

Department of Administrative Services



Workday Wednesday – Nov. 20, 2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Data Quality Series
- 04** General Information & Reminders



Release Updates



November Release Items



112 - Create Retro earning codes that do not impact FLSA calculations

Functional Area(s): Payroll	Owner: Jacquie Heinsoo
Agency Impact: All	# of Employees Impacted: 25k+

Description: Need new earning codes for retro transactions that are only used on retro periods where the NRPPT date prevents the retro pay from picking up. The codes need to not impact the employees FLSA rate, and there will be one that is for PERS subject wages and one that is not.

Status: Completed – Live in Production now

318 - SEIU-AST must calculate when inclement weather is used in same week

Functional Area(s): Payroll	Owner: Geri Greeno
Agency Impact: Multiple	# of Employees Impacted: 2501-10k

Description: Per the SEIU CBA Inclement Weather paid time off is not considered hours worked for OT purposes. This time calculation is not working and needs to be adjusted.

Status: Completed – Live in Production now

November Release Items



377 - Create new role for I-9 Processing Only

Functional Area(s): HR	Owner: Missy Wagers
Agency Impact: All	# of Employees Impacted: 25k+
Description: Currently agencies are assigning people the Workforce Liaison role for I-9 processing which is not always appropriate when the need is to ONLY process I-9's.	
Status: Moved to December Release	

401 - Immediate use of sick leave for retiree temps upon rehire

Functional Area(s): Absence & Leave	Owner: Dan Jones
Agency Impact: All	# of Employees Impacted: 501-2501
Description: Employees that have retired and are returning as a temporary are eligible to use their accrued sick leave on their first day of employment.	
Status: Completed – Live in Production now	

November Release Items



443 - Review & Improve compliance for ACA Documentation

Functional Area(s): HR **Owner:** Missy Wagers

Agency Impact: All **# of Employees Impacted:** 501-2500

Description: Add ACA eligibility review as additional step to the Hire BP if Employee Type chosen is temporary.

Status: Testing Complete
Next step: CHRO Approval

590 - SEIU exempt employees eligible for Standby compensated at straight time rate

Functional Area(s): Absence & Leave **Owner:** Dan Jones

Agency Impact: All **# of Employees Impacted:** 501-2501

Description: Per the SEIU CBA collective bargaining agreement. SEIU exempt employees eligible for Standby compensated at 1 hour of straight time for 1 hour of standby.

Status: Completed – Live in Production now

November Release Items



645 - Job Application bp for Direct Appointments route to the HR Partner

Functional Area(s): Recruiting	Owner: Sheri Nees
Agency Impact: All	# of Employees Impacted: UNK

Description: All other Pre-Employment Check tasks initiated from other candidate stages, for Direct Appointment and other reasons, route to HR Partners. Routing to the Manager for Direct Appoints was most likely an oversight at the time of initial set-up for go-live.

Status: Completed – Live in Production now

700 - Give Absence Partners Access to view Timesheet Information

Functional Area(s): Absence & Leave	Owner: Dan Jones
Agency Impact: All	# of Employees Impacted: TBD

Description: To run reports like Protected Leave | FMLA Eligibility & Entitlement Hours, to see hours worked and FMLA entitlement hours.

Status: Completed – Live in Production now

November Release Items



711 - Personal Business upper limit, update to accrual calculation

Functional Area(s): Absence & Leave	Owner: Dan Jones
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Agency Impact: Multiple	# of Employees Impacted: TBD
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Description: Update Personal Business upper limit to accrual calculation, this will only calculate the cap in relation to their FTE. Prohibit part-time employees from over accruing PB in certain situations.

Status: Completed – Live in Production now

716 - Require a comment when correcting a time off request

Functional Area(s): Absence & Leave	Owner: Dan Jones
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Agency Impact: All	# of Employees Impacted: TBD
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Description: It is difficult for Managers and Absence Partners to know why a correction is being initiated. This would require the employee to give some sort of comment.

Status: Completed – Live in Production now

November Release Items



743 - PERS: Need to incorporate the new seasonal employee updates into the file

Functional Area(s): Payroll | Integration **Owner:** Matt Riley

Agency Impact: Multiple **# of Employees Impacted:** 501-2500

Description: Ensure seasonal employees show up correctly on the monthly PERS deduction file.

Status: Going to CAB for a vote today, if approved, updating in Prod this today

745 - PERS: Need to incorporate employee transfers into the file

Functional Area(s): Payroll | Integration **Owner:** Matt Riley

Agency Impact: All **# of Employees Impacted:** 2501-10k

Description: Ensure employees that transfer between agencies show up correctly on the monthly PERS deduction file.

Status: Going to CAB for a vote today, if approved, updating in Prod today

November Release Items



753 - Learning Paths: Update Spotlight Card and Enable Sharing Feature

Functional Area(s): Learning & Extended Enterprise	Owner: Shamiel Nuas
Agency Impact: All	# of Employees Impacted: 25k

Description: By enabling the sharing functionality, learners can create their own personalized curriculum (list) from the learning catalog to easily share with others in their learning journey. Learners have the option to manage privacy settings to enable others to view and share their paths.

Status: Completed – Live in Production now

769 - SEIU issues deductions not calculating correctly on seasonal employee pay results

Functional Area(s): Payroll	Owner: Matt Riley
Agency Impact: Multiple	# of Employees Impacted: 11-100

Description: The current eligibility rules and calculation for the deduction Union Dues - SEIU Issues are not configured correctly; pro-rating when it shouldn't, not calculating when it should.

Status: Completed – Live in Production now

November Release Items



773 - PEBB Plan Year 2025 Updates

Functional Area(s): Learning & Extended Enterprise	Owner: Matt Riley
Agency Impact: All	# of Employees Impacted: 25k
Description: Update PEBB rates for plan year 2025, effective 12/01/2024 and process the annual Open Enrollment transactions. Must be completed by 11/30/2024.	
Status: In Progress	

784 - Time Off | Requests | Military Leave In Days .. Employee report

Functional Area(s): Absence & Leave	Owner: Dan Jones
Agency Impact: All	# of Employees Impacted: 25k
Description: Employees need to see how many days they have used of their Military Leave so they can adjust needed leave.	
Status: Completed – Live in Production now	

November Release Items



785 - Payroll Yearly activities for FLSA calendars and period schedule

Functional Area(s): Payroll

Owner: Geri Greeno

Agency Impact: All

of Employees Impacted: 25k

Description: In order to generate payments for 2025 the FLSA calendars and the period schedules need to be built.

Status: Completed – Live in Production now

Leave Payout Request App



- The new leave payout app will be available to employees by noon on December 2, 2024.
- The app is found on the worker profile, absence, leave payout tab. The process is essentially the same as it is in request framework, it is just housed in a different location.
- The new process will only provide options to employees that are eligible for a leave payout under their union/representation and will reduce the manual input required to process a request.
- An announcement will also be posted for employees no later than close of business, Nov. 25, 2024.
- Help Articles will be updated on Dec. 2, 2024, with steps for each role in the process which includes employee, manager and payroll:
 - Create Leave Payout Request, Employee
 - Approve Leave Payout Request, Manager
 - Approve and Process Leave Payout Request, Payroll

Payroll Updates





Payroll Processing Day Reminder

November Run 1 (on-cycle) will process Nov. 21, 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:
 - 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 22 – No daily check processing



Time Entry Lock For Employees

- Time Entry Lock **for employees only** through year end will be as follows:
 - After Nov. Run 2 (Dec. 9, 2024) Time entry locked prior to Dec. 1, 2024
 - After Dec. Run 2 (Jan. 9, 2025) Time entry locked prior to Jan. 1, 2025
 - Employees can work with their manager to make time entry adjustments for locked pay periods
- Employees and managers can reach out to payroll offices for guidance as needed
- Communication was sent via e-News Nov. 15, 2024
 - Sample communication was provided for employees and managers
 - Payroll is encouraged to work with internal communications teams to ensure communication is distributed to employees and managers
 - Time Entry lock for employees will be added to the Payroll Calendar for 2025



Year End No Retro Date Change

- No Retro Prior Period To(NRPPT) dates will change as follows:
 - No Retro date will be changed to Dec. 1 after Dec. Run 1 payroll processing
 - Dec. 26, 2024, No Retro Date will be changed to Dec. 1, 2024, for all employees
 - 2024 tax year adjustments will need to be coordinated with payroll and entered in the December pay period.



Year End 2024 Timeline

November 20 (Run 1)

- ☐ Non-cash taxable reimbursements entered in **November pay period**
- ☐ Overpayment Gross-ups

December 23 (December Run 1)

- ☐ December terminations cutoff date for all final payment requests for tax year 2024
 - ☐ All information must be entered on the spreadsheet

End of December/Early January

- ☐ Review Deceased Report

November 18

- ☐ Federal & State tax adjustment help cases due

December 6 (November Run 2)

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

December 26-31 (Blackout dates)

- ☐ No off-cycle payments will be issued



Payroll Processing Calendar

- Pay day for November payroll is Nov. 29, 2024
- 2025 Payroll Processing Calendar is available in Workday:
 - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$33607/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$33607/rel-task/2998$33471.html)

Opt Out of Paper W-2



- This feature is now available
- Communications:
 - Communication for agencies to share with staff sent via e-News Oct. 30, 2024, to payroll partners
 - Workday Announcement is now posted
 - Workday Knowledge Article with steps to complete the opt out and video tutorial
 - Follow up messages with information on sustainability efforts and cost savings of opt out



[https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1816/rel-task/2998\\$40834.htmlId](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1816/rel-task/2998$40834.htmlId)

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: Compensation



General Information & Reminders



General Information & Reminders



- Oregon 1 will not be refreshed until Dec. 7, 2024
- When creating cases, please include OR#, name, and important details including dates
- 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>

Thank you for attending!

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

