

Department of Administrative Services



Workday Wednesday – Dec. 3, 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 (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

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

Payroll Updates



Payroll Processing Day

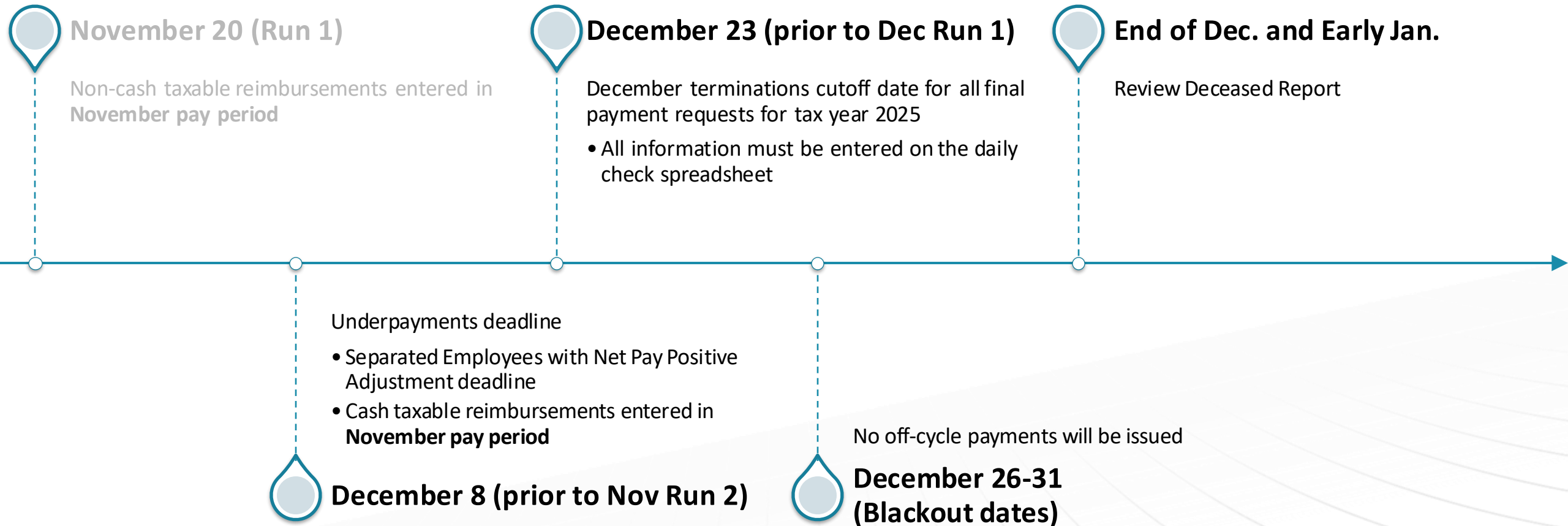


November Run 2(Off-Cycle) will process on Dec. 9, 2025

- 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:
 - Dec. 4 – BT deadline at 5 p.m.
 - Dec. 8 – 5 p.m. cutoff to submit and approve time
 - Dec. 9 – Run 2 payroll processing all day
 - Dec. 9 and 10 - No daily check processing



2025 Timeline – Last Day to Do



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 for all employees Nov. 24, 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	
December 9	Year End Reminders
December 23	Canceled

Resource Updates



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)

New Time Off Help Articles :

- Time off results by Period – Includes an explanation of the report and step by step instructions
- Leave Accrual Adjustment – Includes step by step instructions
- Leave Accrual Override – Includes step by step instructions
- Job Aids converted to Help Articles in Workday:
 - Get Worker Feedback
 - Feedback - Give
 - Change Continuous Service Date
 - Hepatitis B Vaccination
 - Safety Incident History, view
 - Processes Awaiting Me

General Information & Reminders



General Information & Reminders



- We want to share an important organizational update with you. Effective December 1, 2025 the Workday Payroll Help Desk team will transition from the Oregon Statewide Payroll Services (OSPS) to the Workday Oregon Division.
- This move is being made in response to valuable input from team members with strong support from the DAS leadership team. Aligning the help desk within the Workday Oregon Division will help DAS better support employees and customers, and ensure the work is as effective and responsive as possible.
- **Who is Moving?** The following individuals and positions will be moving to the Workday Oregon Division:
 - Alauna Perry, Payroll Operations Help Desk Analyst
 - Michelle Walz, Payroll Operations Help Desk Analyst
 - Debi Cuccia, Payroll Operations Help Desk Analyst
 - Nirvana Cook, Payroll Operations Help Desk Analyst
 - Erika Kalepp, Payroll Operations Intake Specialist
 - Sharae Epperheimer, Trainer

General Information & Reminders



- Remember during the month of December; to double check the effective date you are using for compensation changes. It defaults with the “use next pay period” checked which is now 1/1/2026. So, if you are doing a December (or 2025) compensation change, make sure you are updating the date back to 2025.

Request Compensation Change

Effective Date *

01/01/2026

Use Next Pay Period

☒

Employee *

Reason *

Cancel

OK

General Information & Reminders



Next two Workday Wednesdays:

- **Dec. 17, 2025**
- **Jan. 7, 2026**

Oregon 1 will be refreshed on **12/6/2025**

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.

