

PAYROLL TRANSITION READINESS ROLE CHARTER

Version 1

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Version History

Version	Date	Author	Description
0.9	July 9, 2026	Pam Case	Initial draft
1	July 17, 2026	Pam Case, Dylan Williamson, Andi Clemens, Brooke Spevacek, Joanna Robert, Jon Ruprecht, Sheila Copeland	Completed draft

Purpose

To ensure employees across the enterprise are prepared for the upcoming structural pay changes, including changing to a biweekly pay period, the Workday Oregon team will activate a network of readiness roles in each of the 96 executive branch agencies that use Workday Payroll. These readiness roles will help build trust, reduce confusion, and support a smooth implementation.

The purpose of these readiness roles is to:

- Identify agency needs and challenges with the payroll transition and communicate these with the Workday Oregon team.
- Support functional areas within the agency impacted by payroll changes.
- Provide readiness resources to the agency.
- Engage in readiness activities and communicate project impact to their agency, as determined by agency leadership and needs.
- With support from the Workday Oregon team, provide training, communication, and change management to the agency.

Individuals identified for readiness roles will need:

- Capacity and time to participate in readiness role project meetings and activities.
- The skill and ability to communicate with employees and leadership.
- Knowledge or experience in their identified readiness role.
- To coordinate regularly with the other agency readiness roles to evaluate agency readiness, ensure consistent messaging, and provide on-going support for staff and managers throughout the payroll transition project.

Readiness Roles

Readiness Role	Role Description	Possible Role Activities
Communication Role	Communication professional, or someone	• Attending Readiness Role meetings and staying informed about the payroll transition.

	positioned to provide agency-wide communication	• Amplifying and promoting project messaging to help ensure employees across shifts, locations, and roles are personally and professionally prepared for the change. • Contextualizing messages to specific agency needs. • Identifying bottlenecks or barriers to frequent, open, and timely communication. • Using communication tools and channels to support project activities.
Training Role	Learning and Development professional, or someone experienced in training on the topics of the payroll transition project	• Attending Readiness Role meetings and staying informed about the payroll transition. • Sharing the available project training materials, resources, and support with agency partners and leadership. • Working closely with agency payroll, HR, and supervisors to identify agency-specific information, processes, and additional training needed to supplement the payroll transition training and resources. • Providing instructor-led training and drop-in sessions for agency employees and supervisors. • Working with the agency Workday Learning Partner to monitor completion of project-related training.
Payroll Role	Payroll employee who already participates in the Payroll Partner community of practice facilitated by the Workday Oregon team.	• Attending Readiness Role meetings and staying informed about the payroll transition. • Providing information, resources, and guidance about the payroll changes. • Collaborating with other payroll professionals to ensure adequate internal agency processes are in place to support any changes to workflows or tasks.

		- Communicating regularly with HR, supervisors, and employees to provide support and ensure staff and managers are entering, submitting, and approving time consistently and within the correct time frames. - Continuing to be proactive when issues arise and responsive to requests for help.
HR Role	HR professional familiar with how payroll functions impact HR functions	- Attending Readiness Role meetings and staying informed about the payroll transition. - Staying informed about the change, available resources, and training offerings. - Understanding how the change impacts employees and supervisors, their workloads, and providing necessary support and information. - Understanding labor letters of agreement and collective bargaining contracts related to the change. - Providing guidance and support to both supervisors and employees as it relates to their responsibilities for time entry and approval. - Collaborating with other HR and payroll professionals to ensure adequate internal processes are in place to support any changes to workflows or tasks resulting from the change, especially for HR Partners, Absence Partners, and Compensation Partners.
Diversity, Equity, Inclusion, and Belonging (DEIB) Role	DEIB professional, or someone positioned to provide agency DEIB input and support	- Attending Readiness Role meetings and staying informed about the payroll transition. - Ensuring unique agency and team cultures are considered and included in project activities.

		• Ensuring agency-specific project materials are inclusive, diverse, accessible, and equitable to increase learning engagement, knowledge retention, and behavior change. • Confirming all employees have access to resources and training, including those who do not have regular access to computers.
OPTIONAL ROLE - Change Management	Change management professional or practitioner	• Developing an agency change management strategy to support the project strategies. • Facilitating agency-specific activities to support readiness like listening sessions, training, etc. • Complete formal assessments to evaluate agency's readiness for change. • Responding to agency resistance to change.
OPTIONAL ROLE - Process Improvement	Process improvement professional or practitioner	• Designing new or updating existing agency processes for updated payroll or time tracking workflows. • Confirming all related processes and workflows meet the needs of business units and teams within the agency.

Time Commitment

The Payroll Transition Readiness team will hold regular meetings for each of the following Readiness Role groups:

- Communication and Diversity, Equity, Inclusion and Belonging (DEIB)
- Human Resources
- Payroll
- Training

The purpose of these meetings will be to provide information and project support to all readiness roles in executive branch agencies, as well as collect project feedback, input, and information about project progress.

Readiness Role Meetings

The meeting cadence will change throughout the phases of the project and as we get closer to the go-live date.

Meeting length: 60 minutes

Meeting format: Microsoft Teams virtual meeting

Meeting dates:

- Human Resources – third Tuesday of each month
- Payroll – fourth Tuesday of each month
- Training – third Wednesday of each month
- Communications and DEIB – fourth Wednesday of each month

There are no meetings for Process Improvement and Change Management roles. They may join other meetings, as needed.

Meeting cadence:

- July – December 2026: monthly
- January – April 2027: twice-monthly
- May – June 2027: weekly

The Payroll Transition Readiness team will provide an agenda prior to each meeting and post meeting notes on the project website after each meeting; we will not record meetings.

Open Houses

Throughout the project, the Payroll Transition Readiness team will host 60-minute open-house meeting sessions for Readiness Roles to provide additional support, as needed.

Readiness Role Activities

Agencies will determine additional time commitment for readiness activities, depending on agency size and payroll transition support needs.

Readiness Role Backup

Each agency will identify a primary person for each Readiness Role to attend Readiness Role meetings. They will also identify a backup person to attend meetings when the primary person in the role cannot. It is not intended for primary and backup to attend every meeting.

Updating Roles

The Payroll Transition Readiness team will document primary and backup contacts. If you need to change a person in a role for your agency, email Brooke Spevacek, Change Management Lead.

Payroll Transition Readiness Team Commitment

To support Readiness Roles, the Payroll Transition Readiness team will provide the following:

- Meeting slide decks and notes
- Answers to meeting participant questions by the next meeting
- Up-to-date information regarding the payroll transition
- A Readiness Role toolkit
- Communication talking points, when applicable
- Project training support
- Recommendations for readiness role activities throughout the project
- Project issue escalation support
- Opportunities to provide input and feedback

Contact Us

For support outside of the Readiness Role meetings, contact your Readiness Role meeting facilitator. We commit to a 24-hour response time.

General Readiness Role Questions

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Communication and DEIB

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Human Resources, Training, and Payroll

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