

Workday: ABSD Meeting



DAS
DEPARTMENT OF
ADMINISTRATIVE
SERVICES

August 31, 2023

UPDATES



- One Time COLA Payment for Executive Branch employees
 - As CBAs are ratified, DAS LRU will provide a list to Workday Central Payroll support of eligible employees
 - SEIU, AFSCME, and Mgmt service/Unrep loaded 8/24/23
- Change Advisory Board (CAB) for Workday updates up and running
 - Monthly releases
 - Expedited releases
 - Roadmap is outlined for completion of stabilization (estimated to be early 2024)
- Federal tax update
 - Aggregating payments within a pay period (impact employees receiving multiple payments a month)
 - Mid-month payment and the next first of the month payment (most common example)
 - Employees will see increased Federal tax on first of the month payment
 - Initial comms sent 8/18

UPDATES



- Costing – move OPE (employer costs) for retro changes
 - Following up with agencies to capture test scenarios
 - Finalizing plan to clean up prior biennium data and then test long term solution
- State withholding
 - Short term solution being worked on
 - Long term solution spring of 2024

Change Advisory Board (CAB) Updates



CAB members



This is the current Workday CAB membership:

Voting Members (all with DAS):

1. Seth Lewis – Payroll
2. Jason Robinson – Payroll Ops
3. Twyla Lawson – HR
4. Jay Wayland – Config Manager
5. Cindy Burger – SWAT
6. Laura Medcalf – SWAT
7. Denver Peterson – DAS IT
8. Kristi Ivers – Workday Program Director
9. Brian Light – CHRO LRU
10. Rhonda Bachmann – Communications

Advisory Members - Non-Voting

- Kari Bevier (DAS payroll)
- Michelle Barrett (DHS/OHA payroll)

Non-Voting Members:

- Sarah McGinty
- Linda Brecke

CAB July Releases



Enhancements approved and moved to Workday on July 21, 2023

DOC and OYA Shift Differential corrected per CBA

OSP AFSCME Special shift differential code created

SEIU - Sick Leave, additional time worked and holiday pay configured to pay out correctly if entered in the same week

OSP AFSCME configuration change for all paid time to count as time worked

Direct Care Certification – Time Type Created for OSH

Compensatory Time and Spill Time Max Accrual Cap Removal

Notice of language clarification on scheduled time in work week

IAFF-PANG at Military only, PERS employer paid additional contribution rate change to 6%

Workday Change Advisory Board August Releases Approved



Enhancements Approved for August release (August 18, 2023)

Federal Tax Withholding Updates

Replace all calculated fields within time off plans with Native Logic Calculations

Create one-time payment earning code for CBA's that agree to the payment

Inactivate The Non-Cash - Housing Taxable Value (Use Only for Jan & Feb 2023)

KFFA employees all time counts as overtime

All AEE employees receive overtime including exempt

New OYA Worktag

Need to allow time entry codes 'Holiday Adjustment' and 'Straight Time Adjustment' to be used by employees

Deceased Payout - employee estate earning

INT251 Vendor Payments - Create the detail files for integration event

IBM: INT228 GL Integration

Assign Work Schedule - approval by Agency Payroll Partner regardless of initiator

OSFM Article 36 AOC and Drive Team Differential

Absence Administrator, Payroll Partners and HR Partners need to be able to adjustment Compensatory Time accruals

Remove Challenge Question Authentication for Extended Enterprise Learners

Security Role Request Extend App

Candidate Poll Grid List Assignment

Jobs Hub

Workday - August Release



Federal Tax Withholding Updates

- Target implementation date: 8/18
- Initial Communication to employees with mid-month payroll target send by August 18, 2023
- Talking points provided to employees, HR, Payroll and Leadership
- Comms: Target Audience with multiple pay in a month

Replace calculated fields within time off plans with native logic calculations

- Target implementation date 8/18
- Currently, in specific situations, Calculated fields within time off plans do not respect periods / months
- After the change, all time off plans, accruals and time offs will use Workday native logic calculations so employee status changes update properly
- Comms: Payroll & HR Partners

Workday - August Release



Create one-time payment earning code for CBA's that agree to the payment

- Target implementation date: 8/18
- Initial update done August 24, 2023

Inactivate The Non-Cash - Housing Taxable Value

- Target implementation date 8/18
- Inactivate the earning code to ensure it is not used in the future
- A new earning code was created to replace this that is configured correctly
- Use only for Jan & Feb 2023
- Comms: Payroll & HR Partners



Workday - August Release

KFFA employees all time counts as overtime

- Target implementation date: 8/18
- The change is to update the time calculation group for the 40 hour per week employees represented by IAFF-KFFA so that all hours count as time worked for OT purposes
- Comms: Payroll & HR Partners

All AEE employees receive overtime including exempt

- Target implementation date 8/18
- The change is to flag AEE employees who are exempt but eligible for overtime to allow them to record in/out times and receive overtime pay
- Comms: Impacted Employees, Payroll & HR Partners

Workday - August Release



New OYA Time Entry Code

- Target implementation date: 8/18
- This is a new time entry code for OYA that will allow employees to charge time to a specific facility
- "Overtime worked at Alternate Location"
- Comms: Payroll & HR Partners

Allow 'Holiday Adjustment' and 'Straight Time Adjustment' to be used by employees

- Target implementation date 8/18
- The change is to take the existing time entry codes and make them available for employees to enter, not just agency timekeepers
- Comms: Impacted Employees, Payroll & HR Partners

Workday - August Release



Deceased Payout - employee estate earning

- Target implementation date: 8/18
- This change is to create a deduction code that will allow the central team to identify estate payments on deceased employees separate from dependent payments
- Comms: Payroll & HR Partners

INT251a Vendor Payments - Create the detail files for integration event

- Target implementation date 8/18
- This update will provide a detail report for vendor payments that will be provided to SARS for auditing
- The current integration (INT251) only provides the vendor payment amounts aggregated by vendor
- Comms: No comms for this change

Workday - August Release



IBM: INT228 GL Integration

- Target implementation date: 8/18
- Make performance enhancements to the integration
- Fix integration to not timeout, allowing integration to complete
- Comms: No comms for this change

Assign Work Schedule - approval by Agency Payroll Partner regardless of initiator

- Target implementation date 8/18
- Payroll Partners need to review work schedules assigned to workers regardless of the initiator to validate it is the correct schedule
- Comms: Payroll & HR Partners

Workday - August Release



OSFM Article 36 AOC and Drive Team Differential

- Target implementation date: 8/18
- This change will create a new time entry code and earning code for Drive Team Differential of \$1.50 per hour for employees represented by the Oregon state fire marshal CBA with AFSCME
- Comms: Payroll & HR Partners

Absence Administrator, Payroll & HR Partners need to be able to adjustment Comp Time accruals

- Target implementation date 8/18
- This change will allow the identified group to remove Compensatory Time forfeitures for the employees account once the forfeited hours are paid out
- Comms: Payroll & HR Partners

Workday - August Release



Remove Challenge Question Authentication for EEL's

- Target implementation date: 8/18
- Workday has announced a plan to retire Challenge Questions as a form of authentication in 2024.
- Still working with Cyber Security to get approval to remove Challenge Questions from standard EEL accounts.
- Standard account meaning they are not External Instructors or also have the Affiliation Manger Role.

Security Role Request Extend App

- Target implementation date: 8/18
- This new app will allow elevated security roles for Supervisory Orgs and Pay Groups to be requested and approved in one place, to streamline the process
- This will not be available for all roles, the roles not included in the app will continue to follow the current process, example: Learning roles

Workday - August Release



Candidate Poll Grid List Assignment

- Target implementation date: 8/18
- With this change you can now select or create a configurable grid for candidate pools in the Maintain Candidate List Assignment task

Jobs Hub

- Target implementation date 8/17
- Gives internal candidate more of a "candidate home" experience like external candidates.