

# Department of Administrative Services



Workday Wednesday – Dec. 04, 2024

# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** ACA Process Update
- 04** Clarification of Roles within Workday and CHRO
- 05** General Information & Reminders



# Release Updates



# December Release Items



#	Title	Functional Area
242	Agency Name Change Office of Public Defense Services (OPDS) to Oregon Public Defense Commission (OPDC)	HR
377	Create new role for I-9 Processing Only	HR
405	AEE Exempt should be allowed to earn comp time at 1.5 in lieu of OT	Time Tracking
443	Review & Improve compliance for ACA Documentation	HR
475	New Supervisory union needed for Semi-Independent - Appraiser Certification and Licensure Board	HR
687	DOC Nurses Shift Differentials are not populating correctly.	Time Tracking
719	IBEW union at Leg needs time calculations for daily/weekly Overtime, all Leg employees need time calc fixed	Time Tracking
746	All Time Off Plan eligibility for Multiple Job Workers must have start and end date eligibility	Absence & Leave

# December Release Items



#	Title	Functional Area
781	IAFF PANG Changing Schedules/FLSA Calendars	Time Tracking
783	AFSCME Physicians at DOC on-call needs comp time option	Time Tracking
791	Yearly Update of OR-OSHA 300A Reports	HR
793	Do not unlock time entry dates after run 2 for the prior month	Time Tracking
794	Add two required reasons to Disaster Relief Leave	Absence & Leave
795	Move the no retro NRPPT date for end of year 2024	Payroll
796	Update remaining FLSA Calendars that are incorrect	Payroll
798	Update EXCLUDES .. Temporary Employees .. Period End Date eligibility rule to include if terminated look at Start Date	Absence & Leave
799	Replace two seasonal report with updated report	Absence & Leave

# December Release Items



#	Title	Functional Area
800	Update "VOID After" wording on Payroll and Misc Payment Checks	Payroll
801	Update eligibility for Vacation   Accrual ( Additional )   November 1st   AFSCME & AOCE	Absence & Leave
803	Modify INT001_Studio_W2_AnnualTaxOut to Update EFW2 file for Metro and Multnomah tax requirements	System
804	Time Tracking   My Team's Scheduled vs. Reported Hours	Time Tracking
805	PAY   Earnings by Month/Year of Earning	Payroll, Time Tracking
814	Add Follow-up Dates functionality to Help Cases, Update Case Types and Categories	Help
815	INT014: Put Cost Center Enhancement	Payroll, HR Time Tracking
818	2024 Payroll Year End Process	Payroll



# Leave Payout Request App



- The new leave payout app was launched 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 the options that an employee is eligible for under their union/representation. (A few exceptions apply)
- An announcement will be posted in Workday regarding the new Leave Payout Request App
- Help Articles below are now updated 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
- If you identify a leave payout that is not available to an employee and should be, please submit a help case indicating which union and the authority that allows for payout (policy, statute, CBA)

# Case Management Updates



- Updated Case Types, and Case Type Categories
- New case Follow-Up Date functional





# Payroll Updates





# Payroll Processing Day Reminder

## **November Run 2 (off-cycle) will process Dec. 09, 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:
  - Dec. 04 – BT deadline at 5 p.m.
  - Dec. 06 – 5 p.m. cutoff to submit and approve time
  - Dec. 09 – Run 2 payroll processing all day
  - Dec. 9 and 10 – 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

- 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 in Production

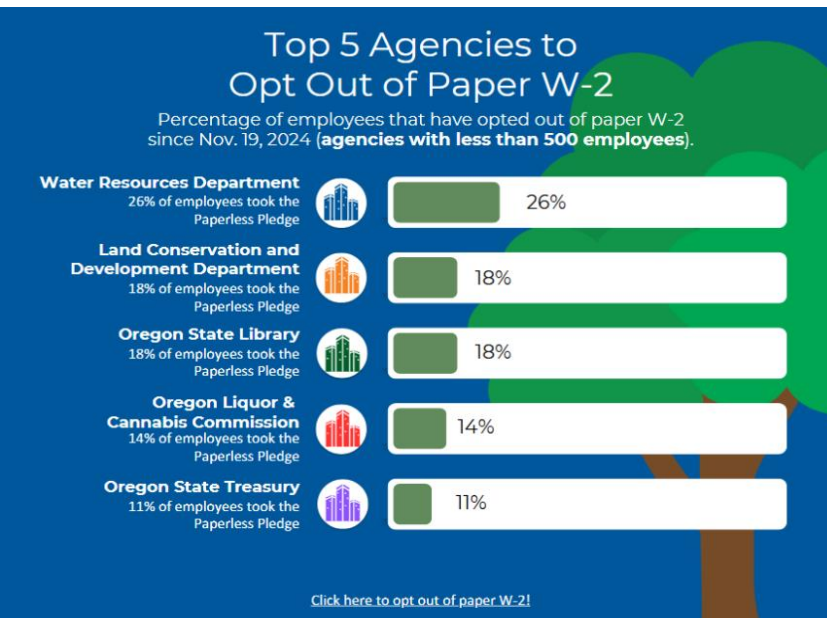


- Please distribute the message to your internal agency communications network
- Below are items to keep in mind for employees:
  - Knowledge Article provides steps for employees to Opt out of Paper W-2
  - W-2's will be available in Workday no later than Jan 31, 2025
  - Electronic copies will be available for employees before paper copies are received
  - Paper copies must be post marked by Jan 31, 2025
- Payroll Partners can run a report for employee printing elections:
  - AUD|W-2 Printing Elections for All Employees
- DAS Publishing and Distribution will print and mail as they did last year
  - Agencies will be billed for mailing costs for their agency W-2's

# Opt Out of Paper W-2 in Production



- Workday Announcement was updated Nov. 19 with Agency standing of percentage of employees opted out of paper and message sent via e-News
- Next infographic update scheduled for Dec. 13, 2024



**Opt Out W-2 Infographic** - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$34078/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$34078/rel-task/2998$33471.html)

# ACA Process Update



# ACA Process Update



- Purpose
- Converted paper eligibility worksheet to a Workday questionnaire
- Added questionnaire to Hire, Job Change, and Edit Position BPs if Employee Type is temp
- Updated offer of coverage form and process
- New reports
- Potential training(s)
- Demo at next WD Wed (Dec 18)
- Questions?
  - Policy - [chro.compliance@das.oregon.gov](mailto:chro.compliance@das.oregon.gov)
  - Process – Submit WD Help case

# Clarification of Roles within Workday and CHRO





# Updated Process



2. Agencies contact CHRO through the existing and normal methods for –
  - a. HR/Labor-related questions using the already established methods
  - b. Requesting additional employee demographic information be captured in Workday
  - c. CHRO will submit a help case with approved system-related changes
3. Agencies contact Workday -
  - a. to complete employee actions in the system (pending review of processes that can be delegated back to agencies noted in #6 below)
    - i. Workday will complete the requested actions
  - b. to request assistance with processing employee actions in the system



# Standard Response



5. If Workday receives a help case related to HR policy or guidance, they respond to the help case using the standard response –

***Thank you for contacting Workday, we are here to help you with issues related to the Workday system. Please contact CHRO with HR-related questions at the appropriate email address for assistance.***

- [Chro.investigations@das.oregon.gov](mailto:Chro.investigations@das.oregon.gov)
- [LRU@das.oregon.gov](mailto:LRU@das.oregon.gov)
- [Chro.policy@das.oregon.gov](mailto:Chro.policy@das.oregon.gov)
- [Chro.training@das.oregon.gov](mailto:Chro.training@das.oregon.gov)
- [Chro.hr@das.oregon.gov](mailto:Chro.hr@das.oregon.gov)
- [Chro.recruiting@das.oregon.gov](mailto:Chro.recruiting@das.oregon.gov)

# General Information & Reminders



# General Information & Reminders



- Oregon 1 will be refreshed on 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>
- Workday Wednesday Experience survey: [https://forms.office.com/Pages/ResponsePage.aspx?id=Mmk\\_qnz6tEegzqWYytFhz6HnW0my-vdCl1XQMDEJLqhUNlhEOEVFSVJCSk5LWEZIVkhQRlg0TTFQVy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=Mmk_qnz6tEegzqWYytFhz6HnW0my-vdCl1XQMDEJLqhUNlhEOEVFSVJCSk5LWEZIVkhQRlg0TTFQVy4u)

# Thank you for attending!

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

