

Department of Administrative Services



Workday Wednesday – Nov. 19, 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





Time Off – Release Updates (1 of 4)

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.



Time Off – Release Updates (2 of 4)

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:

- 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)

AND

- 11 AFSCME Groups, 10 SEIU Groups

Time Off – Release Updates (3 of 4)



Manage Time Off



Today



November 2025

Switch Worker

Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11 Veteran's Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Thanksgiving	28 Native American Heritage...	29

Time Off Balances	Time Off & Protected Leave Requests	Holidays	Leave Without Pay	Vacation Leave Accrual	Leave Payout
11 Items					
Holiday	Description				
Martin Luther King	January, Third Monday				
President's Day	February, Third Monday				
Memorial Day	May, Last Monday				
Juneteenth (Observed)	June 19th Saturday, Observe on Friday Sunday, Observe on Monday				
Independence Day (Observed)	July 4th Saturday, Observe on Friday Sunday, Observe on Monday				
Labor Day	September, First Monday				
Veteran's Day (Observed)	November 11th Saturday, Observe on Friday Sunday, Observe on Monday				
Thanksgiving	November, Fourth Thursday				
Native American Heritage Day	November, Fourth or Fifth Friday				
Christmas (Observed)	December 25th Saturday, Observe on Friday Sunday, Observe on Monday				

Time Off

Request Time Off

Click Link Below

Request Time Off

Manage Time Off (Calendar)

Click Link Below

Manage Time Off (Calendar)

View Time Calendar (Time Entry & Time Off)

Click Link Below

View Time Calendar (Time Entry & Time Off)

Balances

Time Off and Protected Leave Requests

Protected Leave

Donate My Leave

Help Articles

Balances Effective Date 11/09/2025

Time Off Balances

Time Off	Balance
Compensatory Time	67.875
Inclement Weather	40
Natural Disaster Leave	60
Personal Business	16
Personal Protection Leave	160
Pre-Retirement Counseling	28
Sick Leave	112.38
Special Day	0
Strategic Time	0
Vacation Leave	42.78

View More...

Vacation Leave Accrual Rates

Years of Service	Accrual Table
2 year(s), 6 month(s), 30 day(s)	Accrual Table 1
	0 Years = 8 Accrual
	5 Years = 10 Accrual
	10 Years = 12 Accrual
	15 Years = 14 Accrual
	20 Years = 16 Accrual
	25 Years = 18 Accrual

View More...

Holidays

Holiday	Description
Martin Luther King	January, Third Monday
President's Day	February, Third Monday
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View More...



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.

Time Off | Results by Period for Workers .. Unpaid In Pe... X

[View Report Definition](#)

Workers *

Include Terminated Workers ☐

Time Off Plans *

- ☒ Compensatory Time | Time Off Plan
- ☒ Personal Business | Time Off Plan
- ☒ Sick Leave | Time Off Plan
- ☒ Straight Time | Time Off Plan
- ☒ Vacation Leave | Time Off Plan

Periods *

- ☒ 01/01/2025 - 01/31/2025 (Monthly Period Schedule)
- ☒ 02/01/2025 - 02/28/2025 (Monthly Period Schedule)
- ☒ 03/01/2025 - 03/31/2025 (Monthly Period Schedule)
- ☒ 04/01/2025 - 04/30/2025 (Monthly Period Schedule)
- ☒ 05/01/2025 - 05/31/2025 (Monthly Period Schedule)

[MORE \(7\)](#)

Filter Name

Manage Filters Save

Cancel OK

Time Off | Results by Period for Workers .. Unpaid In Period

Workers Time Off Plans

Include Terminated Workers No

Periods

01/01/2025 - 01/31/2025 (Monthly Period Schedule)
02/01/2025 - 02/28/2025 (Monthly Period Schedule)
03/01/2025 - 03/31/2025 (Monthly Period Schedule)
04/01/2025 - 04/30/2025 (Monthly Period Schedule)
05/01/2025 - 05/31/2025 (Monthly Period Schedule)
[More \(7\)](#)

7 Items

Employee	OR Number	Time Off Plan	Period	Beginning Period Balance	Paid In Period	Unpaid In Period
		Personal Business Time Off Plan	10/01/2025 - 10/31/2025 (Monthly Period Schedule)	0	0	16
		Sick Leave Time Off Plan	09/01/2025 - 09/30/2025 (Monthly Period Schedule)	0	0	11.5
		Sick Leave Time Off Plan	10/01/2025 - 10/31/2025 (Monthly Period Schedule)	0	0	2
		Vacation Leave Time Off Plan	04/01/2025 - 04/30/2025 (Monthly Period Schedule)	34	34	3.5
		Vacation Leave Time Off Plan	05/01/2025 - 05/31/2025 (Monthly Period Schedule)	14	14	50
		Vacation Leave Time Off Plan	06/01/2025 - 06/30/2025 (Monthly Period Schedule)	0	0	8
		Vacation Leave Time Off Plan	07/01/2025 - 07/31/2025 (Monthly Period Schedule)	0	0	8

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 [Pay Cycle Command Center](#) 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 [box.com](#).

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



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.



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.

