

Workday Wednesday 02/15/2023

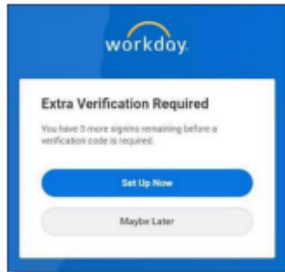
- **Payroll & Time Tracking Update**
- **Multi-Factor Authentication/Single Sign On**
- **Workday Help updates For The Central Workday Team**
- **Job Rotations And The No Pay Group**
- **W2 Address 30 Character Limit**
- **Removing Actions After Completed Pay Results**
- **Researching Terminations To Ensure They Are Not Transfers**
- **PERS checks**

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.

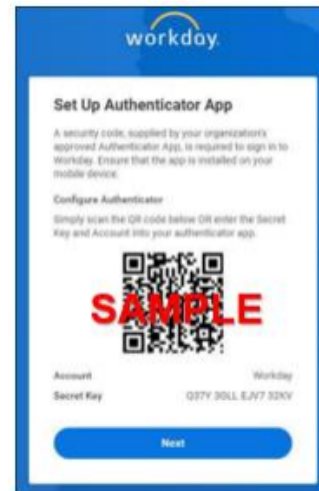
Workday Native MFA – Job Aid Update

We found employees were syncing the example QR & Code that are in the Job Aid. We have added Sample text to help keep this from continuing to happen.

Step 1: Log into Workday using your username and password. At the prompt below, click on **Set Up Now**.



Step 2: You will see this prompt. Pause here and pick up your smart device.



Your app should look like this when done.



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Workday Help updates For The Central Workday Team

- Originally, we were using “Workday | General Help” for short term work, and “Workday | HR Admin” for longer term configuration work.
- Now that Workday Payroll is onboard, we have decided to use Workday General Help as a reception area, and we will determine where the case needs to be assigned.
- You are able to create your case directly to the correct Case Type, if you know where it needs to go.
- Workday | General Help (use this Case Type if you are unsure where it needs to go)
 - Workday | HR Admin
 - Workday | Payroll Admin
 - Workday | Learning Admin
 - Workday | Confidential

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Job Rotations And The No Pay Group

W2 Address 30 Character Limit

- **Reminder:** for job rotations make sure you are selecting the No Pay group (not the agency pay group). If it is an additional PAID position, it should be in the agency pay group (ex. 2 paid part time positions).
- **With W-2's having gone out recently we wanted to remind agencies that we are limited to a 30 character limit on the address line 1 (for address printing). There is a report HCM | Address Lengths Greater than 30 Characters to audit employee addresses. This will help avoid mail items being undeliverable to employees.**

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Removing Actions After Completed Pay Results

Researching Terminations vs. Transfers

- Undoing actions after pay results completed
- Double check resignations to make sure if it's an agency transfer or not
- PERS checks

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Reminders:

- Oregon1 will be refreshed Saturday, Feb 18th
- For those that can't attend, make sure your team knows where to find the Workday Wednesday meeting notes.

Thank you!

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