Workday Wednesday 2/1/2023

Payroll & Time Tracking Replacement Project Update

Workday Help, Case Management Updates

FTE/Work Schedule Crosswalk

Workers with Mismatched Job Profile/Grade Profiles

Learning Digital Course Message

Reporting

Misc. Important Information

Reminders

Reminder: While we have these meetings open to all interested, it is important to remember that the ARC's (who are in many cases the agency's HR Director) must ensure this information gets disseminated throughout your agency as is appropriate.

Workday Wednesday 2/1/2023

Workday Help, Case Management Updates

- Since early January, we moved Jeff Vidal to cover "Workday | General Help" and "Workday | HR Admin" to allow Shanon and Sam to focus on helping support the "Workday | Payroll Admin" solving team.

- Payroll support cases can be created directly to the "Workday | Payroll Admin" Case Type. If you are not sure if the case needs to go to Workday HR, or Workday Payroll, use Workday | General Help, and we will get it to the right solving team.

- If you know your case needs to go to HR Specifically, you are welcome to create the case for Workday | HR Admin

- Myth busting: We have heard concerns that the Workday Payroll team is 3-4 weeks behind on cases. While there are a few cases that old, the Payroll Team is reviewing all cases and triaging them and solving them as soon as possible.

- Reminders, we need your help to help us better help you:

  - As has been our agreement and practice for many months, cases we have been attempting to get a response to for over 2 business days may be closed. If you have a case closed for that reason, and you determine you still need support, you can create a new case with reference to the original case number.

  - Workday HR is currently waiting on agency responses on 65 cases

  - Workday Payroll is currently waiting on agency responses on 118 cases

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FTE/Work schedule crosswalk

To avoid pay errors because of mis matched FTE, Pay Basis, Time Type, and Work Schedule they must be grouped by type and the FTE and Work Schedule must match.

Reminders:

- Anything less than 100% is considered Part time
- Using 0% FTE will result in a pay error and will affect the worker's pay. Worker will need to have an FTE entered
- Be sure to select the correct work week (WW) start date based on CBA/policy as it can impact the calculations
- Before creating a custom schedule for a mealtime, see if there is a schedule that closely matches in hours and days, mealtimes can be adjusted

Workday Wednesday 2/1/2023

FTE/Work schedule crosswalk

	Example 1	Example 2	Example 3
Full Time/ Part Time	Full Time	Part Time	Part Time
FTE 0%	100% (40 Hours weekly)	75%	50% FTE
Pay Basis	Salary	Salary/Partial Month	Hourly
Work Schedule	(AA7) Standard 40 Hours: M-F ~ 08:00AM - 5:00PM (60 min Meal) [WW Begin MON]	Part Time (0.75FTE) - 30 Hrs a week - Mon -Fri 6 hrs a Day [WW begins SUN]	Part Time (0.50 FTE) - 20 Hrs a week - Mon-Thur 5 hrs a day [WW begins SUN]

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Digital course retake

View Course Again

Refresh your knowledge without negatively impacting your course completion status or grade.

Or, retake course to re-enroll and complete all lessons again. Your new progress will be tracked.

Retake Course

View Course Again | Cancel

Retake Course

If you retake a course, you will **re-enroll and complete all lessons again**. Your new progress will be tracked.

Or, you can view course again to refresh your knowledge on any lesson without impacting your current progress.

View Course Again

Retake Course | Cancel

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Reporting

Report Searching

Reports I can run:
- CM | Case Management Reports I Can Run
- CMP | Compensation Reports I Can Run
- DEI | DEI Reports I Can Run
- LRN | Learning Reports I Can Run
- PAY | Payroll Reports I Can Run
- REC | Recruitment Reports I Can Run

Dashboards

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Reporting Tips

- Expand/Collapse Chart
- Export to Excel
- Export to Worksheets
- Filter grid data
- View/edit Grid Preferences
- Toggle Fullscreen
- Collapse Rows
- Expand Rows

Upcoming Reporting Workshops. Stay tuned...

Filtering Report Information

Click on the column heading for the data you want to filter. Column filter options will display. To sort the data, click in the fields of the sort options.

↑ Sort Ascending

↓ Sort Descending

Filter Condition *
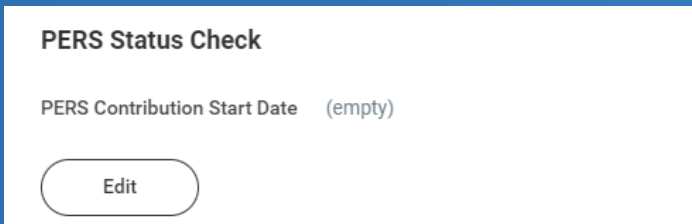
is on ▾

Value *

MM / DD / YYYY 📅

Filter

Workday Wednesday 2/1/2023

Misc. Important Info

- Make sure you are selecting the correct/most appropriate reasons for employee actions. Some reasons kick off other tasks/actions behind the scenes.

- Accuracy of email addresses are super important. Please validate yours if you haven't, great report to use is HCM Directory for Provisioning. You can also submit a case and we can work through a mass update if needed.

- PERS Status Checks – Relabeled PERS Status Check date field on employee additional data

PERS Status Check

PERS Contribution Start Date   (empty)

(Edit)

- Unable to rescind certain things (mostly hire) after payroll is finalized for a month. This also affects primary job switch

- Reading the payroll calendar - when actions need done prior to payroll run Payroll Calendar

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Workday Wednesday 2/1/2023

Reminders (& More Important Info)

- New roles coming soon – Agency Head Leave Reviewer

- Payroll Roles – To receive a new role please create a case for Workday | Payroll Admin, w/ documentation of leadership support. *(We do have a new role app in testing, more to come soon!)*

- Auditing: Make sure you are continuing to audit your worker data – including BSD.

- Oregon 1 – Scheduled to refresh this weekend, while we work through the final implementation issues, we will need to refresh the tenant weekly through the month of February. Our apologies for this.

- Moved to March 1st, we will reflect on 2022 and talk about what's next for 2023, including 2023-R1 (Workday's Semi- Annual Major Release)

- Questions?

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I can do things you cannot, you can do things I cannot; together we can do great things.

Mother Teresa

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