

Department of Administrative Services



Workday Wednesday – Mar. 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



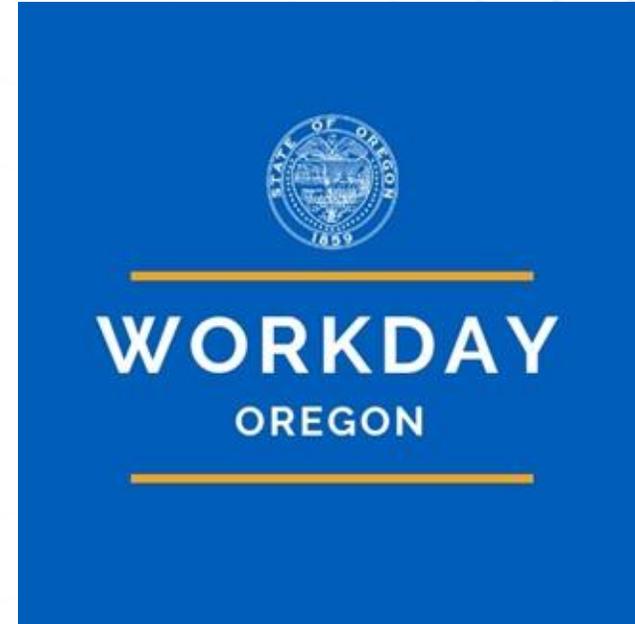
REVIEW
NOTES

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Tips and Tricks
- 05** Resource Updates
- 06** General Information & Reminders



Release Updates



Release Management Process



- New Case Type created in Workday Help: Workday | System Change Request
 - Implemented 2/27/26 – will be used moving forward for new cases
 - Who is impacted:

Case Solvers	Help Case Requestor/Customer
<ul style="list-style-type: none">• You will see this new Case Type in the drop-down options when managing your cases between different Case Types.• This is exclusively for Workday Oregon Program team use, please do not assign any cases to this Case Type.	<ul style="list-style-type: none">• If your Help Case turns into a Release Item, it will be assigned to this new Case Type and will remain open until the change is made in Production.• This is different from the current process of the Help Case being closed as soon as the Release Item is created.
<ul style="list-style-type: none">• Any Help Case assigned to this Case Type by an agency will be routed back to the agency, with an internal note of next steps if appropriate.	<ul style="list-style-type: none">• Instructions for what to expect throughout the process will be provided in the case.

Workday Feature Release



Workday 2026 Feature Release



When it comes to accepting changes in each of the Workday, Inc. bi-annual releases, there are several factors that need to be taken into consideration.

The Workday team takes a staged approach to rolling out adopted updates:

1. The initial focus is on items that are *automatically* implemented and communicating anything that will impact user experience.
2. The second stage is on changes that require some kind of setup and will meet a need or enhance the user experience.
3. The final stage is our evaluation remaining *potential* changes, these items may have a significant impact to user experience or might not be possible once fully evaluated.

Workday 2026 Feature Release



- All workday Feature Release items that are automatic will be implemented on Mar. 14, 2026.
- A list of feature release items included in the Mar. 14, 2026, update will be posted in System News for elevated roles
 - Most feature release items were backend system updates
 - We are highlighting a few items today that directly impact end users
- Please create a Workday Help Case if you have any questions regarding the Workday Feature Release

Workday Feature Release – Login Screen Update



- Current Workday Login Screen:

workday.

Sign in using a State of Oregon Device
For State employees or contingent workers, with a state account and state provided device. >

Sign in using a Personal Device
For all other users (excluding external candidates) NOT using a state of Oregon provided device. >

Notice

Sign in using a State of Oregon Device:

- EMPLOYEES and CONTINGENT WORKERS (Volunteers and Contractors): You are now required to use this link to sign into Workday if your agency has implemented Enterprise Multifactor Authentication (MFA). Please note: some agencies may elect to launch this early. For assistance, please reach out to your local IT Department.

Sign in using a Personal Device:

- EMPLOYEES (enter your OR number, e.g. OR#####) and CONTINGENT WORKERS (Volunteers and Contractors) (enter your CW number, e.g. CW#####). You are now required (as of October 24, 2022) to enter your password, using the MFA app and one-time passcode. For instructions, [click here to set up your MFA app on your device for the first time](#). For assistance, locate your agency contact using the [Workday Helpdesk Support Page](#).
- To log in to Workday:
 - Enter your Extended Enterprise Learner username and password
 - Follow the prompts for login authentication.

For additional help please contact your agency using the [Learning Agency Support Page](#).
NEW USER and need to create an External Learner account? [Click Here](#).

External Candidates:

- EXTERNAL APPLICANTS go to www.oregonjobs.org to apply for jobs or log into your external candidate account.

Note: Three unsuccessful login attempts will result in a 30-minute system lockout.

Workday is the official human resource system and record for Oregon state government. The system contains confidential and protected information about Oregon state government workers, learners and applicants. The use of Workday is limited to legitimate business purposes as determined by applicable policies, rules and laws. Users of the system are prohibited from unauthorized use or disclosure of information contained in the system. Information in the system will not be disclosed unless required by law.

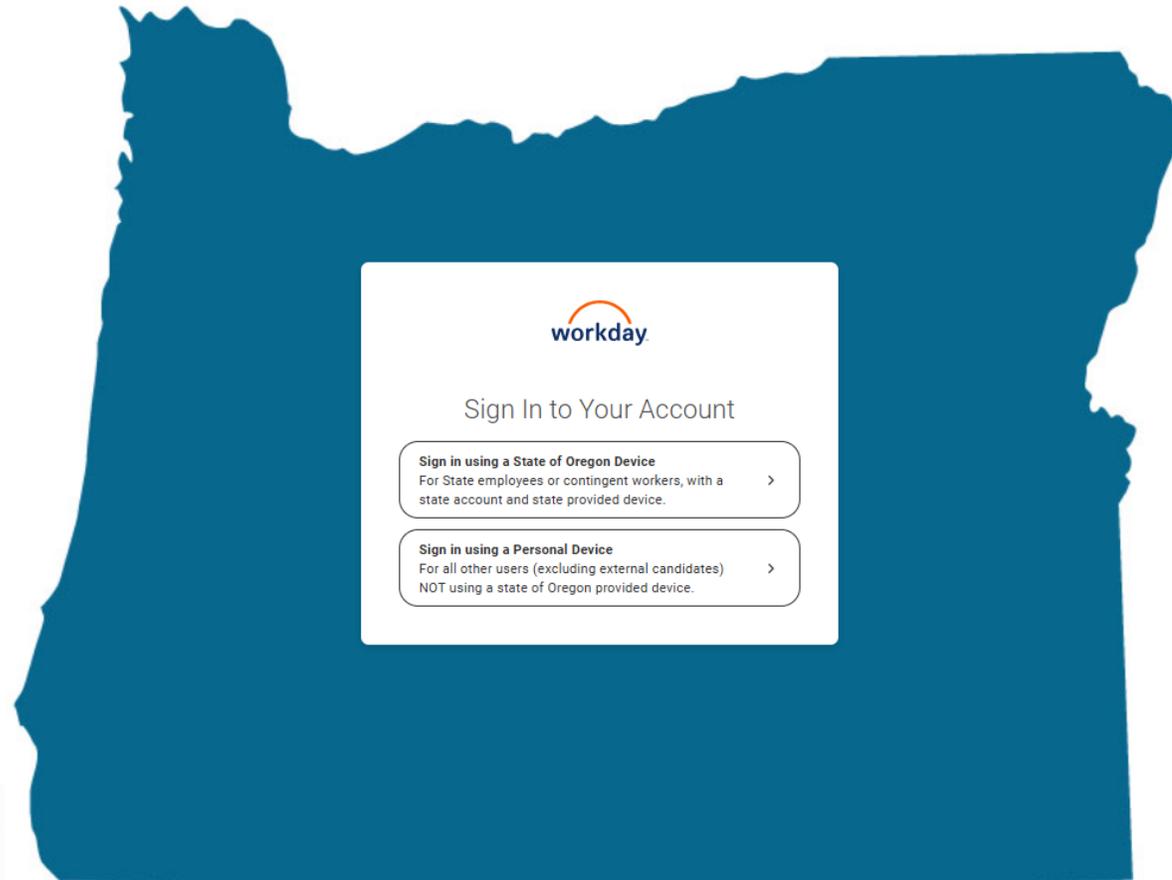
Status

Your system will be unavailable for a maximum of 3 hours during the next Weekly Service Update, starting on Friday, February 27, 2026 at 11:00 PM PST (GMT-8) until Saturday, February 28, 2026 at 2:00 AM PST (GMT-8).

Workday Feature Release-Login Screen Updates



- New look for Workday Login Screen as of Mar. 14, 2026:
- A Workday Announcement will be posted for all employees to announce the update on the Workday Login Screen



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Status

Your Sandbox tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update; starting on Friday, February 27, 2026 at 6:00 PM Pacific Time (Los Angeles) (GMT-8) until Saturday, February 28, 2026 at 6:00 AM Pacific Time (Los Angeles) (GMT-8). Sandbox Refresh Exemptions must be requested by 10:00 AM Pacific Time (Los Angeles) (GMT-8) on the day of the scheduled Weekly Service Update. Sandbox tenants which were exempt from refresh will be available by the end of the Service Update on Saturday. Sandbox tenants are refreshed from a copy of Production taken at 6:00 PM Pacific Time (Los Angeles) (GMT-8) on Friday.

Workday Feature Release – Bank Verification Screen Update



- Bank Verification Screen in Payment Elections will be updated:
- Bank Account Name will be added to display along with the last 4 digits of the account number that is displayed:

Change Account Information

For security purposes, enter your full account information before you continue.

Account JPMORGAN CHASE BANK, N.A. Checking *****
Account Number *

New

Change Account Information

For security purposes, enter your full account information before you continue.

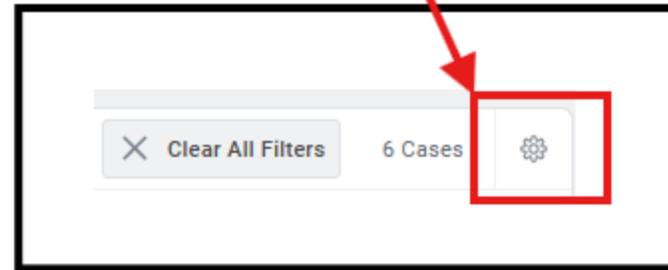
Account *****
Account Number *

Old

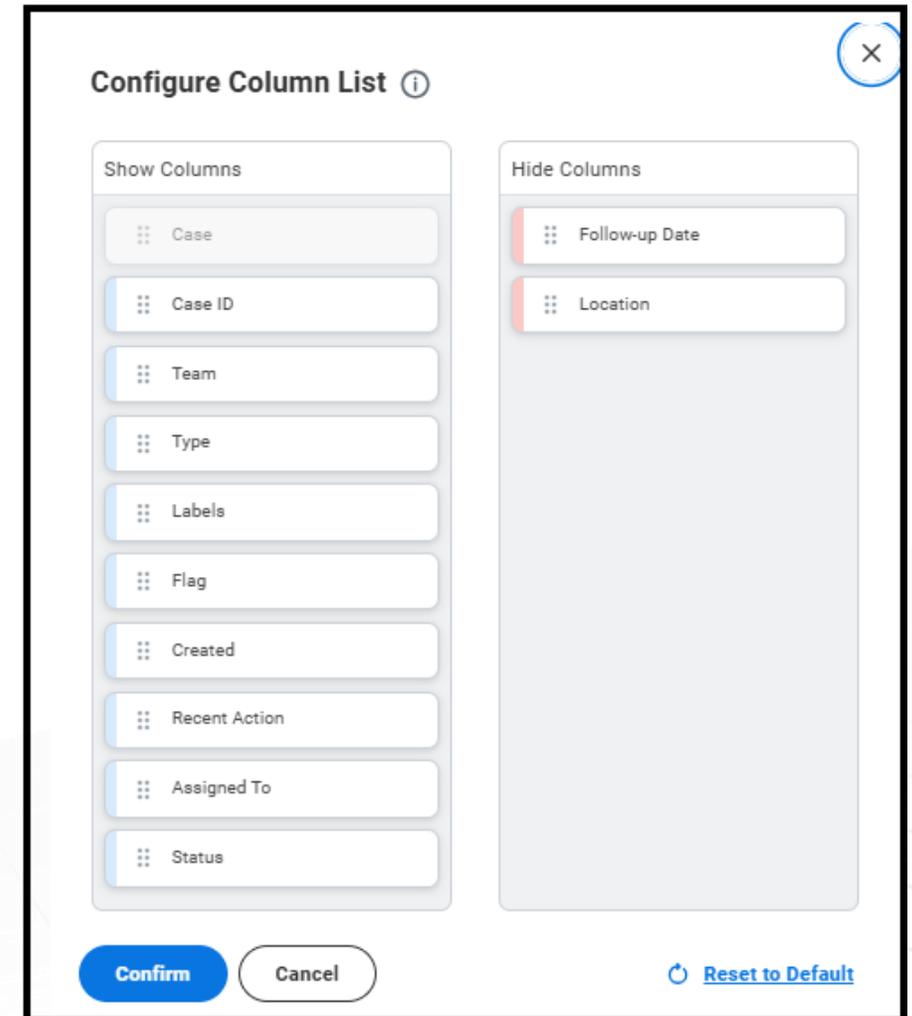
Workday Feature Release – Case List Customization



- Case List Customization
 - This item enable case solvers to tailor their workspace by selecting, reordering and filtering the columns displayed in the case list



Click on gear to have Configure List display and select column view that you would like to see.

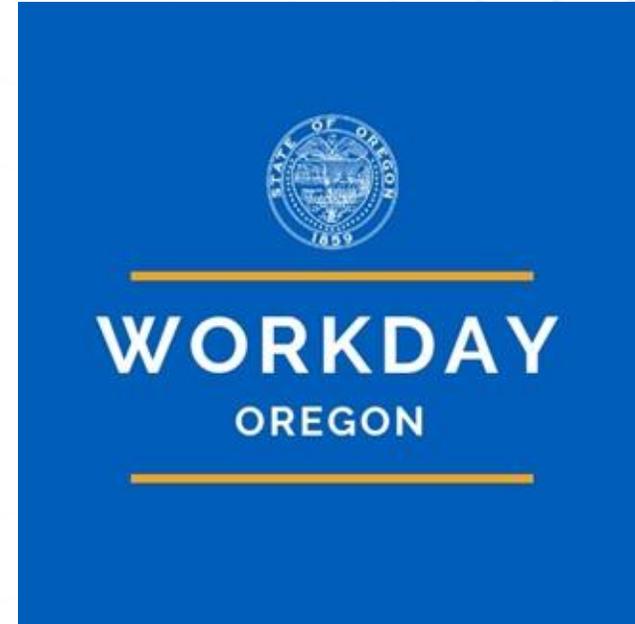


Workday Feature Release – Safety Dashboard Update



- Update to Safety Dashboard for Safety Officers:
 - If you have a safety incident that needs to be deleted/rescinded, please create a Workday Help Case to request that action.

Payroll Updates





Payroll Processing Day Reminders

February off-cycle (Run 2) will process Mar. 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: Pay Input, Timesheet or Time Off Changes should not be made 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:
 - Mar. 4 – BT deadline at 5 p.m.
 - Mar. 6 – Cutoff to submit and approve time
 - Mar. 9 – Off-cycle payroll processing all day
 - Mar. 9 & 10 – No daily check processing



Daylight Saving Time Reminder

Daylight Saving Time Happens This Weekend:

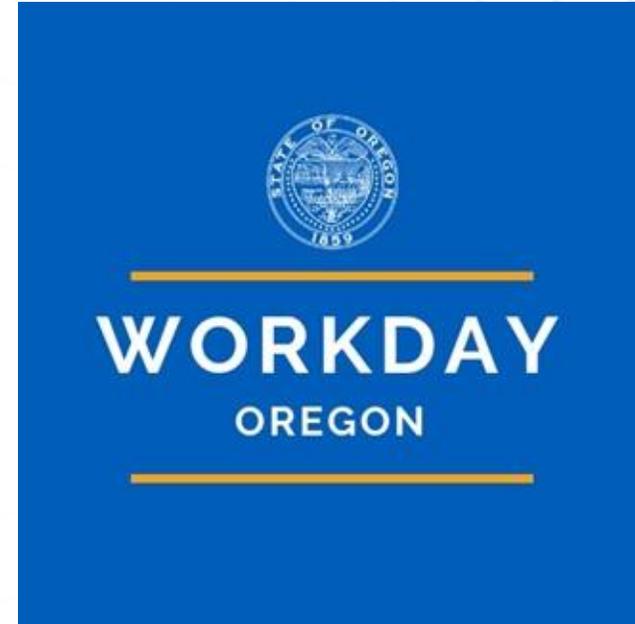
- As a reminder Daylight Saving Time will happen Sunday Mar. 8, 2026
- If, because of the time change, the employee ends up one hour short of their normal shift, the employee has the option of using one hour of Comp Time, Vacation, or Personal Business leave to make up the difference
- If approved by the agency, they may have been allowed to stay over and work an additional hour to complete their normal shift

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



Best Practice for Sharing Help Articles



How to Share Help Articles:

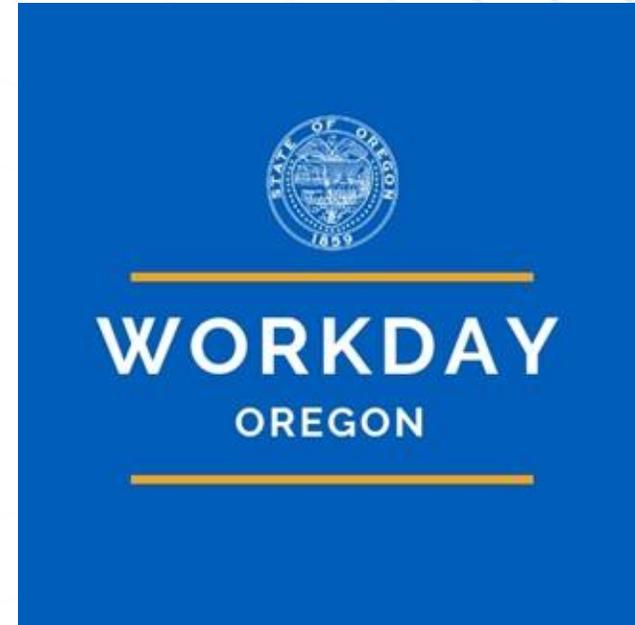
1. Search for the Help Article you want to share
2. Open the Help Article and click on the "ellipsis" button
3. Click on "Copy Article Link"

The image shows a screenshot of a web application interface. On the left, a sidebar menu is visible with categories like "Saved Categories", "Articles", "People", "Tasks and Reports", "Learning", and "Drive". The "Articles" category is selected, and a list of articles is shown, including "Governor's State Employees Food Drive Deduction".

The main content area displays the article "EMPLOYEE - GENERAL NAVIGATION Governor's State Employees Food Drive Deduction". Below the title, it says "Last updated February 4, 2025". A red box highlights the ellipsis button (three dots) next to the date, labeled with a red "1". A dropdown menu is open, showing options: "Open in Editor", "Copy Article Link", and "Language". The "Copy Article Link" option is highlighted with a red box and a red "2".

Below the article, there is a "Step 1" instruction: "Step 1: On the Homepage, click on **Menu** (A) and then click on the **Requests** application (B)." Below this instruction, a small screenshot shows the "MENU" button in the top navigation bar, labeled with a red "A".

Resource Updates



Resource Updates



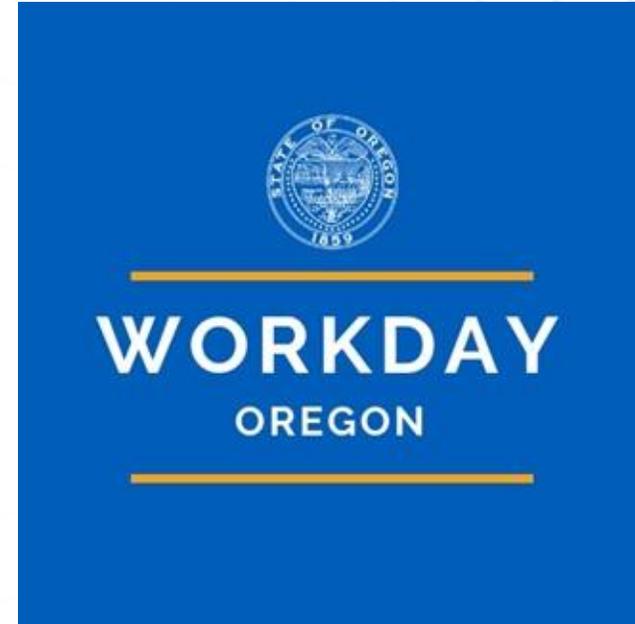
Mar. 2026 Help Articles Updated

- Request Organization or Pay Group Roles (HR, Payroll)
- What you need to know for Security Partners
- Overtime Compensation for In and Out Times
- Payment Elections Direct Deposit updated with 2026 prenote dates

Resource Updates

- Part Time Employee Calculator updated with new PEBB Rates for 2026
- Workday Learning - DAS - Reading Your Payslip – minor updates to audio

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:

- **Mar. 18, 2026**
- **Apr. 1, 2026**

Oregon 1 will be refreshed on **3/7/2026**

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



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](#)

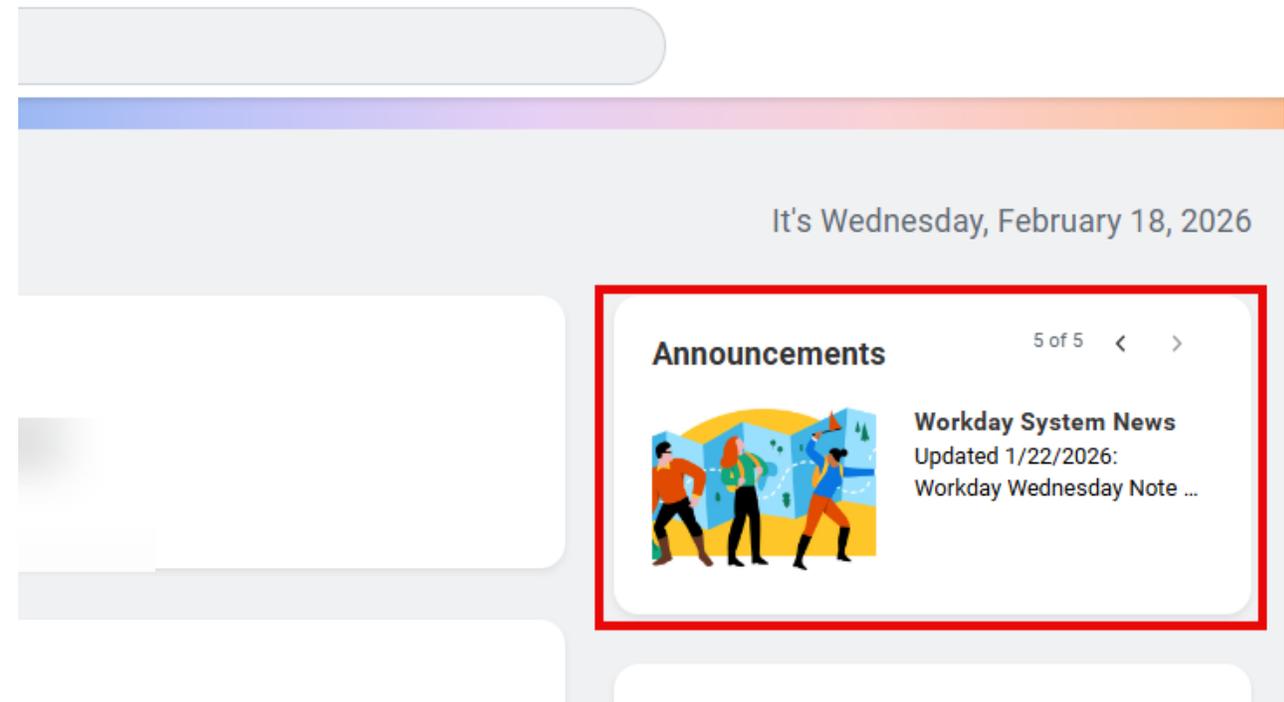
General Information & Reminders



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



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.

