

Department of Administrative Services



Workday Wednesday – Nov. 5, 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** Release Updates
- 02** Payroll Updates
- 03** Resource Updates
- 04** General Information & Reminders



Release Updates



Oct. Release Item 388 In Production



Release Item 388: INT049 Review/Update Service Date Integration for BSD

Communication sent out to CHRO and OSPS Contact Lists : October 20, 2025

Key Points:

- **Impact:** Some employees may have incorrect BSDs due to the previous integration not recognizing promotions entered before their effective dates.
- **Fix Implemented:** BSD integration now correctly processes promotions entered before their effective date.
- **Effective Date:** The fix applies to transactions processed on or after August 22, 2025.
- **Next Steps:** Help Cases were sent to General HR Support with a list of potentially impacted employees.
- **Agency Coordination:** Agencies will review the list to determine if a manual BSD adjustment is needed.
 - If the BSD is adjusted, the agency must determine whether a salary correction is needed (e.g., an earlier merit increase) and process it accordingly.
 - **Please resolve the help case once you have reviewed and/or corrected affected employees.**

Oct. Release Item 1241 In Production



Release Item 1241- Payment Elections Security Update

- Workday Announcement for all employees – Oct. 29, 2025
- Implemented in production Oct. 30, 2025

Help Articles Updated with Payment Elections Security Update Information:

- [Payment Elections \(Direct Deposit\)](#)
- [Payment Elections on Behalf of Employee](#)

Oct. Release Item 1241 In Production



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 edit bank information
 - Please Note: Bank account numbers are already **masked** (e.g., *6789) when displayed.
- In Payment Elections when employees click "**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. Payroll Partner security role will still be able to 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



Nov. Release Item 219-Challenge Questions

What is Changing?

Workday Login Update for Extended Enterprise Learners

- **Effective Dec. 1, 2025**, challenge questions will be removed from the login process.

What's New:

- Extended Enterprise Learners will authenticate their Workday Login using one of the following methods:
 - **Preferred:** Approve the login using an **authenticator app** (e.g., Microsoft or Google Authenticator).
 - **Alternative:** Click a **one-time access** code sent to their registered email from **Workday.com**.

Security Reminders For Extended Enterprise Learners:

- Use an **authenticator app** for stronger protection.
- Keep **email account secure** and enable MFA.
- Never share a **one-time access code**.
- Always verify emails are from **Workday.com**

Nov. Release Item 219 – Challenge Questions

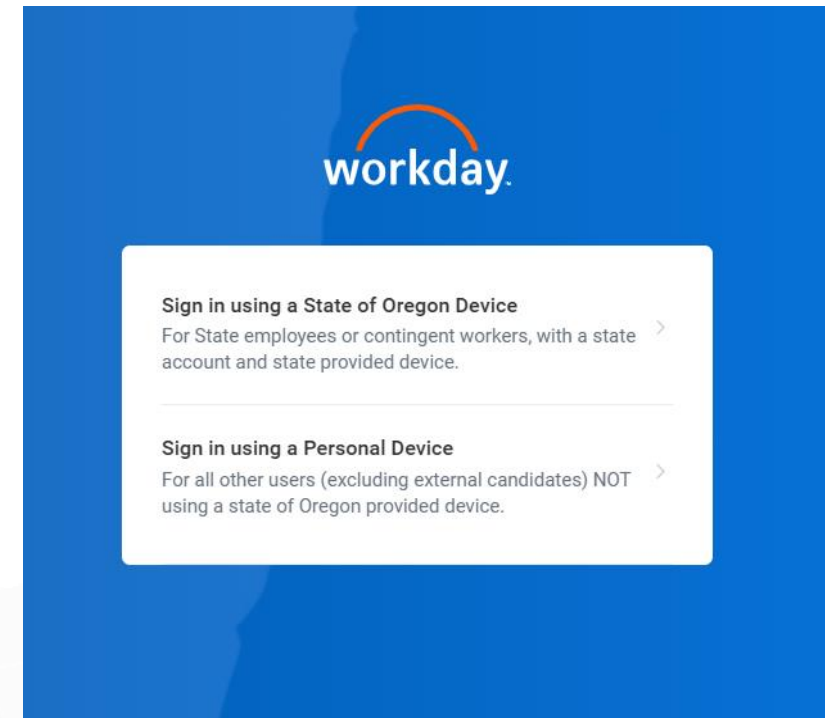


From the Workday Home Screen

New Login Steps for Extended Enterprise Learners

- Click "Sign in using a Personal Device" and enter username and password

Extended Enterprise Learner Login Screen :



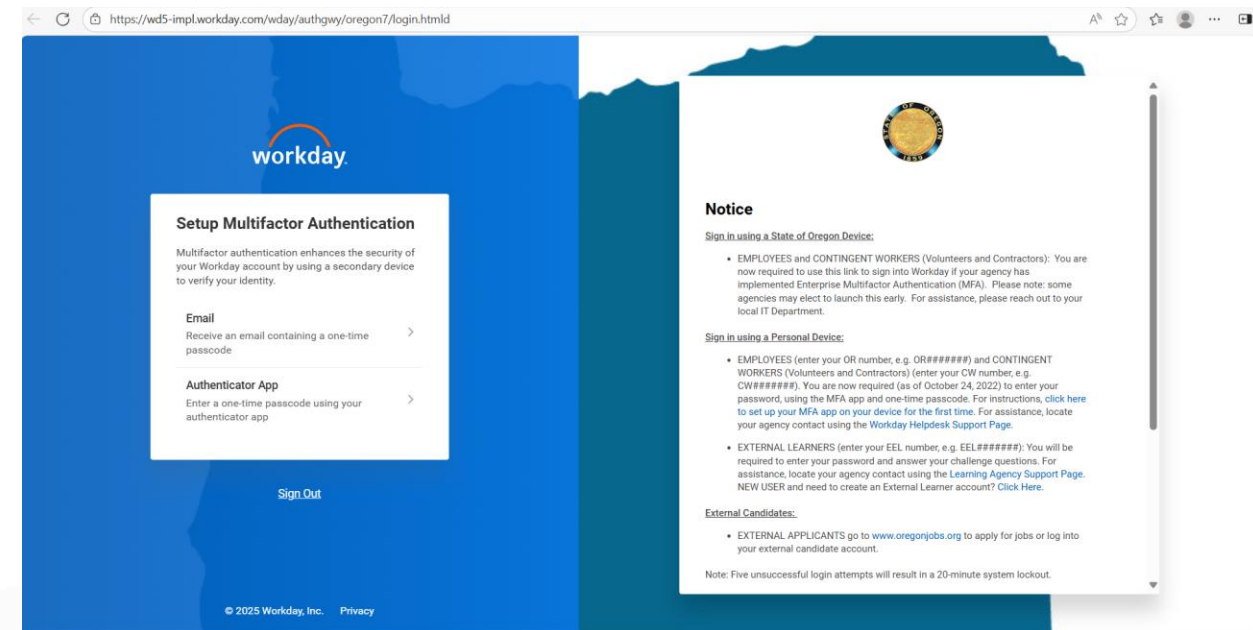
Release Item 219 – Challenge Questions



From the Workday Home Screen

- Authenticate using one of the following methods **after entering username and password**
- **Preferred:** Approve the login using an **authenticator app** (e.g., Microsoft or Google Authenticator).
- **Alternative:** Click a **one-time access code** sent to EEL registered email from **Workday.com**.
 - Each login requires a new, unique code.

Extended Enterprise Learner Authentication Options :



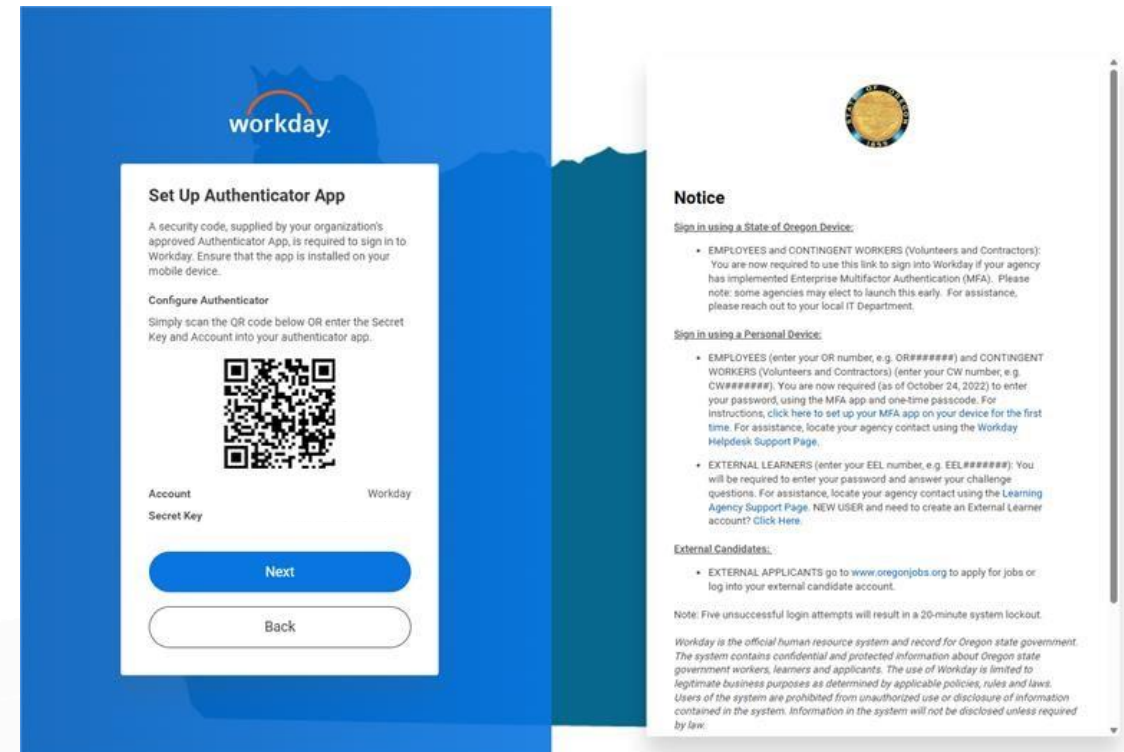
Nov. Release Item 219 – Challenge Questions



From the Workday Home Screen

- **Preferred Authentication:** Approve the login using an **authenticator app** (e.g., Microsoft or Google Authenticator).

Preferred Method of Authentication: Authenticator App Screen:



Release Item 219 – Challenge Questions



From the Workday Home Screen

- **Alternative Authentication:** Click a **one-time access code** sent to Extended Enterprise Learners registered email from **Workday.com**.
 - Each login requires a new, unique link or authenticator approval.

Alternative Method of Authentication: One-Time Access Code Screen

A screenshot of the Workday login screen for one-time access code authentication. The screen has a blue background with the Workday logo at the top. The main content area is white and contains the following elements: the title "Enter Verification Code", a shield icon with a padlock, a message stating "We sent a verification code to zle*****dte@co.yamhill.or.us. Enter this code to", a text input field for the verification code, and two buttons labeled "Continue" and "Back".

workday

Enter Verification Code

We sent a verification code to zle*****dte@co.yamhill.or.us. Enter this code to

Verification Code

Continue

Back

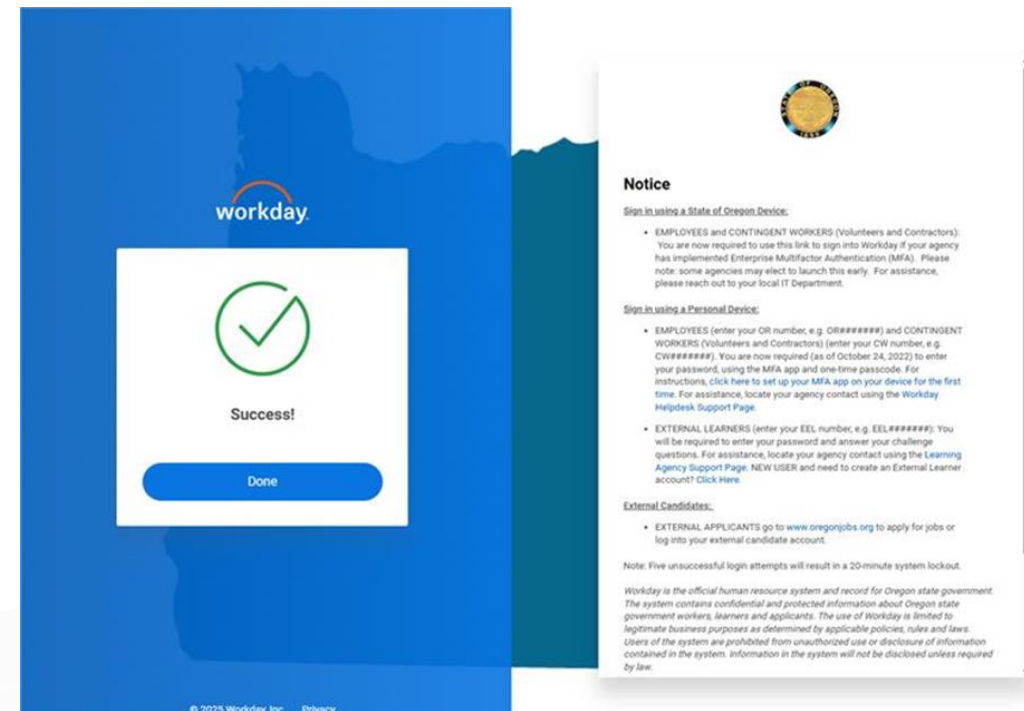
Release Item 219 – Challenge Questions



From the Workday Home Screen

- Success will appear when authentication is validated.

Successful Authentication:



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 was 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](#)

Nov. Release Item 1154 – New Payroll Audit Rule



1154 Create New Payroll Audit Rule for PERS EE Paid Greater or Less than 6% of PERS Wages

- This will mean that a new audit exception will show up on the payroll Audit Report for any PERS employee deductions greater or less than 6%.
- This Payroll report is used to monitor audit exceptions: **AUD | Agency Payroll Audit Exception**

Nov. Release Item 1153 – New Earning Code for Paid Leave Oregon Imputed Income



1153 Create New Earning Code for Imputed Income as a Result of Employer Pick-up of Mandatory EE Contribution to Paid Leave Oregon Program

- If employer voluntarily pays part or all of the EE mandatory contribution for Paid Leave Oregon, this amount is considered additional compensation and should be included in EE gross income and reported as wages on W-2.
- This release item will specifically impact agencies that are paying the employee portion of Paid Leave Oregon
- Agencies impacted are listed below:
 - 19600 – DOJ
 - 42500, 15500, 15600, 14200, 14300, 14500, 14400 – Legislature
 - 16500 - Secretary of State

Nov. Release Item 1258 – 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.)

Nov. Release Item 1258 – 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 2 (Off-Cycle) will process on Nov. 7, 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:
 - Nov. 4 – BT deadline at 5 p.m.
 - Nov. 6 – 5 p.m. cutoff to submit and approve time
 - Nov. 7 – Run 2 payroll processing all day
 - Nov. 7 and 10 - No daily check processing
 - Nov. 11 – Veteran's Day Holiday



Year End Payroll Forum Update

The key components of year end Forum:

- 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	
November 12	Rescheduled Wed. After Veteran's Day
November 25	Thanksgiving Week
December 9	Year End Reminders
December 23	Canceled

Tips and Tricks



What You Need to Know About Workday Security Roles for HR Actions and Reports



- If you cannot see something you feel you ought to, you may be missing a role, have a conflict, or are not assigned to work within that portion of the ORG structure.
- 1st inquiry should go to your agency security partner, new abilities in Workday are best approved and assigned within your agency
- 2nd inquiry (if you think there may be a system issue) may go to the Workday General Help, we can assign it to the right person from there.
- Keep in mind that you and the person working next to you may not have the same roles or abilities in the system

Alternate Schedules and Termination or Off Season



- It has come up again recently that when a worker who works an alternate schedule, for instance 4 x 10 hour days, if they term or go off season on a day other than Friday it will only pay them for 32 hours (4 days at the average number of hours per day)
- Salary calculations are based on the average hours in the week Monday through Friday and ending any day other than Friday will cause issues.
- Do we have a suggestion of how to work around this? Of Course!
- You may pay your seasonal folks as hourly if appropriate, you may use a date at the end of the week to term or place off season, or the best practice is to utilize a pay adjustment/input to correct the pay for the last week.

Resource Update



Resource Updates



Resources updated with October Release :

- Help Articles Updated with Payment Elections Security Update Information:
 - [Payment Elections \(Direct Deposit\)](#) - All Employees
 - [Payment Elections on Behalf of Employee](#) - Specialized Role (Payroll Partner)

Help Article Updates:

- Personal Information, View and Update

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. 19, 2025**
- **Dec. 3, 2025**

Oregon 1 will be refreshed on **11/8/2025**

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.

