

Department of Administrative Services



Workday Wednesday – Oct. 15, 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** Payroll Updates
- 02** Help Case Tools
- 03** Resource Updates
- 04** General Information & Reminders



Payroll Updates



Wage Withholding Orders - Update



Release Item 570 - Wage Withholding Orders to Calculate on Mid-Month

- Communication was sent to employees with percent-based withholding orders Friday Oct. 3, 2025
- Implementation is Nov. 3, 2025, for mid-month pay on Nov. 14, 2025
- List of impacted employees is on WD Drive: **Workday Drive > Payroll Resources > Communications > 2025 > Wage Withholding Orders**

Wage Withholding Order Help Article links below for Percent Based Withholding Orders:

- [Withholding Orders: Garnishment and Creditor](#)
- [Withholding Orders: Federal Administrative Wage Garnishment \(Federal AWG\)](#)
- [Withholding Orders: Student Loan](#)
- [Withholding Orders: Federal Tax Levy \(IRS\)](#)
- [Withholding Orders: State Tax Levy](#)



1241 Payment Elections Security Update

1241 Payment Elections Screen Security Update

To better protect employee personal financial information, in this release we enable enhanced security when viewing or updating Workday Payment Elections Bank Account Information

What's Changing:

- An extra layer of security is added when employees view or edit bank information
 - Please Note: Bank account numbers are already **masked** (e.g., *6789) when displayed.
- In Payment Elections when employees click "**View**" or "**Edit**"
 - They will be prompted to **enter the full bank account number**

Important:

- Employees will have **six (6) attempts** to enter bank their bank account number correctly.
- After six incorrect attempts, employees will be locked out of this feature and will need to submit a Help case to their agency payroll office to regain access. *(Reset instructions will be included in Help Article update)*
- Payroll Partner security role will still be able to view and edit bank account on behalf of employee

Why This Matters:

- This added verification step helps ensure employee only access for updates or changes to bank accounts

1158– New Report Overtime Reporting for Federal Rule Change



The 2025 HR-1 contains a new Tax deduction for qualified overtime income. The law creates a new tax deduction of up to \$12,500 (\$25,000 if married filing jointly) of qualified overtime pay, effective January 1, 2025.

- Qualified overtime pay is compensation that an employer is required to pay an employee under the Fair Labor Standards Act, Section 7 because the employee worked more than 40 hours during the same workweek.
- The employee may take a tax deduction only for the extra half-time pay above their usual hourly rate they are paid for working more than 40 hours during the same workweek, not all the pay they receive for working those hours.
- Overtime paid that is either paid voluntarily by an employer, is paid based on contractual agreements, or is only required by state or local laws is not eligible for the tax deduction.

(Subject to the income eligibility for the employee and deduction limits of the tax deduction calculated on the employees Federal Income Tax Return.)

1158 – New Report Overtime Reporting for Federal Rule Change



- This release item provides a report that will prompt payment dates and will provide a sum of all amounts from Overtime - 1.5 FLSA earning by employee within the prompted date range.
- The report will also contain a calculated column that takes the total overtime amount and divide by 3 to derive the amount that the employee could use for the new tax deductions.
- Employees will be able to run this report for themselves

Payroll Processing Day



October Run 1 (On-Cycle) will process on Oct. 27, 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. 22 – BT deadline at 5 p.m.
 - Oct. 24 – 5 p.m. cutoff to submit and approve time
 - Oct. 27 – Run 1 payroll processing all day
 - Oct. 27 and 28 - No daily check processing



Year End Payroll Forum – Oct. 28

Year End Payroll Forum will take place on Oct. 28. 2025, from 2:30 – 4:30 pm

The key components of year end include:

- Timeline for agencies on the cut off dates for 2025 tax year corrections
- Gross up entries for overpayments
- Final checks for employees terminating in December 2025
- Review cut off dates on the Processing Calendar 2025/2026

Payroll Standup



Dates - Year End	
October 28th	Year End Forum – 2 hours
November 11th	Falls on a holiday, will be rescheduled
November 25th	Thanksgiving Week
December 9th	Year End Reminders
December 23rd	Canceled

Workday Help Case Tools



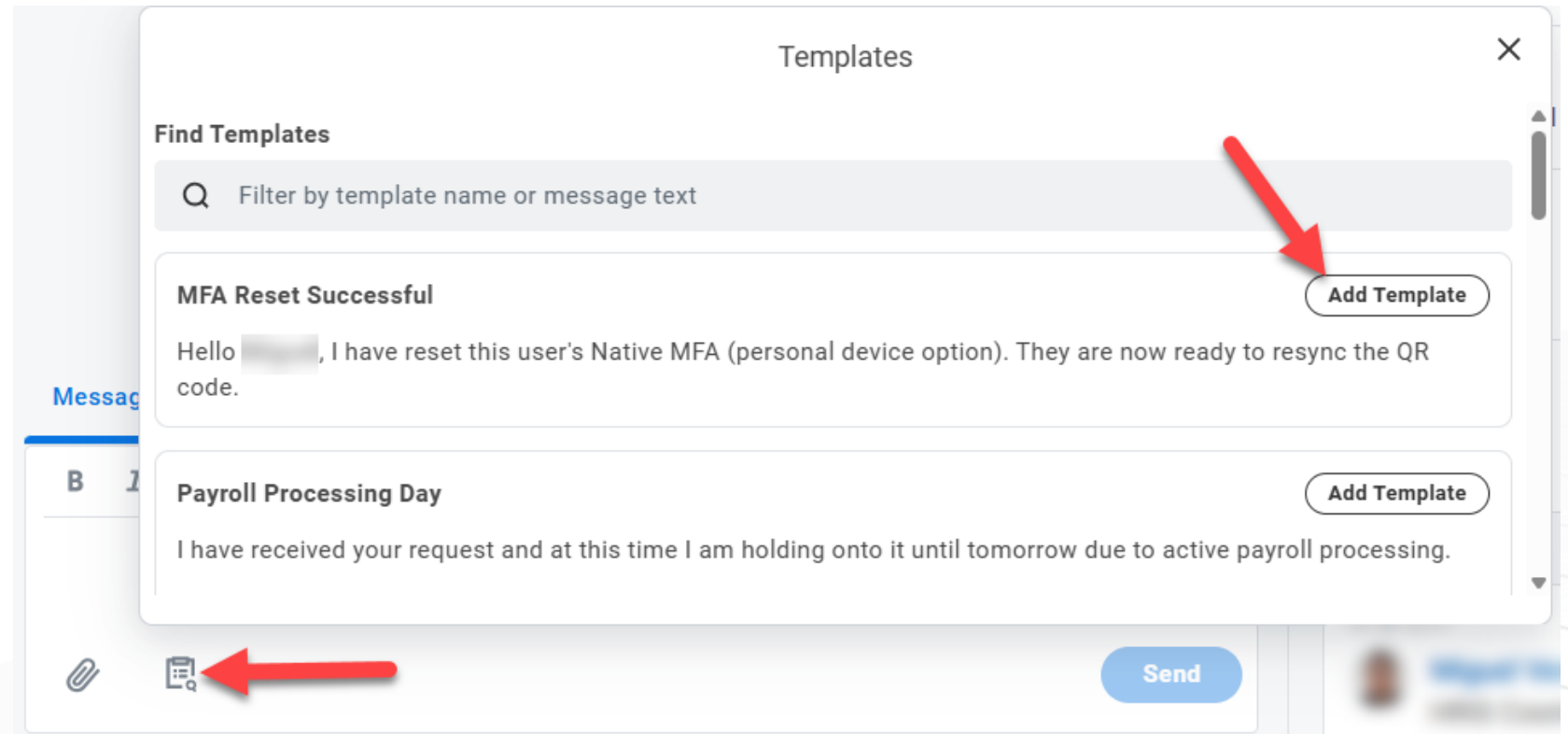
Help Case Tools



With the recent addition of the Help app to all user's Menu, we wanted to remind Case Solvers of some tools available to them.

Help Case Templates:

One click add of common responses.



Help Case Tools



Notifications: Configurable by Case Solving Team

Workday | General Help

Case Solvers 10 items

Notification	Notify Assigned Case Solver	Notify Team If Unassigned
Archived Case Attachment - Notify Case Solver or Service Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Archived Case Reply - Notify Case Solver or Service Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Case Assignee Change - Notify Case Solver	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Case Attachment - Notify Case Solver or Service Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Case Creation - Notify Case Solver or Service Team	<input type="checkbox"/>	<input type="checkbox"/>
Case External Record Linked or Delinked - Notify Case Solver or Service Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Case Internal Note - Notify Case Solver or Service Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Case Reply - Notify Case Solver or Service Team	<input type="checkbox"/>	<input type="checkbox"/>
Case Service Team Change - Notify Case Solver or Service Team	<input type="checkbox"/>	<input type="checkbox"/>
Case Solver Digest - Notify Case Solver	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Help Case Tools



Labels: for Case Management reporting

CASE ACTIONS


Assign

 Assigned to You (Workday | General Help) 


Change Status

IN PROGRESS ▼


Update Type

Workday | General Help 

Add Flag




 Not Set ▼

Label


 None ▼

CREATED FOR

Employee

CASE ACTIONS

Add Label 

Payroll Support

☐ Benefits - PEBB

☐ Benefits - PERS

☐ Communications


☐ Configuration

☐ Defects

☐ Hires

☐ Integrations

☐ Payroll Support

 None ▼

Help Case Tools



If you are a Case Solver, we recommend you download the optional **Help Dashboard** app, to your Workday Menu.

The screenshot displays the Workday interface. On the left, the 'Menu' section is visible, with the 'Help Dashboard' option highlighted by a red arrow. Below the menu, there are 'Add' and 'Edit' buttons, with a red arrow pointing to the 'Add' button. On the right, the 'Help Dashboard' app is shown. It features a bar chart titled 'Active Cases' with two bars: 'Workday | General Help' (5 cases) and 'Workday | HR Admin' (1 case). A red arrow points to the 'Cases Assigned to Me' tab, and another red arrow points to the 'Case Management Reports' tab. The dashboard also includes a 'Case Management' section with links like 'Create Case', 'View Cases for Worker', and 'View Shared Cases for Worker'. Below this is a 'Help Articles' section with links like 'Workday Help Center' and 'View Article'. At the bottom, there is a 'Resolved Cases' section with a progress bar.

Case Type	# of Cases
Workday General Help	5
Workday HR Admin	1

Resolved Cases
5,000
4,000

Help Case Tools



If you need a review of your current case solving teams, team members, team notifications, or would like a Help Reply Template or Label added, please send in a case to **Workday | General Help**.

[Help Center](#) > Create Case

Create Case

Create For *

 x

This person will get all notifications about this case

Create About

This person won't get any notifications about this case


Case Type *

 x

This helps us route your case

Case Title *

Detailed Description



Create Case

Resource Update



Resource Updates



Resources In Process for October Release :

- Payment Election Direct Deposit – Help Article will be updated by Oct. 23, 2025

Report Update:

- AUD | Agency Payroll Audit Exception – Report Update for PERS contributions greater or less than 6%

General Information & Reminders



General Information & Reminders



Next two Workday Wednesdays:

- **Nov. 5, 2025**
- **Nov. 19, 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> 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.

