

Department of Administrative Services



Workday Wednesday – 02/7/2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Workday Foundations Presentation
- 04** General Information & Reminders



Release Updates



February Release Items



- Various new Time Entry Codes, Costing Override adjustments, updated Calculations Tags
- Change the deduction DAS - SunLife to not track arrears
- Correct Daily Overtime and Shift III issues
- Various CPERS Reporting updates
- Correct Worker Benefit Fund (WBF)
- Overpayment and Underpayment Summary Reporting
- Workforce Liaison and I-9 Reports
- Address issues with Bereavement Leave and Jury Duty time offs for Multiple Job Workers
- Reports for Military Leave
- Add "Workers Compensation" reason code to appropriate time off request
- Update Internal and External Candidate Notification with Company Name
- Update the earning codes according to the AFSMCE Security Plus 2023-205 CBA Changes
- End Remote Work Notification

Payroll Updates



Payroll Processing



- **January off-cycle (run 2) payroll will process, Feb. 9, 2024**
 - January off-cycle time entry cutoff is 5 p.m. on Feb. 8, 2024
 - No time entry in Workday from 5 p.m. on Feb. 8 until 8 a.m. on Feb. 12, 2024
 - No daily check (off-cycle) processing on Feb. 9 and Feb. 12, 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.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$23407/rel-task/2998$33471.html)

W-2 Update



- Jan. 29, 2024, DAS PnD mailed 2023 Form W-2 to all employees
- Workday Announcement is up regarding how to get to online W-2 in Workday
- W-2 Resources are available in Workday Drive
 - Talking Points
 - FAQ
 - Communication sent to enterprise and E-News
- Work addresses should only have a usage of Business.
- We had approximately 300 workers who had their W-2 mailed to their work address
 - This happened due to the work address being labeled as usage "mailing" in the employee profile contact information
 - There is a hierarchy that is set to usage of "mailing " over the usage of "home"
- MAY 2022 – Workday turned off the ability for an employee to update their work contact information
- Most of these mailing designations on work location occurred prior to May 2022 and there is an effort underway to clean-up the work mailing designation to prevent future issues

VOYA Deferred Comp Update



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

- Implementation date for the VOYA Deferred comp update is being postponed to March Payroll to allow time for employees to complete the Oregon State Savings Growth process for adjusting percentage-based deductions
 - Employees who have a percentage-based deduction will this update on the first of the month pay and the mid-month pay with the first deduction happening on April 15, 2024, pay.
- 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 from their pay and have multiple payments in a pay period.
- A list of impacted employees will be provided to payroll partners

Payroll Reminders



PERS Corrections:

- If agencies are doing PERS corrections and there are no wages to deduct from or the employee has terminated the agency will need to send a BT over to Central Payroll as there has to be something to deduct from for PERS deductions

Multi Job Worker Leave Payout:

- When an employee has multiple active jobs leave payout requests go to payroll partners for all positions
- If the leave payout request is not for the position at your agency, please do not send the leave request back
- Sending the request back will delay the leave payout request for the employee

Other Payroll Expense Test Teams

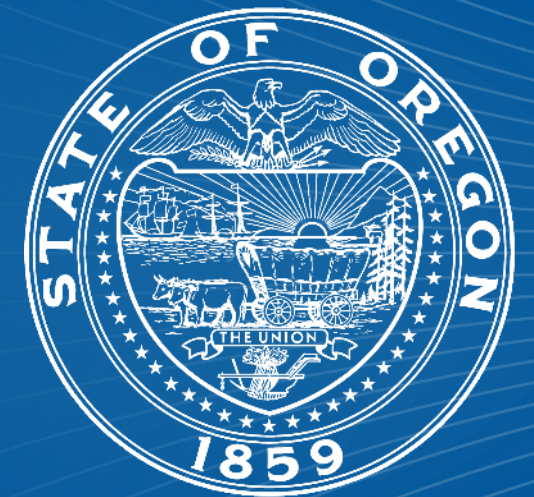


- The OPE Reallocation Resolution process will reallocate OPE costs outside of Workday every payroll run and will interface to SFMA and the State Datamart (Workday Payroll and SFMA Tables)
 - For audit purposes, detailed reports from the reallocation process will be provided to agencies in Workday Drive
 - We have completed a manual data cleanup for OPE expenses that were not allocated correctly during the payroll periods of December 2022, Run 1 through November 2023, Run 2
- We are now preparing to initiate Phase 2 Testing; testing of the automated OPE Reallocation Resolution process
- To begin the Phase 2 effort:
 - Agencies have been asked to complete one survey per agency with their agency test team contacts
 - Testing cadence will follow a timeline set by the Workday OPE Project Team
 - A kick-off meeting scheduled for Feb. 7, 2024, from 8:30 – 9:30 a.m. will review all test requirements
 - Agency Finance Managers may be reaching out to Payroll and Human Resources to gather participants for this testing

Workday Foundations



Presentation



General Information & Reminders



General Information & Reminders



- Reminder: Importance of completing new hire tasks through onboarding process (such as payment elections, which come after the Federally required I-9)
- Reminder: Termination Employees - Manage Business Process for Workers (Manager's opportunity to cancel or reassign tasks assigned to worker or about worker, if needed)
- Oregon1 is refreshing this Saturday.
 - OR1 will not be held from refreshing this month as previously communicated.
- For those who can't attend, please make sure your teams (HR, payroll, budget, etc.) know where to find the Workday Wednesday meeting notes.

Mailing Address



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Thank you for attending!

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

