Department of Administrative Services





Workday Wednesday – Nov. 19, 2025

How to Participate



For all questions or comments

For all additional support or feedback



USE CHAT



RAISE HAND



UNMUTE



CREATE A CASE



FEEDBACK FORM



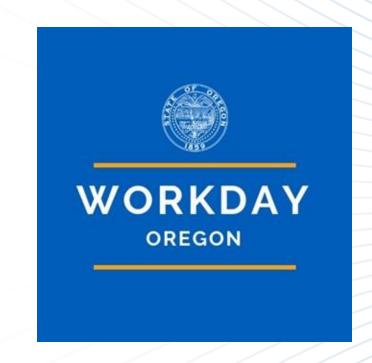
REVIEW NOTES

Agenda

- Release Updates
- Payroll Updates
- Resource Updates
- General Information & Reminders



Release Updates



Time Off – Release Updates (10f4)



1298 – CBA .. Inclement Weather increased to 56 hours:

- Update: Accrue 56 hours of Inclement Weather instead of 40 hours.
- Effected Employees: 10 SEIU Groups

Reminder:

- It is extremely important to check all time off balances on hire or when transferring employees.
- Gaining agencies will need to do manual adjustments to correct balances, if needed.





1307 – CBA .. Day After Thanksgiving or Native American Heritage Day

- Update: Native American Heritage Day or the day after Thanksgiving.
- Affected Employees: 11 AFSCME Groups, 10 SEIU Groups
- No new actions: just assign job classification code as appropriate.

Day After Thanksgiving

Job Classification of:

- A Actual (04. Holiday Code)
- D School for Deaf (04. Holiday Code)
- E State Teacher Education Association (04. Holiday Code)
- G Observed / No Furlough (04. Holiday Code)
- O Observed (04. Holiday Code)
- S Secretary of State (04. Holiday Code)

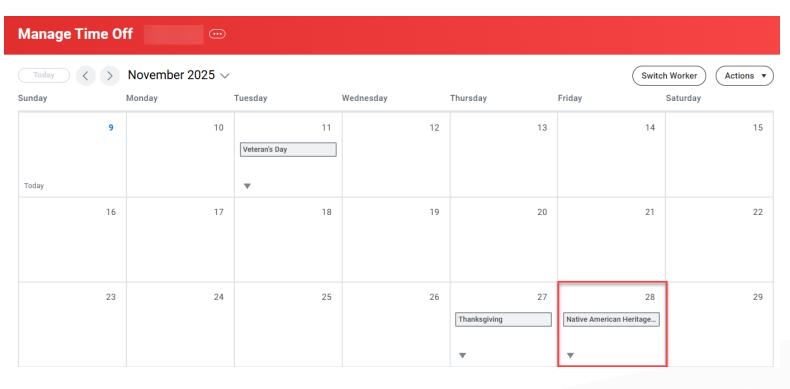
Native American Heritage Day

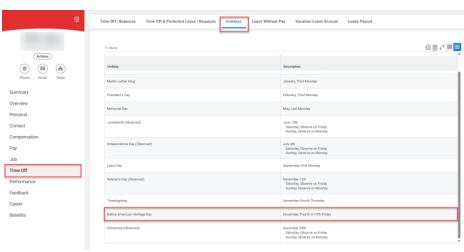
Job Classification of:

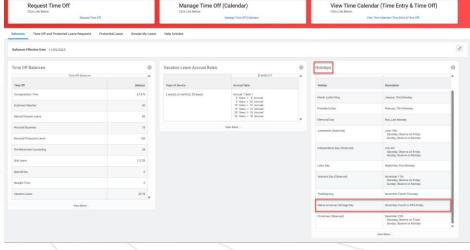
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- O Observed (04. Holiday Code)
- S Secretary of State (04. Holiday Code)
 AND
- 11 AFSCME Groups, 10 SEIU Groups

Time Off – Release Updates (3 of 4)







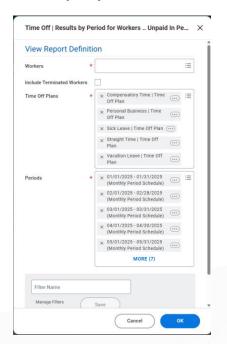


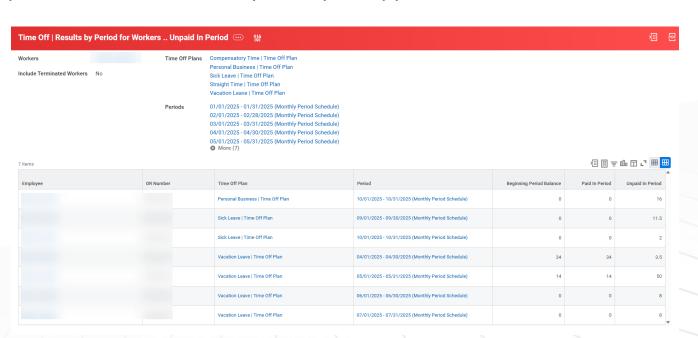
Time Off – Release Updates (4 of 4)



1279 – Time Off | Results by Period for Workers .. Unpaid in Period report.

- Update: New report in the Payroll Partner app under the Time Off | Request .. Audit group.
 - This report is intended to assist agencies auditing individual employees in association with the current Time Off Request [greater than] Prior Month Ending Period Balance .. Vacation & Sick Leave audit.
 - Intended to view a single employee for multiple time offs over a many periods.
- Effected Employees: All security groups that have access to Payroll Report app.





Payroll – Collective Bargaining Updates



Collective Bargaining Agreements are updated in production with Nov. CAB Release:

1278 Update earning: Essential Worker Rate changes from \$3 to \$4 for the following groups

- Effective 8/2025: AFSCME Building codes, CCB, DEQ, LCD, Dentists, OAJA, LTCO, OEM, OSH MDs, OLCC, OMD, OPDS, OSFM, OSP, OYA, OSH and Real Estate
- Effective 9/2025: ONA
- Effective 10/2025: SEIU

1285 Update earning (Effective 10/2025): Differential - Portability for SACU rate is changing \$3.94 to \$5.00

1286 Update earning (Effective 8/2025): Shift Differential - SDB changing from \$5 to \$10 for AFSCME RNs

1287 Update earning: OSH Critical Needs Incentive changes for the following groups

- Effective 8/2025: AFSCME RNs from \$15 to \$20
- Effective 10/2025: SEIU LNP's from \$13 to \$15

1289 Update earning (Effective 8/2025): Differential-Clinical Oversight of Trainee for AFSCME Nurses 2.5% to 5%

Release Item 219-Challenge Questions Going Away



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 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 code.
 - Always verify emails are from Workday.com

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.

List of Agencies impacted:

- 19600 District Attorneys and their Deputies
- 42500, 15500, 15600, 14200, 14300, 14500, 14400 Legislature
- 16500 Secretary of State

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%.
 - New Rule Name: "EE PD PERS not 6% of PERS Wages"
- This Payroll report is used to monitor audit exceptions: AUD | Agency Payroll Audit Exception
 - Payroll can run this report from the <u>Pay Cycle Command Center</u> to run Payroll Reports

1258– New Overtime Tax Law Report



No Tax on Overtime Law:

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 Updates



1241 Payment Elections Security Update



Updated communication sent 11/14/2025:

- Payroll Partner Security roles have been updated to full visibility and edit capabilities without the verification prompt.
 - Help Article: Payment Election (Direct Deposit) on Behalf of Employee
- The process for updating on behalf of employees has not changed. This process continues to require the employee to complete the State of Oregon Employee Direct Deposit Form prior to the payroll partner editing banking information on behalf of employee.
 - **Please Note:** Refer to your agency's internal policy on Payment Election (Direct Deposit) on Behalf of Employee.
- If you receive a Workday help case from an employee who is locked out, you need to submit a Workday help case to **Workday | General Help** for the Payment Election task to be unlocked.
- When you receive form SFMS ACH-1 (State of Oregon Direct Deposit Authorization Form) you will be able to
 validate Section C (Financial Institution Information) using the employee's payment elections within Workday.
 - After validation you will be marking the box to certify the information and then submit the form electronically to <u>box.com</u>.

Payroll Processing Day



November Run 1(On-Cycle) will process on Nov. 21, 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. 18 BT deadline at 5 p.m.
 - Nov. 20 5 p.m. cutoff to submit and approve time
 - Nov. 21 Run 1 payroll processing all day
 - Nov. 21 and 24 No daily check processing
 - Nov. 27 & 28 State Holiday

Complete 2025 Timeline





November 20 (Run 1)

Non-cash taxable reimbursements entered in **November pay period**



December 23 (Dec. Run 1)

December terminations cutoff date for all final payment requests for tax year 2025

 All information must be entered on the daily check spreadsheet



End of Dec. and Early Jan.

Review Deceased Report

Underpayments deadline

- Separated Employees with Net Pay Positive Adjustment deadline
- Cash taxable reimbursements entered in November pay period

December 8 (Nov. Run 2)

No off-cycle payments will be issued

December 26-31 (Blackout dates)

Paperless Pledge Campaign (Opt out of Paper W-2)



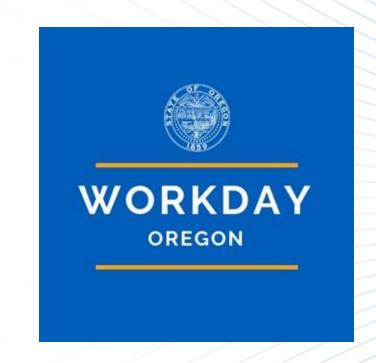
- The Paperless Pledge campaign is returning and will run through Jan. 8, 2026:
 - Elect to Receive Electronic Copy of W-2
- Workday Announcements posted by the end of Nov. 2025
- AUD | W-2 Printing Elections for All Employees Report
 - Agency Report of employees that have not opted out of paper W-2

Payroll Standup



Dates - Year End	
November 25	Thanksgiving Week
December 9	Year End Reminders
December 23	Canceled

Resource Update



Resource Updates



Resources updated with November Release:

- AUD | Agency Payroll Audit Exception Report Update with new rule "EE PD PERS not 6% of PERS Wages"
- Pay Cycle Command Center Help Article (Update in process)

Time Off Help Article Updates:

- Holiday Codes Updated to include Native American Heritage Day
- Time off results by Period (Update in process)
- How to Adjust or Override Leave Accruals (Update in process)
- Leave Accrual Code, Override (Update in process)
- Help Articles Updated in November:
 - Withholding Orders: Federal Tax Levy (IRS)
 - Withholding Orders: State Tax Levy
 - Payroll Partners do not need to manage the "Monthly Limit" field on Federal or State Tax Levies.

General Information & Reminders



General Information & Reminders





Workday System News

Updated 2/11/2025: Workday Wednesday Note Recap for the 2/5/2025 meeting.

Next two Workday Wednesdays:

• Dec. 3, 2025

• Dec. 17, 2025

Oregon 1 will be refreshed on 11/22/2025

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.

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.

