Department of Administrative Services

Workday Wednesday – 01/17/2024

Agenda

01   Release Updates

02   Payroll Updates

03   General Information & Reminders

Release Updates

January Release Items

- Payslip Updates - using a BIRT Custom Report
- Correct downloaded print (PDF) version of Position Descriptions - BIRT Report
- VOYA deferred comp want % to deduct every payment but not flat amounts
- Agency Time Review, View Access to Worker Schedule
- 3 updates to streamline processes for the central Workday team
- 2024 Governor's State Employees Food Drive
- Job Change – Help Text for HR Partner
- CPERS Integration related update
- 2 HCM Hours Worked reports
- Additional option for drop down in building PD's on position restrictions for Work Contacts
- Approximately 14 CBA related updates
- Multiple Compensation updates related to CBA/Policy

Payroll Updates

Payroll Processing

- **January on-cycle (run 1) payroll will process, Jan. 26, 2024**

  - January on-cycle time entry cutoff is 5 p.m. on Jan. 25, 2024

  - No time entry in Workday from 5 p.m. on Jan. 25 until 8 a.m. on Jan. 29, 2024

  - No daily check (off-cycle) processing on Jan. 26 and Jan. 29, 2024

- **Note: Payroll Processing calendar 2024 is located as follows**
  - Workday Oregon Website: workday.oregon.gov
  - Workday Drive: Drive>Payroll Information and Resources>Workday Processing Calendar
    - https://wd5.myworkday.com/oregon/email-universal/inst/21037$23407/rel-task/2998$33471.htmld

W-2 Printing and Distribution

DAS Workday Payroll is working with DAS Printing and Distribution (PnD) on the 2023 W-2 file this year, which will require a change in distribution and billing

- **Distribution Change:** DAS PnD will print and distribute all employee W-2s for 2023

- **Billing Change:** Agencies will be invoiced based on the total FTE count

- **W-2 Communication:**
  - Enterprise email is targeted for distribution to employees Jan. 18, 2024
  - W-2 Talking Points and Resources will go out to Payroll Partners today

Verifying PEBB Open Enrollment

Verify My Information App updated with message below to direct employees to benefits section of their profile to verify 2023 Open Enrollment benefits:

To view your PEBB Benefits follow the steps below or access the knowledge article: Overview of Benefits
To navigate directly to Benefits in Workday:
- From the Workday homepage click on, "View Profile"
- From the menu on the left select, "Benefits"
- You will see PEBB and PERS enrollment information
- If there are discrepancies, please visit the PEBB website to verify your benefit elections.
  - If a change is needed, or if you have additional questions, please contact your agency payroll office for assistance.
  Please Note: PEBB is the system of record for this information and if there are discrepancies, please reach out to PEBB to correct it in PEBB or create a case to correct it in Workday.

- For any discrepancies in PEBB 2023 Open Enrollment benefits, create a case
  - If needed, the Payroll Partner can also make the entries via pay input

January Release Communication

Payslip Update: The change is on the PDF version of the Print Payslip Image:

- Add company name, address, phone number to upper left.
- In the upper right corner, added: *"If you have questions contact your agency payroll office."*
- Time Off Balances Box removed from Print Payslip Image version of payslip
- "How to Read Your Payslip" Guide and Knowledge Article have been updated as additional resources for this change
- Communication will go out via E-News by end of the week

VOYA Deferred Comp and/or Roth IRA percentage-based deduction update

- This change is a system update to correct the percentage-based deduction of VOYA deferred comp and/or Roth IRA for employees who elected a percentage-based deduction and have multiple payments in a pay period
- A list of impacted employees will be provided to payroll partners
- Impacted employees will see the percentage-based deduction in both the first of the month pay and the mid-month pay with the first deduction happening on Feb. 15, 2024 pay
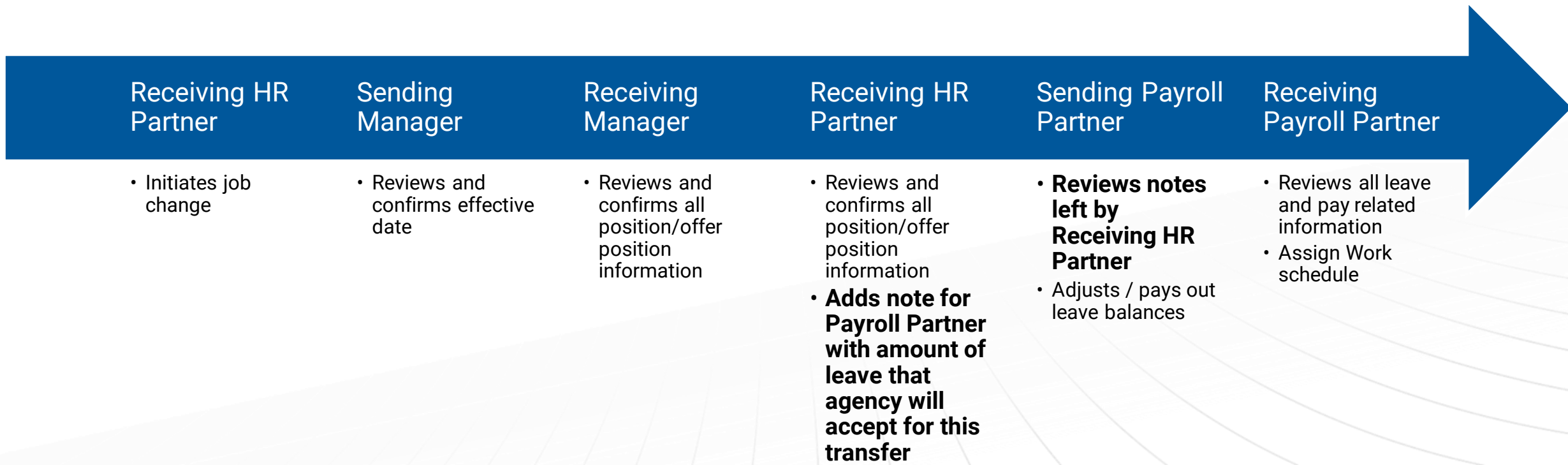
January Release Communication

Job Change -Help Text

Purpose for change: To aid in timely and accurate leave adjustments during a job change to another agency.

- Receiving/Gaining agency HR Partner will be required to add a comment that indicates how many hours of leave agency will accept based on negotiated offer letter and the employee's new position/representation.
- Sending Payroll Partner can view these comments and adjust and/or payout leave accordingly.

Receiving HR Partner	Sending Manager	Receiving Manager	Receiving HR Partner	Sending Payroll Partner	Receiving Payroll Partner
• Initiates job change	• Reviews and confirms effective date	• Reviews and confirms all position/offer position information	• Reviews and confirms all position/offer position information • **Adds note for Payroll Partner with amount of leave that agency will accept for this transfer**	• **Reviews notes left by Receiving HR Partner** • Adjusts / pays out leave balances	• Reviews all leave and pay related information • Assign Work schedule

General Information & Reminders

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- Data Integrity Group – We will be starting our next learning series at the first Workday Wednesday in Feb

- Reminder to Learning community to please inactivate learning accounts when possible. We need to remain under 50K users for our licensing counts (this has been discussed previously with this community as part of agency user administration). As a result, we will be inactivating accounts with 0 enrollments that have had no logins since 9/1/2023.

- Oregon1 is refreshing this Saturday.

  - Starting mid-February, we anticipate a large testing effort will happen in OR1 related to the Labor Cost Coding that multiple agencies will be involved in. Testing is anticipated to take several weeks. During this time, OR1 refreshes will happen according to testing needs. We will communicate an anticipated refresh schedule and any ongoing updates as soon as we know they will be happening.

- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.

Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today