Department of Administrative Services

How to Participate

For all questions or comments

USE CHAT

RAISE HAND

UNMUTE

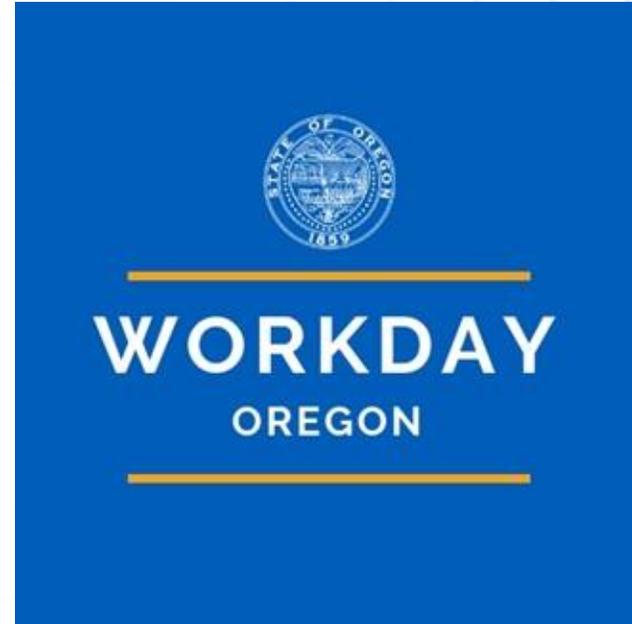For all additional support or feedback

CREATE A CASE

FEEDBACK FORM

REVIEW NOTES

Agenda

Release Updates

Feb. Release Updates

Release Item #	Release Item Description	Functional Area
502	Changes to PEBB Medical Opt Out Codes This new earning code will allow agencies to make adjustments to the opt out earning for prior periods without needing to used a generic retro code that doesn't cost to the correct ledger for opt out. The change to the ER deduction will charge agencies correctly for PT employees.	Payroll
973	Effective Dating for Service Dates: Time Off (Absence) This should be transparent to Employees time off.	Absence and Leave
974	Effective Dating for Service Dates: Integration Update to Recognize Parent Action Date - WD25R2	Human Resources, System
1199	A report is created for the Workday Team to monitor PEBB Exceptions. Workday Team will be creating cases as exceptions are identified and will reach out to agencies as needed.	Human Resources
1239	Exception Report for PEBB Rescind and Corrections. Workday Team will monitor this report	System

Feb. Release Updates

Release Item #	Release Item Description	Functional Area
1379	CBA Change: AFSCME RNs and SEIU Human Services Coalition Establish new time entry and earning for Patient Intensive Care Unit	Payroll,Time Tracking
1380	CBA Change; AFSCME RNs and SEIU at OSH Create new time entry code and earning for 12 hour night shift pilot	Time Tracking,Payroll
1381	CBA Change-IAFF: Update rate for Differential - Military Firefighters Move Up	Payroll
1385	CBA Changes; Essential worker rate change for several CBAs	Payroll
1394	CBA Change: AEE Change rate for 2 earnings effective 1/6/2026	Payroll
1407	CBA Change: AFSCME RNs at OSH have a new hourly differential called MHRN Preceptor	Payroll,Time Tracking
1409	Secretary of State remote work process	Human Resources
1415	Create new Solving Team in WD Help for the Central WD team	Help/ System

Release Item 502 – PEBB Opt Out Codes

- **New Earning Code: "PEBB MED OPT Out Adjustments"**
  - Payroll partners can use the "PEBB MED OPT Out Adjustments" earning code to give more dollars in a period than the opt out limit allows ($231.48).
  - This new earning code will mean that the PEBB Opt out adjustments will post to the correct ledger account.

- **Modification to Deduction Code: "PEBB Medical Opt ER"**
  - If more opt out dollars are needed in the month that are over the limit, the "PEBB Medical Opt ER" code will allow a pay input for that period and have it calculated to the correct ledger account.
  - A workaround is no longer needed.

Release item 973 and 974 Effective Service Dates

- With this release, Service Date changes for workers will be effective dated which also will make the historical changes visible for HR Partners & HR Assistants.

- This will be similar to how Compensation changes are entered with an effective date.

- Help Articles will be updated with additional steps and screen shots to assist HR Partners with this change
  - Service Date Document
  - Benefit Service Date, Locate
  - Change Benefit Service Date (Salary Eligibility Date)
  - Change Continuous Service Date

- We anticipate this will go live in early March and more information will be shared as we finalize the implementation date.

Payroll Updates
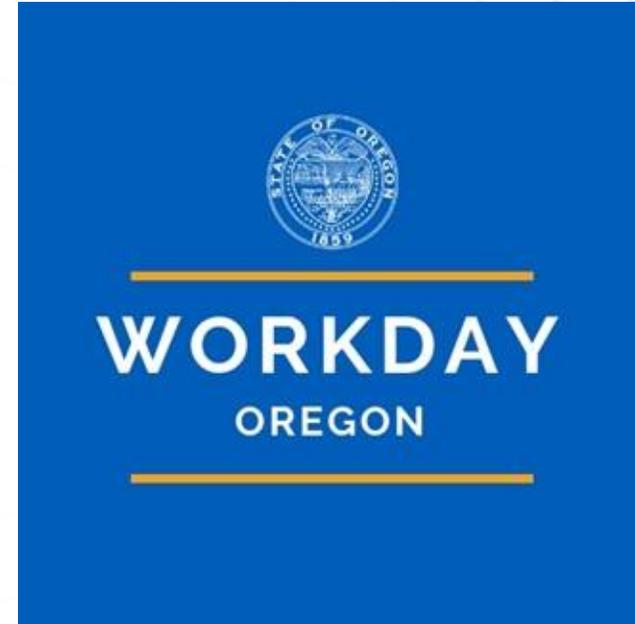
Payroll Processing Reminders

Feb On-Cycle (Run 1) will process Feb. 23, 2026

- 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: 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:
  - Feb. 18 – BT deadline at 5 p.m.
  - Feb. 20 – 5 p.m. Cutoff to submit and approve time for On-Cycle (Run 1)
  - Feb. 23 – On-cycle payroll processing all day
  - Feb. 23 and 24 – No daily check processing

W4 Exempt Status Update
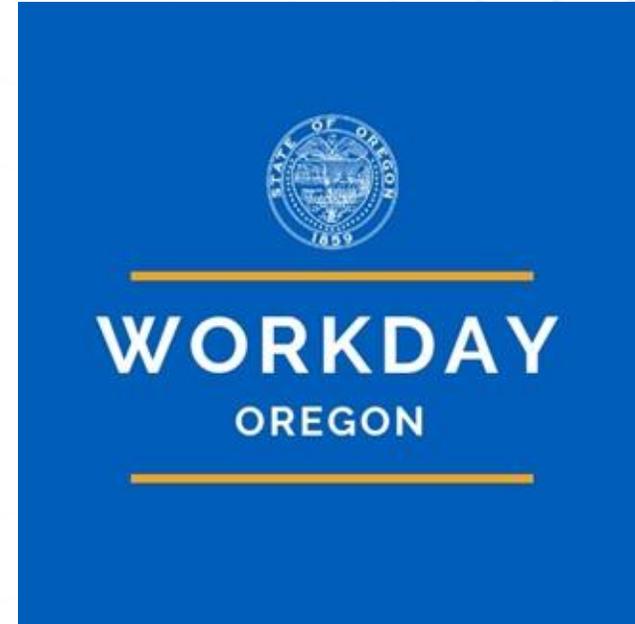
W-4 Exempt Status updated in Workday for 2026:

- DAS Workday Payroll updated employees with a 2025 filing status of Exempt to a 2026 filing status of Single or Single and zero as of Feb. 17, 2026
- As stated in IRS Publication 15, Federal and the State of Oregon have a due date of February 17, 2026, to file a new W-4.
- There are four lists uploaded to Workday Drive: Payroll Partner Resources>2026>Taxes
  - 2026 Federal W-4 Exempt Status change
  - 2026 State W-4 Exempt Status Change
  - 2026 Other States W-4 Exempt Status Change
  - Out of State W-4 Exemption Filing Requirements
- Communication will go out this week and will include a sample email to communicate this filing status change with employees
- Employees can update tax elections anytime
  - Tax election updates made by Friday, Feb. 20, 2026, are effective for the Feb 27, 2026, payslip

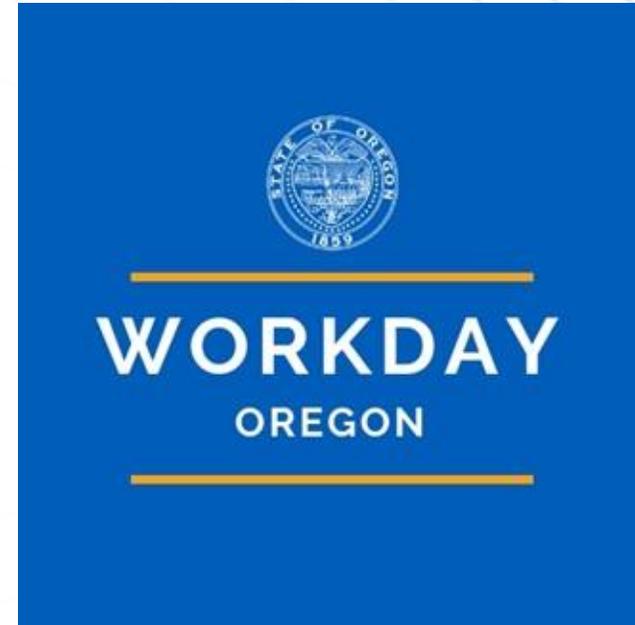# State Employee's Food Drive Donations

- 2026 State Employee's Food Drive will run from Mar. 1 – Mar. 31, 2026

- Employees can access the Help Article below for detailed instructions on how to complete the form to make a donation to the Governor's State Employees Food Drive
  - [Governor's State Employees Food Drive Deduction](#)
  - Once completed the Request will route to the Payroll Partner Workday Inbox
  - Payroll Partner will create a "Pay Input" on the employee's profile for the amount requested on the form.

- 12 Monthly recurring donations will be deducted as follows:
  - Start date will be April 1, 2026
  - End date will be March 31, 2027
- One-time donations will be deducted in the month of April 2026
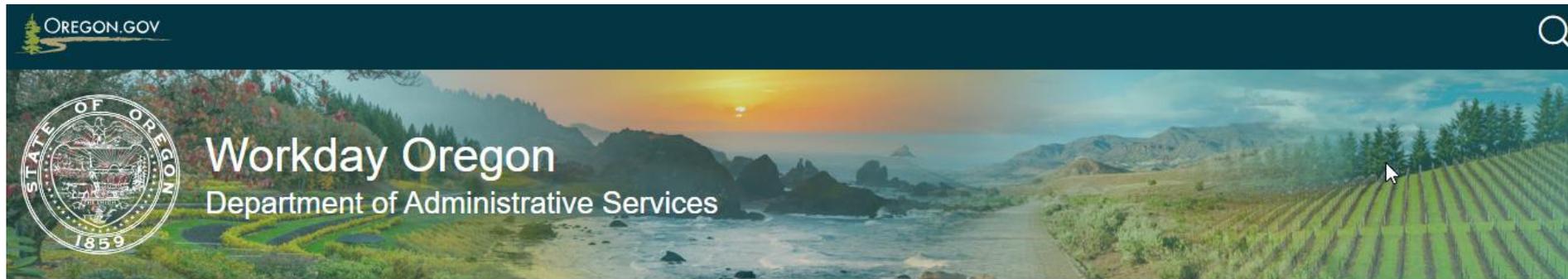
Tips and Tricks

View Shared Case

Resource Updates

Updated Workday Oregon Website

New Workday Oregon website
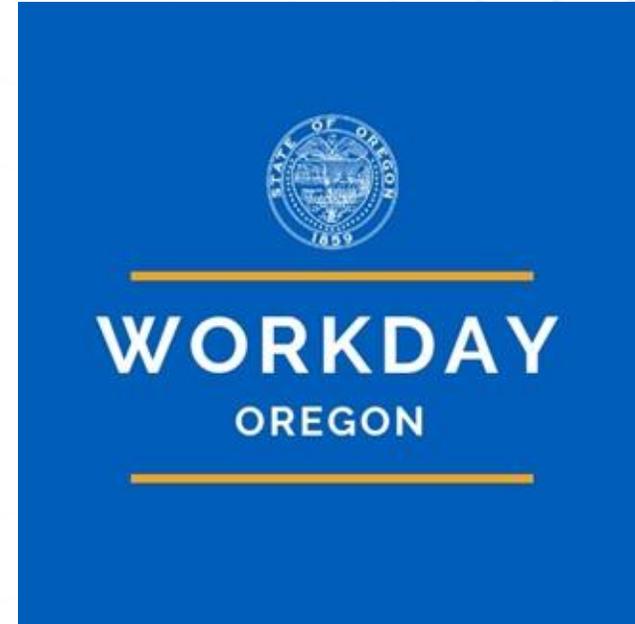
Resource Updates

Feb. 2026 Help Articles Updated

- Extended Enterprise Learner Account and Log In Support
- Board and Commissions Overview
- Password Reset, Board Administrator Partners
- What You Need to Know for Security Partners

Feb. 2026 Communications

- **Workday Oregon Website Updates**
  - Communication sent Feb. 4, 2026
- **Expiring Tax Elections report for Exempt Workers**
  - Communication sent Feb. 5, 2026
- **Workday Announcement for Security Partners**
  - What You Need to Know for Security Partners
  - Posted Feb. 18, 2026

General Information & Reminders

General Information & Reminders

Next two Workday Wednesdays:

- **Mar. 4, 2026**
- **Mar. 18, 2026**

Oregon 1 will be refreshed on **2/21/2026**

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

1st Wednesdays @ 10 am:
[Click here to join the meeting](#)
+1 503-446-4951 United States, Portland (Toll)
Conference ID: 423 940 500#
[Find a local number](#) | [Reset PIN](#) | [Learn More](#) | [Meeting options](#)

3rd Wednesdays @ 10 am:
[Click here to join the meeting](#)
+1 503-446-4951 United States, Portland (Toll)
Conference ID: 787 935 579#
[Find a local number](#) | [Reset PIN](#) | [Learn More](#) | [Meeting options](#)
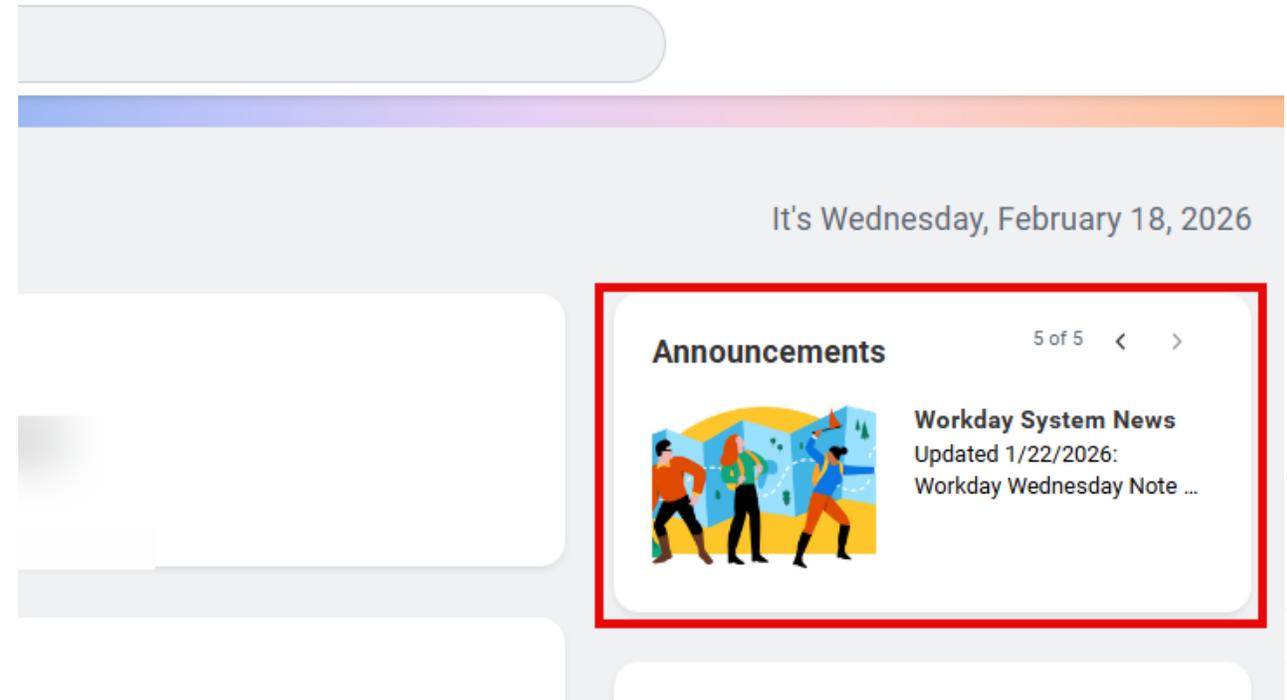
General Information & Reminders

Workday Wednesday Notes are shared in Workday Announcements under System News for all elevated roles

How to locate System News:

1. From Home Page click on the "Announcements" section

2. System News will always be the last announcement
   - click through your announcements until you come to "System News"

3. Link to Workday Wednesday Notes are at the top

It's Wednesday, February 18, 2026

Announcements   5 of 5 〈 〉

Workday System News
Updated 1/22/2026:
Workday Wednesday Note ...

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.