Next Step Progression Target Date

- We do not currently use the progression dates; we use the benefits service dates for Merit actions (step progression).

- This field can be seen by managers and elevated roles.

- Currently, we are unable to hide the field from view.

Employee

Compensation

Compensation Package	General Compensation Package
Grade	17
Grade Profile	OAH-17-AA
Step	Step 10 - 4,755.00 USD
Company	Department of Human Services

Manager and Elevated Roles

Compensation

Compensation Package	General Compensation Package
Grade	17
Grade Profile	OAH-17-AA
Step	Step 10 - 4,755.00 USD
Next Step Progression Target Date	(empty)
Total Base Pay Range	3,218.00 - 4,755.00 USD Monthly
Company	Department of Human Services

Salary Selectives/Class Studies

- Majority of retroactive (effective 3/2024 or prior) structural changes have been completed and notification sent to impacted agencies.

- Agencies review/update workers and positions impacted by salary selectives and/or class studies (job profiles/grade profiles) – per CBA/Policy.

- Updates may impact downstream efforts such as truncations, the Equal Pay Project and budget projections.

- Clean up of items no longer being utilized.

A few helpful Reports:

- BGT | Position Management Detail Report

- HCM | Employee Events by Selection Report

- CMP | Workers with Mismatched Job Profile/Grade Profile

- CMP | Workers Off Step (within Range)

- CMP | Workers Above Max or Below Min

- And more in the Human Resources Reports Application (compensation reports tab)

Truncations

- Testing has started on truncation efforts, including updates to structure and workers

- Will include all worker types but excludes additional jobs. Any impacted additional jobs will need the compensation assignment reviewed/updates, if needed.

- Please complete in progress items, where possible.

- In flight actions such as recruitments, job change, hires, etc. - Please carefully review and update compensation as needed.

- Future dated actions will need to be reviewed/updated.

- Detailed announcement is posted in Workday for elevated HR/Payroll roles.

Current timeline –

Phase 1: Includes the majority of representations

- Workday load on 3/29/24

- Agency validation to begin 4/4/24.

Phase 2: Legislature Elected Officials (LE REPR) and Office of Public Defense Services (OPDS)

- Begin loading 4/4/24 (or before). We will notify the impacted groups as we complete the changes.

To avoid any pay errors, complete validation and updates prior to payroll running on 4/25/24.

General Information & Reminders

- PICS Freeze - April 18th -

  - Prioritizing and completing efforts like the selectives and truncations prior to this date will assist in the most accurate budget build for next biennium.

  - When Workday first went live, the budget was what was in the position restrictions, however, now the budget is what is in ORPICS. If budget is loaded on an incorrect Workday position ID, you can partner with budget to get the budget moved to the correct Workday position ID vs. having to move the worker to another position only due to budget as this can cause an NRPPT date and other actions to occur on the employee record that may cause challenges to ensure payroll processes calculations automatically, especially on retroactive changes.

- Reclass and job changes –

  - Just a reminder that a job change should not be used in lieu of a reclass. If a worker is being reclassed and needs to be moved to a different position, the reclass should be processed, then you can use a job change (ex. Lateral or position number change only) to move them to another position.

- No retro prior to date and Additional jobs –

  - If ending an additional job retroactively (in a month in which payroll has already closed) – the No Retro Processing Prior To (NRPPT) date will change/update. Workday payroll will not automatically pick up any retroactive actions prior to the NRPPT.

    - If ending the additional job retroactively, you may want to hold the ending of the additional job until your payroll has processed to it auto calculates the retro. Then go in and end the additional job with the retro effective date.

    - If ending in the current/open pay period, there should not be any issues.