

# Department of Administrative Services



Workday Wednesday – Dec. 17, 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



# Release Item 1258 – New Overtime Tax Law Report



- 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.
- Payroll Partners will have access to the report in December
- Employees will be able to run this report for themselves in January

# PAY | YTD Overtime Report



## YTD Overtime Report Overview:

- Email to Payroll Partners with Information about the overtime report
- Payroll Partner Overtime Report Instructions
- Employee Help Article
- Employee Workday Announcement
- Employee W-2 Insert for paper W2 mailing

# PAY | YTD Overtime Report Comms Timeline



**Dec. 23, 2025**

Notice to Labor Relations about OT Report for Employees

**Dec. 24, 2025**

Email to Payroll Partners with YTD Overtime Report Instructions  
EE YTD Overtime Report Help Article Published for Payroll and HR Security Only

**Jan. 8, 2026**

"Employee YTD Overtime" Report available in Benefits and Pay Hub for all employees

YTD Overtime Report implemented in Workday Production

**Dec. 24, 2025**

YTD Overtime Report Help Article Available to All Employees

Workday Announcement posted for All Employees.

**Jan. 8, 2026**

W-2 Mailed with Insert Message about Overtime Report

**Jan. 30, 2026**





# December Release Items In Process

- **Release Item 866:** This release item is fixing the optional life pre/post tax split issue, it is only affecting employees who are moving into the next age range, and only for the first period.
- **Release Item 1070:** Update Calculation for PEBB - Short Term Disability for Part-Time Employees.
- **Release Item 1262:** DAS, DOJ, LEG ODHS OHA ODOC, ODOT are agencies participating in the pilot that changes security permissions for agency payroll to be able to change NRPPT dates. Target rollout is Jan. 5, 2026.





# December Release Items In Process

- **Release Item 1321 CBA Change:** IAFF-PANG Change FLSA work week and create new OT time entry code.
- **Release Item 1325:** Add all allowances to the earning Premium - Holiday On Call. Add all allowances to earning Premium On-Call Holiday. This update will ensure employees are paid the correct rate for on call when they work a holiday.
- **Release Item 1328:** Oregon Senate Bill (SB) 968 - Create new MARA deduction code to allow percentage-based deductions. Overpayments can be collected based on 5% of the gross wages per pay period.

# Payroll Updates





# Payroll Processing Day Reminders

## December on-cycle (Run 1) will process Dec. 26, 2025

- 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: 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 reach out to us
  - Depending on where we are in the process we may be able to assist
- Payroll Processing Date Reminder:
  - Dec. 22 – BT deadline at 5 p.m.
  - Dec. 24 – Cutoff to submit and approve time for Dec. on-cycle (Run 1) at 5 p.m.
  - Dec. 26 – On-cycle payroll processing all day
  - Dec. 26 - 31 – No daily check processing



# Remaining 2025 Year End Timeline

## December 8 (Nov. 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

December terminations cutoff date for all final payment requests for tax year 2025

- All information must be entered on the spreadsheet
- Cutoff for processing mass pay input requests
- DAS will issue checks on Dec 24

## December 23 (before Dec. Run 1)

Review Deceased Report

## End of Dec. and Early Jan.



# Separations in December

If the off-cycle payment date is in December 2025, the payment will be included in the 2025 W-2.

All final payment requests for tax year 2025 must be requested by **December 23, 2025. (Checks issued on Dec 24)**

No off-cycle payments will be issued from **December 26-31 (black-out dates)**.

Any late separations will receive a 2026 W-2.



# 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, 2025**, after December Run 1 payroll processing
  - Dec. 26, 2025, No Retro Date will be changed to Dec. 1, 2025, for all employees
  - 2025 tax year adjustments will need to be coordinated with payroll and entered in the December pay period.
- Overpayments
  - Any overpayments that will **not be repaid by Jan. 1, 2026** (December pay period) will need to be grossed up using the new pay code: **Misc - Year End Gross Up**
  - If the overpayment will be cleared on the January payslip, this does not apply.

# Paperless Pledge Campaign (Opt out of Paper W-2)



- The Paperless Pledge campaign will run through Jan. 8, 2026:
  - [Elect to Receive Electronic Copy of W-2](#)
- **AUD | W-2 Printing Elections for All Employees - Report**
  - Agency Report of employees that have not opted out of paper W-2



# Resource Updates



# Resource Updates



Workday Drive>Payroll Resources>Calculations :

- 2026 PT PEBB Insurance Calculator Tool Template.xlsx
- PEBB 2026 Rates for Payroll Partners.xlsx

Job Aids converted to Workday Help Articles:

- Position Restrictions (position description; unfilled), edit
- Employment end date for Limited Duration or Temp worker
- Case Types for Workday Help/Case Management



# Year End Helpful Resources

Year End Resources and Materials can be found in Workday Drive:

**Workday Drive > Payroll Resources > Forum and Standups > 2025 > Year End Forum 2025**

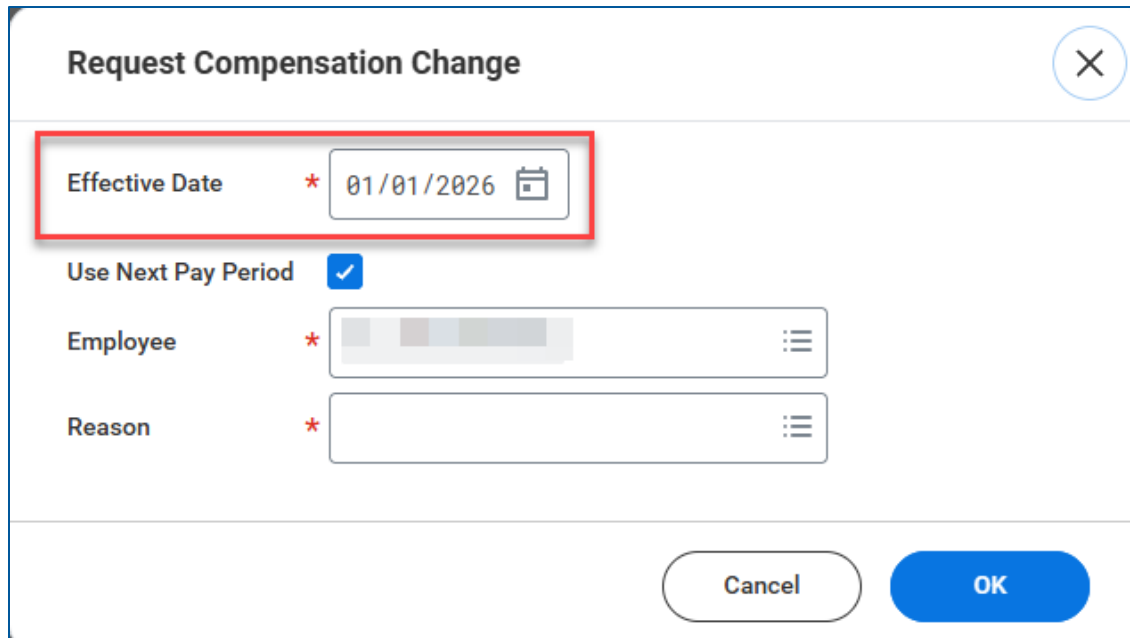
Materials include:

1. Recording of Year End Forum Meeting
2. Recording of Gross Up Presentation
3. 2025 Year End PowerPoint
4. 2025 Gross Up PowerPoint
5. 2025 Year End Workbook
6. 2025 Nov. Run 2 Centrally Cleared Negatives Instructions
7. 2025 Nov. Run 2 Centrally Cleared Negatives FAQ

# General Information & Reminders



# General Information & Reminders

A screenshot of a "Request Compensation Change" form. The form has a title bar with a close button (X). The first field is "Effective Date" with a red asterisk, a text input showing "01/01/2026", and a calendar icon; this field is highlighted with a red rectangle. Below it is a checkbox labeled "Use Next Pay Period" which is checked. The next two fields are "Employee" and "Reason", both with red asterisks and dropdown menus. At the bottom are "Cancel" and "OK" buttons.

Request Compensation Change

Effective Date \* 01/01/2026

Use Next Pay Period ☒

Employee \*

Reason \*

Cancel OK

- 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.
- If you are doing a December (or 2025) compensation change, make sure you are updating the date back to 2025.

# General Information & Reminders



## Workday System News

Updated 2/11/2025: [Workday Wednesday Note Recap](#) for the 2/5/2025 meeting.

Next two Workday Wednesdays:

- **Jan. 7, 2026**
- **Jan. 21, 2026**

Oregon 1 will be refreshed on **12/20/2025**

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.

# 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.

