ABSD Meeting

July 25, 2024

Release Items

146 - Seasonal worker on/off season

Functional Area	Cross-Functional
Agency Impact	Multiple
# Employees Impacted	501-2500
Update/Change	Review Seasonal process for potential redesign/improvement. Need to identify a process to ensure seasonal employees are paid accurately as they transition on and off season. This includes providing accurate reporting information.
Testing	Require impacted agency involvement in testing
Communication	Multiple comms paths

506 - Leave Payout Process Redesign

Functional Area	Absence & Leave
Agency Impact	All
# Employees Impacted	10k+
Description	The current Leave Payout Process is no longer able to accommodate additional requests, a new solution needs to be identified. Develop a new process using Workday Extend.
Testing	Require impacted agency involvement in testing
Communication	Multiple comms paths

Payroll Updates

Retro date is set to 12/1/23

- Any HR and payroll actions with an effective date prior to 12/1/23 will be manually calculated

Learning & Development

- Workshops 1, 2 & 3 – available in Workday Drive
- Train the Trainers – employee time tracking, recorded in WD Drive (complete)
- Twice a month payroll stand up meetings: demo workshop content & key reports
- Workshop – July 30 & 31, Train the Trainers: manager

New Reports (Existing data, more user friendly)

- (NEW) PAY | Worker Payslip Summary by Payment Date

- (NEW) PAY | Earning Amount and Hours by Period, Earning, and Worker

- (NEW) AUD| Monthly Time Variance Report

- (NEW) AUD| Time Block Audit Report

Payroll Updates

Payroll Costing (Labor Costing)

- OPE (Other Payroll Expenses) – reallocate those costs to align with time tracking changes done in retro
- Phase 1 & 1b is manually loading reallocated costs from March of 2023 through November of 2023. Phase 1c (December – March 2024) done.
- Phase 2 agency testing to automation of this reallocation
  - All rounds of testing have concluded and this item is ready to finalize.
  - The June Cleanup file was loaded after June Run 2 prior to June close in SFMA.
  - DAS putting in a cap to kick out exceptions.
- Target go-live of integration is Aug 9, 2024 – pending SFMS approval

Cost Allocation by Earning Codes (NEW!!)

- Integration is currently running to end those costing splits by earning codes for job changes and terminations

Thank you!

DAS Workday Team