Department of Administrative Services

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

Workday Wednesday – Feb. 4, 2026

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 Compensation
04 Tips and Tricks
05 Resource Updates
06 General Information & Reminders

Release Updates

Jan. Release Updates Effective Feb 1, 2026

Release Item #	Release Item Description
1267	**Judicial: 2.5% COLA effective 2/1/26.**
1290	**CBA/Policy: 2.5% COLA effective 2/1/26**
1329	**Legislative: 2.5% COLA effective 2/1/26**
1366	**Semi and Non-240: 2.5% COLA effective 2/1/26**

Release Item 1273

Share HCM | Employees with Home Addresses Outside of Oregon - Central Payroll report with agency payroll partner role

- Update current Report to include additional Payroll related Columns
  - The following eight (8) fields will be added to the report: Location, Employee ID, Employee Type, Time Type, FTE%, Working Remotely Type, Working Remotely Start Date, and Working Remotely End Date.
- Data to be used to review employees with home address outside of Oregon and Remote Agreement on file
- Report will be added to Pay Cycle Command Center for Payroll Partners

Release Item 1342

Password Rule Configuration for Workday Logon Attempts and Lockouts Effective February 9, 2026:

As of Feb. 9, 2026 the following changes will apply for users signing on to Workday via the "Sign in using a Personal Device" option:

- **Unsuccessful Login Attempts:** The maximum number of allowed unsuccessful login attempts will be reduced from **five (5)** to **three (3)**.
- **Account Lockout Duration:** The lockout period after reaching the maximum attempts will increase from **15 minutes** to **30 minutes**.
- **Important Details:**

These changes apply only to users signing in via the **“Sign in using a Personal Device”** option (Workday native login). Users who log in through **“Sign in using a State of Oregon Device”** (Single Sign-On/SSO) will not be affected.

Password reset functionality remains unchanged and will continue to work as it does today.

Release Item 1408

Veterans Preference Business Process Fix

This release item is an update to the change implemented in the Dec. Release where the wording was updated on the "Veteran's Preference" task. The Dec. Update caused the calculate field on the business process condition rule to not trigger as it should

As of January 26, the business process for Veteran's Preference was updated to properly prompt recruiters to assign preference points when a candidate indicates they qualify.

- Recruiters were prompted to review previously awarded points, assign points and move the review along as appropriate

Payroll Updates

Payroll Processing Reminders

January Off-Cycle (Run 2) will process Feb. 9, 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 any entries 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. 4 – BT deadline at 5 p.m.
  - Feb. 6 – 5 p.m. Cutoff to submit and approve time for Off-Cycle (Run 2)
  - Feb. 9 – Off-cycle payroll processing all day
  - Feb. 9 and 10 – No daily check processing

2025 W-2 Processing

- 2025 W-2s will be processed as follows:
  - Electronic W-2s are now available in Workday
  - Workday Announcement was updated with W-2 resources
  - Paper copies were mailed out to employees Jan. 31, 2026
  - Agencies will be billed for mailing costs for their agency W-2s

- 2025 Corrected W-2 Process
  - Create a Workday Central Payroll Support Help Case to request corrected W-2 with OSPS Central Support

W-4 Exempt Status

- Agency Payroll will need to run the "Pay | Expiring Exempt Tax Elections" reports leading up to Feb. 17, 2026, cutoff.
  - Steps: *Payroll Resources > Processes and Checklists > "Expiring Federal and State Tax Elections Report for Exempt Workers"*
- Agency Payroll will need to notify those employees of action to take:
  - Employees will need to submit a new W-4 form if they want to have an Exempt status for 2026
    - All employees with EXEMPT status as of 12/31/2025 will still need to submit a new W-4 to maintain EXEMPT status for 2026
  - Employees that do not re-certify by February 17, 2026, will have tax elections default to Single

2026 Benefits

- 2026 Benefits are loaded in Workday
  - Employees can validate the information is correct
  - Please create a Help Case to report any discrepancy with benefits

Holiday Time Entry Reminder

Refer to Help Articles below for Entering Holiday Time:

- How to Enter Holiday Time Using In and Out Times
- How to Enter Holiday Time for Straight Time Employees
- How To Enter Holiday Time For Exceptions Only Employees

Please Note: When employees enter time worked on a holiday

- Select a Time Entry Time Type
- The time entry will default to a worktag that says:
    - **"Hours Worked - Receive Cash/Comp Time: Receive Cash"**
- This worktag is needed to pay the employee for the time worked on a holiday at 1.5 rate
- If the worktag is removed either by the employee or timekeeper, it will not pay the employee for the hours worked on a holiday
- To correct, enter the worktag on the time entry

Compensation

Feb. 1, 2026 Cost of Living Adjustment Implementation

Central COLA efforts are now complete, and the Workday Announcement was updated.

- **Phase 1:** Starts Jan 30, 2026 – this includes most representations. (**Completed Feb. 2, 2026)**
- **Phase 2:** Starts Feb. 3, 2026 – Judicial Branch Judges (JE REPR), Psychiatric Security Review Board, and Legislature Elected Officials (LE REPR). (**Completed Feb. 3, 2026)**

February's PERS pickup and merit increase files ran Feb. 1, 2026, using the updated COLA rates.

Agency action:

- Validate worker's compensation and update variable dollar allowances (like Work Out of Class), as appropriate.
- Complete any compensation actions that errored during the COLA adjustments ("In Progress" compensation actions not completed prior to the COLA update).
- Complete validations and manual updates prior to **Feb. 23, 2026**.

Note: The Workday Help Desk receives an increased number of compensation and payroll related cases near the payroll time entry deadline. To avoid delays, please submit cases as soon as possible.

Tips and Tricks

Tips & Tricks

What can I do?

Brought to you by: The Data Integrity Team

Resource Updates

Updated Workday Oregon Website

We have updated the Workday Oregon website!

Here are some features that we want to share with you:

- **Enhanced look and feel:** A streamlined view for easier interaction and improved usability.
- **Consolidated pages:** Simplified structure to help get to where you need to be, quicker.
- **Enhanced and new navigation:** New left navigation in pages for quick access to key content. Now users can search, sort and filter for the content they are looking for!
- **Accessibility updates:** Optimized for all users, ensuring compliance with accessibility standards. Converted job aids (PDF) to Help Articles in Workday and converted specific job aids to plain text.
- **Redirects:** If you type in an old link, the site will 'redirect' you to the new page, so you end up in the right place.
- **Workday Help Center:** Legacy resource pages will link directly to the Workday Help Center that has a categorized list of Help Articles by topic area such as General Navigation, Learning & Development, Payroll, Recruitment, Time Off, etc. If you want to learn more about the Workday Help Center, please view the Tools and Navigation Help Article.
- We invite you to explore the new site and experience these improvements firsthand. If you have any questions, experience any broken links, issues with redirects, or have feedback, please submit a Workday help case.

Updated Workday Oregon Website

Legacy Workday Oregon website

Welcome to Workday Oregon

HR | Payroll | Learning

Human Resources

- External Job Applicants
- Employee Resources
- Supervisory Manager Resources
- Specialized Roles Resources
- HR Help Contacts

Payroll & Time Tracking

- Employee Resources
- Supervisory Manager Resources
- Payroll Help Contacts
- 2026 Payroll Processing Calendar

Learning

- Extended Enterprise Learner Resources
- Learner Resources
- Supervisory Manager Resources
- Specialized Roles Resources
- Learning Help Contacts

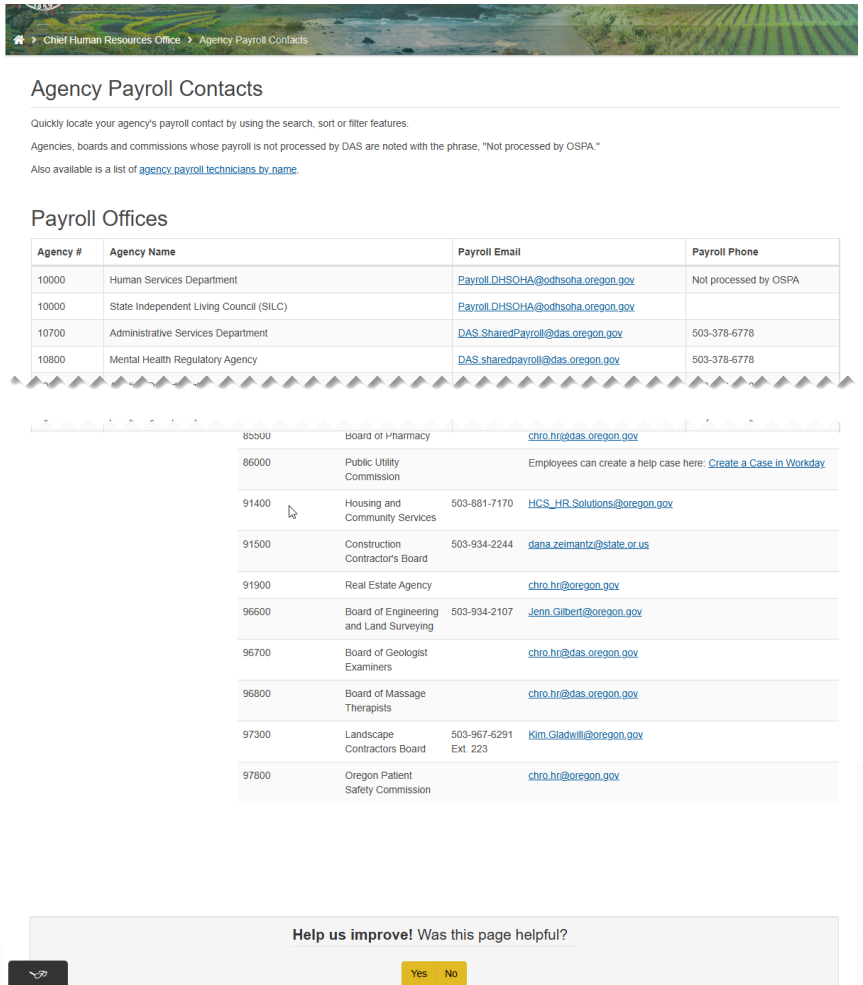
Log in to Workday

Featured Links

- Workday Terminology
- Browser/IT Support
- Extended Enterprise Learners ONLY, Create Learning Account

Updated Workday Oregon Website

Legacy Workday Oregon website



HR HOME

HR SERVICES FOR CLIENT AGENCIES

LABOR RELATIONS

RECRUITMENT

STATE JOBS

WORKFORCE DEVELOPMENT

Before you dive into the resources below, take a moment to learn our terms and review "Getting Started."

- **Job Aid**: step-by-step instructions for completing a task within Workday.
- **Quick Reference Guide (QRG)**: concise overviews and tips for completing tasks.
- **Quick Reference Video (QRV)**: screen recording of a task being completed.

To reference terms previously used in state government and their Workday counterparts, review the Workday Terminology Crosswalk.

Please do not rely on previously downloaded copies of the training materials, as they may be outdated. Check this page for the most up-to-date instructions.

To Locate Your Workday Support:

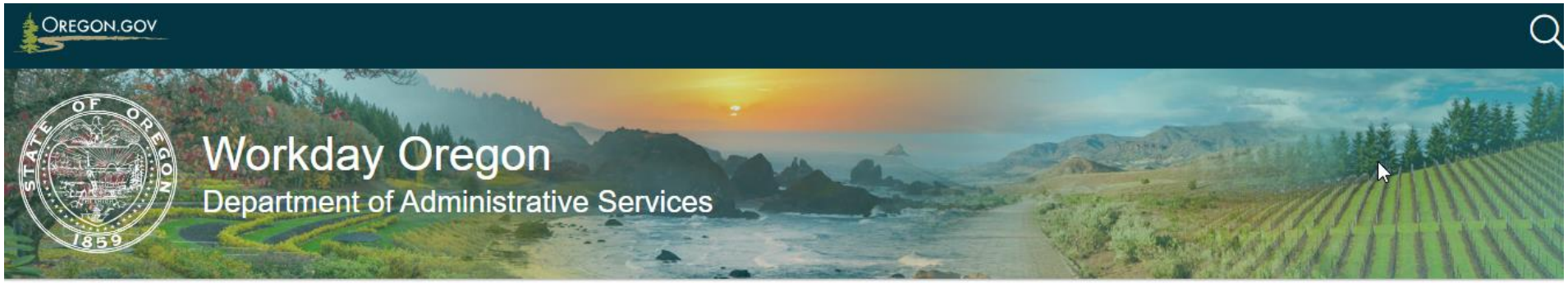
Workday Help Desk

Workday Home

Log in to Workday

Updated Workday Oregon Website

New Workday Oregon website



Welcome to Workday Oregon

Find resources, help, and other information related to tasks in Workday.

Human Resources	Payroll & Time Tracking	Learning
HR Resources	Payroll & Time Tracking Resources	Learning Resources
HR Help	Payroll & Time Tracking Help	Learning Help
External Job Applicants	2026 Payroll Processing Calendar	Extended Enterprise Learners

Log in to Workday

Featured Links

Workday Oregon Help

Oregon State Payroll Services

Chief Human Resources Office

Resource Updates

Jan. 2026 Help Articles Updated

- OR-OSHA 300A Log, Create
- Extended Enterprise Learner Account and Log In Support.
- Board Member, Compensation Change

Jan. 2026 Communications

- **W-2 Processing and Resources**
  - Workday Announcement all employees – Jan. 21, 2026
  - Electronic W-2's available Jan. 21, 2026
  - 2025 W-2 Resources sent Jan. 15, 2026
- **Kaiser Dental Rate and Imputed Value**
  - Communication sent Jan. 15, 2026
- **Cost of Living Adjustment Implementation**
  - Communication Sent to Payroll and HR Partners Jan. 27, 2026

General Information & Reminders

General Information & Reminders

Workday System News

Updated 2/11/2025: Workday Wednesday Note Recap for the 2/5/2025 meeting.

Next two Workday Wednesdays:

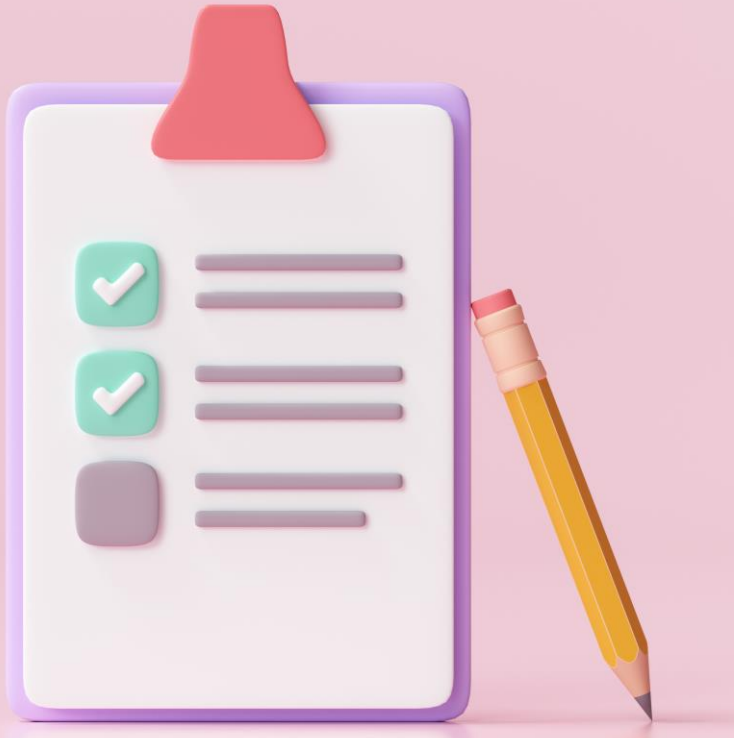
- **Feb. 18, 2026**
- **Mar. 4, 2026**

Oregon 1 will be refreshed on **2/7/2026**

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.

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.