



Not entering time in ePayroll?

The Workday Project team is working closely with Statewide Payroll to encourage the consolidation of payroll related systems to work better in conjunction with the Workday HRIS system. If you are an agency who does not currently enter time in ePayroll, you may want to consider it.

Time entry in ePayroll PROS

- Agencies can phase in to ePayroll by adding groups that adhere to basic timekeeping needs, such as Monday thru Friday, 8-5 schedules, and then add the more complex groups as payroll techs and timekeepers become more familiar with ePayroll
- New ePayroll version 3 created a new timekeeper roll within a time group that can update, enter time and submit time on behalf of an employee
- New ePayroll version 3 created a reviewer role within a time group that can review but not edit timesheets within the group and can mark timesheets as reviewed
- New ePayroll version 3 created a view only role that provides non-payroll staff, such as FMLA/OFLA coordinators, view only access to timesheets.
- Managers can return time for revisions and corrections to employees prior to approval
- If managers are out of the office, backup administrators can complete approvals
- Managers and backup administrators can edit and approve timesheets
- Payroll staff can run reports for unapproved timesheets in order to remind managers to approve time prior to the closing of a pay period
- ePayroll shows the date and time a manager approves time or if the system is locked due to lack of manager time approval
- Provides more real time information for employees to view leave balances
- Employees with concurrent jobs within the same agency will have a tab and see leave balances for each job
- Work changes and overrides for cost centers can be set up in ePayroll for employees and timekeepers to use
- Managers and payroll staff do not wait for paper timesheets to be submitted by employees
- Agencies not on ePayroll will have timesheet issues and split screens for all employees, with the COLA increase on June 15, 2018

Entering time in ePayroll may not be the best solution for all employees, as some agencies have complex timekeeping with time allocated to various cost centers that need to track time for grants, special funding, etc. However, that should not hold back an agency from moving employees with basic timekeeping to ePayroll for time entry.

If you are interested in using ePayroll for time tracking or would like a demo, please contact OSPS at osps.helpdesk@oregon.gov The Workday Project team recommends that this change occur as soon as possible to allow for users to become accustomed to entering time in ePayroll before Workday goes live during the summer of 2018.