Agenda

01 Release Updates

02 Payroll Updates

03 General Information & Reminders

Release Updates

October Release Items

Absence & Leave:

700 - Give Absence Partners Access to view Timesheet Information

- This would give Absence Partners access to see another worker's time sheet information

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

- This update will provide more information to employees about services that they can use when in a time of need

HR:

393 - Workday Feature Request: CJIS and CRC Tracking

506 - Leave Payout Process Redesign

633 - REPR Name Change - OR Dept. of Emergency Management

657 - Update AFSCME Position Representation Title for OSFM

October Release Items

Learning/Extended Enterprise:

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

- To keep within EEL allotment per subscription with Workday Inc. an automated process needs to identify and inactivate EEL personas based on predetermined criteria

Payroll/Time Tracking:

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

- Allow employees to opt-out, via employee self service, of receiving a paper copy of their year end tax documents

729 - Seasonal employees with the Seasonal Employee allowance needs to pay in month the employee goes off season

Recruitment:

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

Payroll Updates

WORKDAY
OREGON

Payroll Processing Day Reminder

September Run 2 will process Oct. 9, 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. 4 – BT deadline at 5 p.m.
  - Oct. 8 – Cutoff to submit and approve time for Sept. Run 2 at 5 p.m.
  - Oct. 9 – Run 2 payroll processing all day
  - Oct. 9 and Oct. 10 – No daily check processing

Payroll Year End Forum

- 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

Payroll Reminder

**When employees enter time worked on a holiday**

- The time entry will default to a worktag that says:
  - **"Hours Worked - Receive Cash/Comp Time: Receive Cash"**
- This worktag is needed to pay the employee for the time worked on a holiday at 1.5 rate
- If the worktag is removed either by the employee or timekeeper, it will not pay the employee for the hours worked on a holiday
- To correct, enter the worktag on the time entry

Reports to Run in Workday

Payroll Reports App:

- Select Payroll App from Menu
  - Add "Payroll Reports" App
  - Save Changes
- To View Reports Click on "Payroll Reports" App
  - Time Off Reports
    - Time Off|Compensatory Time above (Selected number of hours)
- Recently added Reports:
- Time Off | Leave Balances | April Straight Time Notification
  - Run in April to pull balances to notify employees to use time by Fiscal Year End (June 30)
- Absence | Vacation Balance and Forfeiture Report
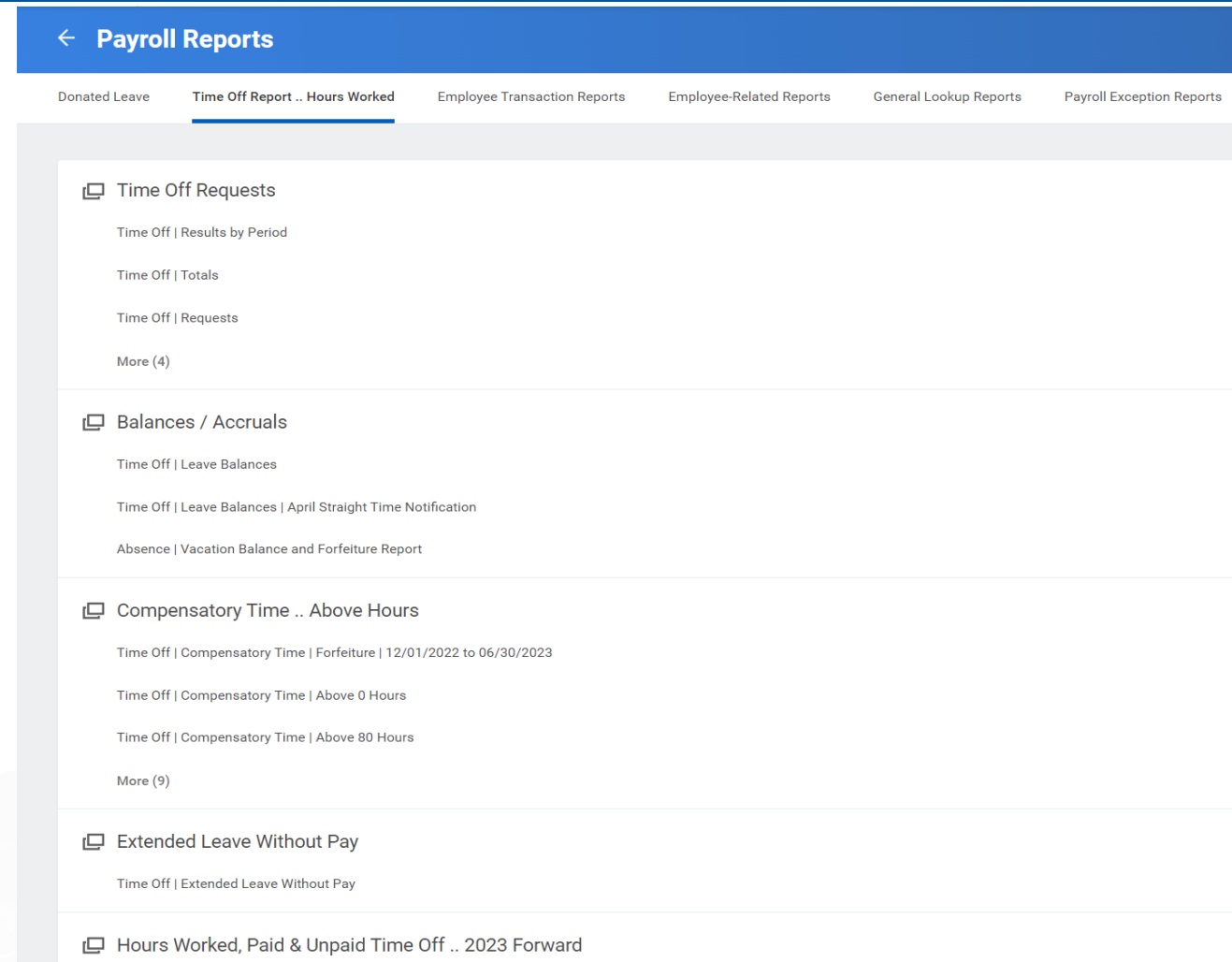
Report Changes/Modifications

- PAY | Terminated Workers with Pay report updates have been made
  - Added negative employee paid deductions to the report
    - This will allow agencies to identify deductions that are paying back to a termed worker
    - The result status will allow agencies to filter the results to locate results that are not yet completed
  - Added the agency number
    - Allow payroll offices who support more than one agency to sort by the agency number
  - Added payment status
    - Allow agencies to filter for in progress results
  - Added total line to view total earnings/deductions being paid to employee

General Information & Reminders

General Information & Reminders

From CPERS

- The training is 90 minutes and will focus on the following:
  - Introducing the CPERS team
  - Outlining the CPERS Liaison role
  - Identifying the various requests generated by the CPERS team
  - Discussing how the CPERS team partners with PERS, agency Payroll & HR Partners , Workday & OSPS
  - Facilitating a Q & A

Note: The training will be conducted virtually via teams. If you would like to be added to the appointment, please email Shauna Tobiasson.

SAVE THE DATE!

CPERS Intro Training
10/28/24 10:00–11:30 AM

General Information & Reminders

- Workday Outage on 10/1 approximately 10:15 am to 3:00 pm

- Workday 2024R2 Job profile effective dated fields update

- Data Quality Series to begin 10/16/2024

- We encourage you to attend the CHRO Statewide meetings offered that support you in your role.

- Oregon1 will **NOT** 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