

Department of Administrative Services



Workday Wednesday – 11/6/2024

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.

Scope of Change: Create new earning codes to allow agencies to make retro corrections that will not impact the FLSA hours or wages. They should still be taxable.

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.

Scope of Change: Create a new time calculation for SEIU around Additional Straight time (AST) when Inclement Weather (IW) is used in the same week as hours worked over 40.

November Release Items



377 - Create new role for I-9 Processing Only

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| 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. | |
| Scope of Change: A new role will be created and added to the I-9 business processes. The new role will be assigned to managers as needed. | |

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

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| 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. | |
| Scope of Change: Create new ELIGIBLE .. Retire Temporary rule and added that to the Sick Leave (3 Month Wait) OR (No Wait if Returning Retiree) Time Off (Temporary Employees) accrual within the Worker Eligibility Override. | |

November Release Items



443 - Review & Improve compliance for ACA Documentation

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| 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. Also need an offer of coverage date on the worker additional data to be able to report compliance. | |
| Scope of Change: Create a questionnaire that will be added to the Hire BP to display when appropriate. Develop a report that can be used to capture the information provided for federal reporting purposes. | |

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

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| 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. | |
| Scope of Change: Create new time entry code for Standby (Hours) for SEIU exempt employees. Need to create a time calc to generate straight time straight time calc tag. | |

November Release Items



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

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| 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.

Scope of Change: Update the BP to change the security group from Manager to HR Partner for Pre-Employment Checks.

700 - Give Absence Partners Access to view Timesheet Information

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| 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.

Scope of Change: Give Absence Partners view only access to Worker Data: Time Calendar domain



November Release Items

711 - Personal Business upper limit, update to accrual calculation

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| 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.

Scope of Change: Update all Personal Business (24 different iterations) upper limits to match the accrual calculation.

716 - Require a comment when correcting a time off request

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| 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.

Scope of Change: Add new rule to BP: Correct Time Off.

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.

Scope of Change: Update all Personal Business (24 different iterations) upper limits to match the accrual calculation.

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.

Scope of Change: Add new rule to BP: Correct Time Off.

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.

Scope of Change: Turn on sharing feature for Learning Paths within My Library on the Learning Homepage. This requires changing the security group and status from suspended to enabled.

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.

Scope of Change: Add a new effective date to the deduction, modify the eligibility rules and the calculation to meet requirements

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.

Scope of Change: Coordinate with the PEBB team to receive and process (via INT205) the annual Open Enrollment transactions. This will need to be completed prior to December 2024 R1 payroll. An EIB will be used to make the updates.

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.

Scope of Change: CHRO Policy requested this change. Create a report called **Time Off | Requests | Military Leave In Days Employee** that will show an employee how many days of Military Leave that they have taken in the federal fiscal year.



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.

Scope of Change: Add start/end dates and payment date for each 2025 period in edit period schedule and generate FLSA work periods for all FLSA calendars

Payroll Updates





Payroll Processing Day Reminder

October Run 2 (off-cycle) will process Nov. 8, 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. 5 – BT deadline at 5 p.m.
 - Nov. 7 – Cutoff to submit and approve time for Oct. Run 2 at 5 p.m.
 - Nov. 8 – Run 2 payroll processing all day
 - Nov. 8 and 12 – No daily check processing (Veteran's Day Holiday on Nov. 11, 2024)



Year End Time Entry Lock

- Time Entry will be locked **for employees only** for time entry prior to July 1, 2024, and going forward Time Entry will be locked after every Run 2 (off-cycle) payroll processing for the prior month.
- Time Entry Locks **for employees only** through year end will be as follows:
 - After Oct. Run 2 (Nov. 8, 2024) Time entry locked prior to July 1, 2024
 - 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 coming soon



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



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.



Payroll Processing Calendar

- Pay day for November payroll is Nov. 29, 2024
- 2025 Payroll Processing Calendar is now 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
- Communication was sent via e-News:
 - 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
 - Follow up messages with information on sustainability efforts and cost savings of opt out
 - Report by agency on employees that have opted out



<https://youtu.be/PhE2PtqDJYk?si=BKYjDdjMt3DZSE5e>

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: Worker Data



General Information & Reminders



General Information & Reminders



- PERS Pickup comp change and a PERS contribution start date is the same date AND is always going to have a 1st of the month effective date. The status check date entered in Workday is the date used to run the automatic comp plan change. Agencies need to complete a status check with PERS. If the employee is already eligible or has served part of their wait time, PERS will provide the contribution start date . If the employee is new to PERS employment, the agency needs to manually calculate CSD using the guide on the CPERS site: <https://www.oregon.gov/das/Financial/Payroll/Documents/CSDGuide2017.pdf>
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.
- 11/20 Workday Wednesday will be extended to 90 minutes

Thank you for attending!

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

