Department of Administrative Services

DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Agenda

Release Updates

October Release Items

393 - Workday Feature Request: CJIS and CRC Tracking

Functional Area(s): Human Resources	**Owner**: Missy Wagers
Agency Impact: All	**# of Employees Impacted**: 25k+

Description: Some agencies have positions where the worker must have a new CRC every 5 years. Requesting a way to be able to track when the last one was completed on the worker profile in Workday.

Scope of Change: Create a new date field on the Worker Profile Additional Data

506 - Leave Payout Process Redesign

Functional Area(s): Human Resources	**Owner**: Missy Wagers
Agency Impact: All Executive Branch Agencies	**# of Employees Impacted**: 25k+

Description: The Request Framework Process has reached capacity and can no longer accommodate additional payout requests.

Scope of Change: Develop a new process using Workday Extend. This change is only for Executive Branch agencies, Judicial and Leg still have capacity in their current process and do not currently desire to make a change. Planned deployment date of 12/1/2024 at the request of testing agencies.

October Release Items

712 - Seasonal Employees, shall not auto accrue Personal Business or Special Day

Functional Area(s): Absence & Leave	Owner: Dan Jones
Agency Impact: Seasonal agencies	# of Employees Impacted: 2501-10k
Description: Seasonal Employees have different contract language for Personal Business and Special Day between agencies, some include hours worked. With the new Seasonal update, a process is needed to stop automatic accrual.	
Scope of Change: Create a new eligibility rule for seasonal employee accrual for Personal Business and Special Day that will make them ineligible for both leave types.	

714 - Add Canopy information to Bereavement Leave request approval notification and email message

Functional Area(s): Absence & Leave	Owner: Dan Jones
Agency Impact: All	# of Employees Impacted: 101-500
Description: To give employees more information about the grieving process through Canopy the contracted PEBB Employee Assistance Program (EAP) service.	
Scope of Change: This will be a "Request Time Off (Default Definition)" business process change.	

October Release Items

611 - Allow Employees to Opt-Out of Paper W-2 Printing

Functional Area(s): Payroll	**Owner**: Matt Riley
Agency Impact: All	**# of Employees Impacted**: 25k+

Description: Allow employees to opt-out of W-2 printing. Validate the year end W-2 printing process will skip employee's who opt out. Create new report that displays W-2 Printing Elections for All Employees.

Scope of Change: Update the Company Payroll Printing Options for EACH company (95 total) and create a new report for the agency payroll partners to use at year end to identify employees who are opted out.

729 - Seasonal employees with the Seasonal Employee allowance is not paying in month the employee goes off season

Functional Area(s): Payroll	**Owner**: Geri Greeno
Agency Impact: Seasonal Agencies	**# of Employees Impacted**: 501-2500

Description: When a seasonal employee with the allowance assigned Seasonal Employee Differential is not paying in the employee's month when they go off season and it should.

Scope of Change: Update the eligibility for the earning code Allowance - Seasonal Employees Differential by removing the off-season eligibility.

October Release Items

650 - New Disposition Reason: Unauthorized to work in the U.S.

Functional Area(s): Recruitment | BP	**Owner**: Sheri Nees
Agency Impact: All	**# of Employees Impacted**: Unk

Description: Add new disposition reason & notification at all stages of the recruitment process for both internal and external candidates.

Scope of Change: Create new disposition reason & notification that will be available at all stages in the recruitment process that will allow agencies to identify if a candidate is no longer able to move forward because they are unauthorized to work in the U.S.

707 - Automate Inactivation of Extended Enterprise Learner (EEL) Personas

Functional Area(s): Extended Enterprise	**Owner**: Shamiel Nuas
Agency Impact: Multiple	**# of Employees Impacted**: 101-500

Description: Automating the inactivation process for EEL accounts. If the Last Login Date, Account Activation Date, or Last Completion Date are more than 13 months ago, EEL accounts will be inactivated. Critical we keep the number of Extended Enterprise Learner accounts within the allotted amount of our contract with Workday.

Scope of Change: Automate the current manual process.

Payroll Updates

Payroll Processing Day Reminder

October Run 1 will process Oct. 28, 2024

- 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:
  - Oct. 23 – BT deadline at 5 p.m.
  - Oct. 25 – Cutoff to submit and approve time for Oct. Run 1 at 5 p.m.
  - Oct. 28 – Run 2 payroll processing all day
  - Oct. 28 and 29 – No daily check processing

Payroll Processing Calendar Update

- Payroll Processing Calendar was updated with the corrected pay day for November Payroll.

- Pay Day for November payroll is Nov. 29, 2024 and was previously stated on the calendar as Nov. 27, 2024

- Please update your internal agency communication that may have referenced this pay day.

Year End Forum Reminder

- Year End Forum Save the date: Oct. 22, 2024
  - Year End Forum will be extended by one hour
    - Meeting time : 1:30 p.m. – 3:30 p.m.
    - Primary and backup Payroll contacts were sent the meeting invite
    - Please forward to others in your agency as needed

  - Recommendation by DAS Workday
    - Lock Time sheets and move No Retro Period Prior To(NRPPT) date to Dec 1, 2024 for all employees after Dec. Run 2 processing

October CAB Release
Opt Out of Paper W-2

- This feature will be presented to CAB as part of the October release. Agencies will not be able to do this until it is enabled and live in production

- This update will also remove the "you receive a paper copy of payslips" message on payslips for employees that do not receive a paper copy of their payslip
    - Communication will include the following:
        - Enterprise Email
        - Workday Announcement
        - Workday Knowledge Article with steps to complete the opt out
        - Follow up messages with information on sustainability efforts and cost savings of opt out
        - Report by agency on employees that have opted out

PERS CAB Items and Workaround

Change Advisory Board
PERS Calculation Release Items
Phases of Configuration Updates

PERS Calculation Update Phases

1. Update PERS Codes to Calculate When and Employee is on Extended Leave of Absence.
2. Correct PERS Calculations for terminated workers and workers on leave of absence.
3. PERS calculation on partial pay for employees on statuses of hire, term, transfer, and off season-extended leave.

1 Phase 1 Configuration Updates

- Workday Change Advisory Board (CAB) Item 196
- Tested and approved with the May 2024 CAB release.

2 Phase 2 Configuration Updates

- Workday Change Advisory Board (CAB) Item 614
- Tested and approved with the August 2024 CAB release.

3 Phase 3 Configuration Updates

- PERS calculation on partial pay for employees on statuses of hire, term, transfer, and off season-extended leave
- The resolution to this partial pay issue is underway and targeted for a November release. This release will account for the hire, term, transfers off season-extended leave status into the logic to calculate PERS on partial periods as expected.

Seasonal and Transfers Workaround:

1. Look at "PERS EE Paid" deduction on the "Gross to Net" tab
2. Look at the "PERS Pension" Employer deduction on the "Additional Pay Components" tab
3. Calculate the correct percentage based on the PERS Class Plan
4. Use the "New Hire/Re-Employment Checklist" to validate employees pay (include all earnings and deductions)
5. Use the "New Hire/Re-Employment Checklist" to validate leave balances
6. make pay input entries to adjust the PERS Employee and Employer paid entries as needed

If you have any questions, please submit a case in Workday.

Workaround for Partial Payments and PERS

Workaround steps:

- Look at "**PERS EE Paid"** deduction on the "Gross to Net" tab
- Look at the **"PERS Pension"** Employer deduction on the "Additional Pay Components" tab
- Calculate the correct percentage based on the PERS Class Plan
- Use the "New Hire/Re-Employment Checklist" to validate employees pay (include all earnings and deductions)
- Use the "New Hire/Re-Employment Checklist" to validate leave balances
- make pay input entries to adjust the PERS Employee and Employer paid entries as needed.

Data Quality Series:
Worker Data

General Information & Reminders

General Information & Reminders

- Oregon1 will be refreshed this weekend.

- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.

Thank you for attending!

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