WORKDAY WEDNESDAY FEBRUARY 15, 2023
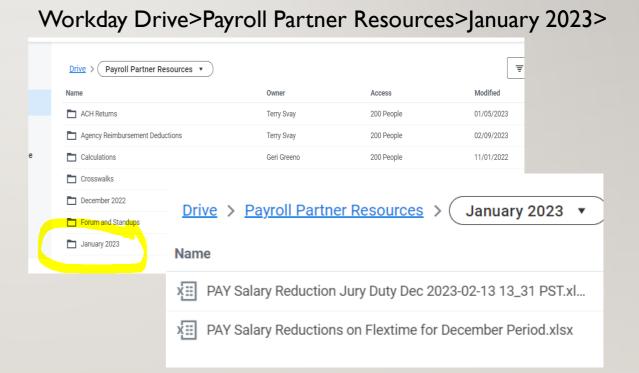
STATUS OF JANUARY RUN 2 PAYROLL

- January Run 2 is complete and payments processed
  - January mid-month comp change underpayments corrected
    - Picked up and payments Issued for these underpayments
    - Captured all payments made since Run 1 – compare to Jan R2 Retro for over and under payments
    - 214 employees that need review today and we plan to get payments to those owed money by 2/15
  - Flex Time and Jury Duty
    - Flex Time Report shared with Payroll Partners and we would like to proceed with payment to 2200 employees owed money from this list
    - Lists are uploaded to Workday Drive for review

- December was shut off – moved no retro prior to 1/1/23
  - Anything that was out there for December will not be picked up
  - Any December entries unprocessed that would have come forward will need to be manually entered and unsupported entries will need to be looked at closer

STATUS OF JANUARY RUN 2 PAYROLL

- Checks being delivered to agencies today
- ACH has been sent to Key Bank for settlement in employee accounts Feb 15, 2023
- SFMS Integration done
- PERS Integration is awaiting review
- Datamart reports done

DECEMBER FLEX TIME AND JURY DUTY UNDERPAYMENTS

- Flex Time and Jury Duty Report posted to Workday Drive

  - This report is December Flex Time and Jury Duty that created underpayments for January Run 1 payroll

  - We are taking action to pay the employees on these 2 lists today (2/14/23)

  - Payments will go out as On Demand Payment that will be in Pay Results

  - Payments Election default setup in Workday is how the employee will receive these payments

Workday Drive>Payroll Partner Resources>January 2023>

QUESTIONS FROM CHAT

- Is there a report we can run for ending Food Drive Donations for 2022?
  - We are working on a report and should have an answer by tomorrow

- Any HR actions retro into December won't be processed automatically and we need to reach out to Payroll specifically to inform them of these?
  - That is correct you will need to reach out to Payroll specifically to inform them of any December actions
  - We will be communicating this to Payroll and HR in eNews and message to HR Partners by tomorrow

- What happens if we have employees that had December retro corrections on this payroll run?
  - If it is due to flex time or jury duty those are being worked on centrally to pay them. they should only have been on the 2/1 check since nothing from Feb would come through on the 2/15 payment.

NEW TIME ENTRY PAY CODES

- Instead of Worktags to record this, there are new time entry codes.
  - One code is for Non-exempt enter in and out time
  - One code is for Exempt report elapsed hours
- Competency Training (Elapsed)
- Competency Training (In/Out)
- Light Duty Worked (Elapsed)
- Light Duty Worked (In/Out)
- Show Up Time Worked (Elapsed)
- Show Up Time Worked (In/Out)
- Time Worked Career Development (Elapsed)
- Time Worked Career Development (In/out)
- Travel for Training (Elapsed)
- Travel for Training (In/Out)

COMMUNICATION IN PROCESS

- Overpayment under $250 – 818 employees – This group of overpayments are still being reviewed and we will provide more instruction how these will be handled after January Run 2 Payroll is processed

- Mid-Month Comp Changes reducing hours has been fixed

- New Time entry Pay codes will be communicated to employees

REMAINING ISSUES LIST

- Retro Cost Center overrides not moving OPE – Cost Calculation Workgroup working on resolution to this issue
- VOYA entries not recalculating during retro. The issue is the % contribution should come out of every check but we don't want the flat amount to come out on every check
  - Communication to employees that VOYA deductions will happen one time per month on Run 1
- Union Dues deducted when the employee opted out of paying dues
  - Corrected prior to Feb 1 payroll run
  - We corrected all that we knew should not have dues deducted
  - Unions are checking on the Associate Dues that are getting charged to confirm this is correct
- Fixed Deposits coming out each Payroll Run – Communication in draft
  - Workday functionality is to follow the payment election setup for each pay period
  - If employees do not want Fixed Deposits in each pay period they should remove Fixed Deposits and make automatic payments out of their bank accounts

OVERPAYMENTS PROCESS REMINDERS

- Normal process to clear an overpayment :
    - Negative entry happens on Pay results
    - BT to DAS for return of overpayment (negative) amount
    - This will clear the negative
    - Payment notice to: accountant2.osps@das.oregon.gov

Exception to this process was the payment made centrally Jan 19, 24 ,25 for the December Overpayments and these lists are on WD Drive
- We made an Entry into workday first with the check that was sent to employees
- If the employee keeps the overpayment check agencies will:
    - Send a BT to DAS in the amount of the overpayment check
    - Send payment notice via email to accountant2.osps@das.oregon.gov
        - Subject line of the email: Jan overpayment check issued by DAS
        - Tell us this is for the overpayment check and include employee details

AGENCY REIMBURSEMENT DEDUCTIONS

Drive > Payroll Partner Resources > Agency Reimbursement Deductions >	Misc - Agency Repayment Agreement ▼		
Name	**Owner**	**Access**	**Modified**
📁 December Run 1	Terry Svay	200 People	1:17 PM
📁 January Run 1	Terry Svay	200 People	1:18 PM

Agency Reimbursement Deductions:
- Monthly we will be updating the folder in WD Drive
- Payroll Partners can access their PDF that is in the WD Folder they are listed by agency number
- These PDF's will correlate to payment sent through Treasury
    - We need Treasury account number to process this payment
    - Send Treasury Account number to Accountant2.osps@das.oregon.gov
    - We are missing a few smaller agency Treasury account numbers
- December payments have been sent
- January payments are in process

HOLIDAY PAY REMINDERS

- When holiday falls on your regular scheduled day
  - The holiday will auto populate on your time sheet
  - No time needs to be entered unless you worked on the Holiday
- If Holiday falls on your regular day off and you will receive Straight Time
  - Enter HST to receive cash for the Holiday
- For Exempt employees, if time is not submitted and approved holiday pay will not show on payslip and will come over in retro if it is entered after Run 1

Workday Equivalent Examples	How is it entered?	WD Payslip Name (examples)	Definition
Paid Holiday	The code auto populates, employees do not enter	Time Off - Holiday Taken	When the holiday falls on a regularly scheduled workday (i.e. employee's schedule is M-F and holiday falls on Monday), employees receive 8 hours of Paid Holiday (pro-rated for part time employees)
Time Worked (Non-Exempt) Time Worked (Exempt)	Employee enters in time entry	Holiday - Time Worked 1.5 Non Exempt Holiday - Time Worked 1.5 Exempt	Use this code when you work on a holiday and want to receive cash compensation for hours worked
Compensatory Hours Banked - Time Worked on Holiday	Non Exempt Employees enter in time entry	N/A	Use this code when you work on a holiday and want to accrue compensatory time for hours worked
ST - Straight Time Accrued (Daily) (auto populates, employees do not enter)	The code auto populates, employees do not enter	N/A	When the holiday fall on a regularly scheduled day off an employee receives 8 hours of straight time
Regular Day off On Holiday - HST	Employee enters in time entry	Holiday - Straight Time Paid Scheduled Day off	If the employee wants to receive pay instead of 8 hours of straight time leave they can enter this time entry code to remove the ST - Straight Time Accrued (Daily) and receive compensation instead.

REMINDERS

- Payslip Year to Date (YTD) – is accumulation of all pay periods including December paid Jan 1

- Off cycle payment cancel requests must be emailed before 11am on the payment date

- All WD related questions should be sent to osps.workday@das.oregon.gov. Please do not use the old OSPS helpdesk email. We will not be responding to WD questions through that email account, only legacy system questions