

Department of Administrative Services



Workday Wednesday – 02/21/2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Compensation
- 04** Workday
Foundations Series
- 05** General Information &
Reminders



Release Updates





Approved February 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 2023-2025 CBA Changes
- ✓ End Remote Work Notification

Payroll Updates



Payroll Processing



- **February on-cycle (run 1) payroll will process, Feb. 26, 2024**
 - February on-cycle time entry cutoff is 5 p.m. on Feb. 23, 2024
 - No time entry in Workday from 5 p.m. on Feb. 23 until 8 a.m. on Feb. 27, 2024
 - 24/7 agencies will have until 5pm on Sunday Feb. 25 to enter time
 - No daily check (off-cycle) processing on Feb. 26 and Feb. 27, 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)

Case Management Status Update



- Workday Team is closing out as many cases as possible in the month of February as part of the February Burst
- Moving from Stabilization period to "Steady State" (normal operations)
- Key Factors:
 - When Case Mgmt responds to a case it will remain open for 2 business days
 - If the case is requesting an action only Workday Central Support can do (ie:run retro) Case will be closed as part of our response back to the agency
 - Agencies still have one week to respond to re-open a case, if needed
 - Please continue to work your cases daily to help us out close out cases



Case Management Stats

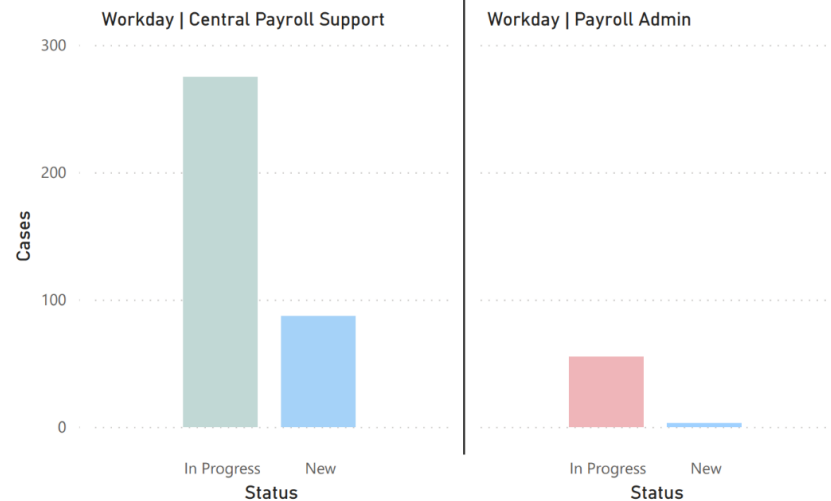
Report Date:
Feb. 2, 2024

Case Overview

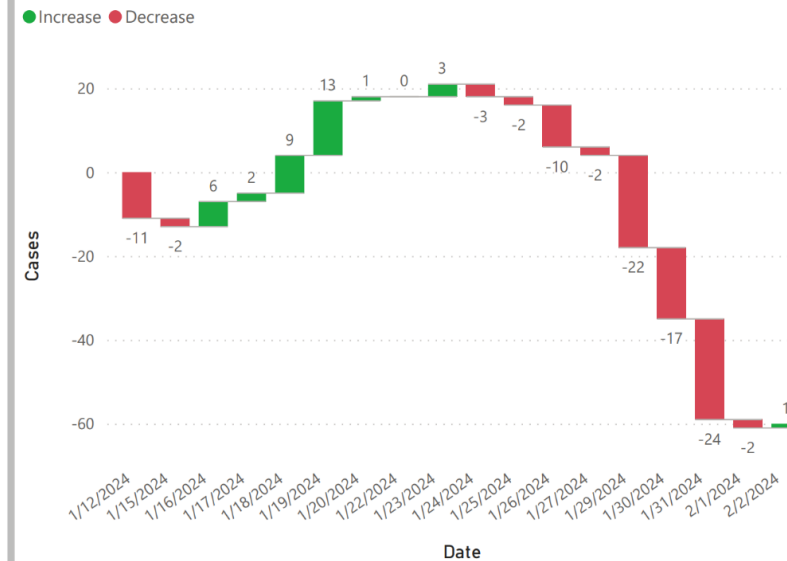


Case Breakdown by Team, Status and Age

Average Case Age in Days 20.67 141.85 263.04



Case Growth





Case Management Stats

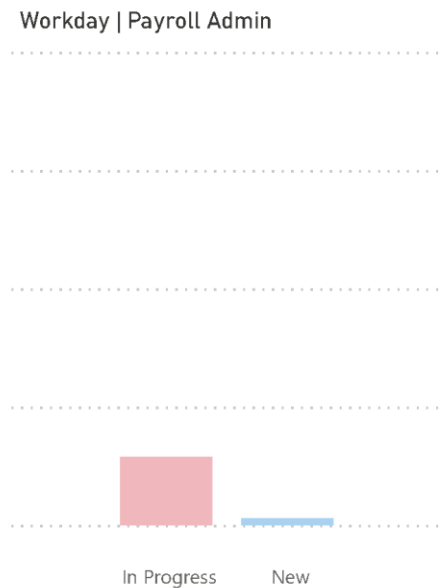
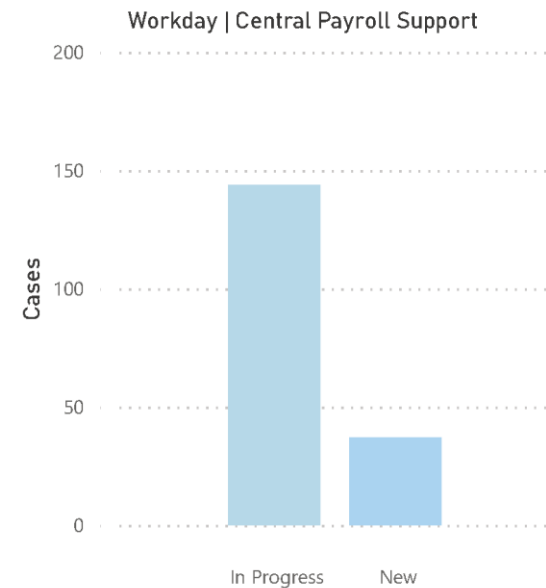
Report date:
Feb. 20, 2024

Case Overview

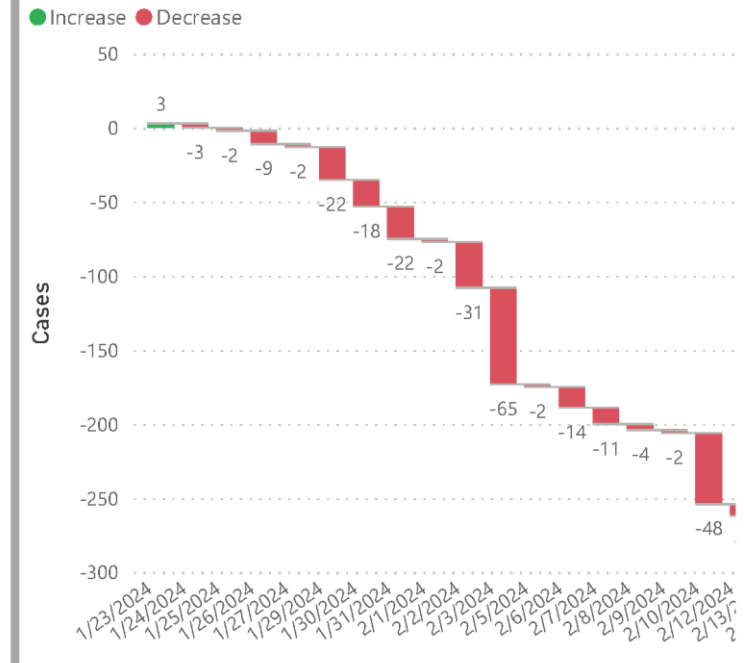


Case Breakdown by Team, Status and Age

Average Case Age in Days 14.33 145.84 277.34



Case Growth





W4 Exempt Status Update

W-4 Exempt Status updated in Workday for 2024:

- DAS Workday Payroll updated employees with a 2023 filing status of Exempt to a 2024 filing status of Single or Single and zero as of last Friday, Feb. 16, 2024
- This was done since Federal and the State of Oregon have a due date of February 15, 2024, to file a new W-4.
- There are four lists uploaded to Workday Drive: Payroll Partner Resources>2024>Taxes
 - 2024 Federal W-4 Exempt Status change
 - 2024 State W-4 Exempt Status Change
 - 2024 Other States W-4 Exempt Status Change
 - Out of State W-4 Exemption Filing Requirements
- E-News will go out to Payroll Partners today, Feb. 20 and will include a sample email that can be used to communicate this filing status change
- An employee would need to update their W-4 by Friday, Feb. 23, 2024, to be effective for the March 1, 2023, payslip
 - Link to KA on how to make changes to W-4



W-2 Corrections Update

W-2 Correction Updated Instructions:

- E-news went out Feb. 17, 2024
 - Corrected W-2 Handout
 - Corrected W-2 Form
- W-2 Corrections with the incorrect SSN will have the full SSN printed the corrected W-2 all others will be masked with last four digits displayed

Upcoming Workshops



Seasonal

March 5, 2024

Offer best practices and guidance until the new business process in Workday has been tested, approved, and released later this year.

Structured as more as a workgroup as this is temporary guidance.

Send questions regarding this workshop to:

anne.clark@das.oregon.gov

Overpayments

March 19: Main Workshop session

- Information on Overpayments, guidance on how to troubleshoot with a demonstration

April 2-4: Practice & Application sessions

- Small groups walking through troubleshooting together with insight and feedback from SME's

Compensation



Compensation Info/Reminders



Salary Selectives/Class Studies

- Majority of retroactive (effective 2/2024 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
- Ensures the workers/positions are up to date and accurate.
- Updates may impact downstream efforts.
- Clean up of items no longer being utilized.

Retroactive Actions Reminder

- When completing retroactive actions, you will need to correct any additional actions that are effective dated after the retroactive action. Workday does not automatically “roll forward” a retroactive change.
- Ex. If you make a comp change effective 7/1/23, you will need to also correct action effective after 7/1/23 (such as 12/1/23 COLA, Merit action, PERS Pickup, etc.)
- TIP: With retro actions, we recommend using the compensation history to review past compensation vs the Pay Change History screen.

Compensation Info/Reminders



Reports

- CMP | Workers with Mismatched Job Profile/Grade Profile
- BGT | Position Management Detail Report
- HCM | Employee Events by Selection Report
- CMP | Workers Off Step (within Range)
- CMP | Workers Above Max or Below Min
- PAY | Status Check Retirement Start Date in Selected Date Range
- And more in the Human Resources Reports Application (compensation reports tab)

Truncations

- Planning work has started on truncation efforts, currently reviewing structure changes/updates that will be necessary.
- Working with DAS C&C to implement in mass (on behalf of the agencies).
- More information/communications to come.

Workday
Foundations Series:
Job Change



General Information & Reminders



General Information & Reminders



- Oregon1 is refreshing this Saturday.
- Workday Release Information – Special Workday Wednesday next week (2/28)
- 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

