminders



General Information & Reminders



- Next two Workday Wednesdays:
 - **Oct. 15, 2025**
 - **Nov. 5, 2025**
- Oregon 1 was refreshed on **9/27/2025**
- Oregon 1 will be refreshed on **10/18/2025**
- 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

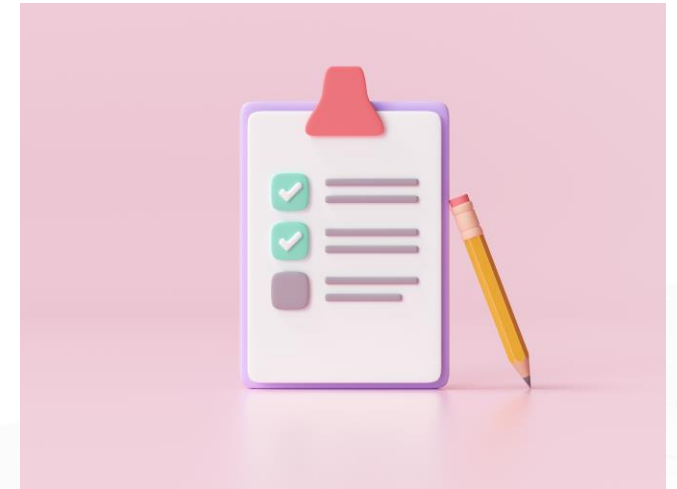
Updated 2/11/2025: [Workday Wednesday Note Recap](#) for the 2/5/2025 meeting.

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.

