

Department of Administrative Services



Workday Wednesday – 03/6/2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Boards Information
- 04** General Information & Reminders



Release Updates



Workday System Release



Recap of the Bonus Workday Wednesday on 2/28/2024

- Evaluating the WD System Release takes a strategy
 - First priority is to identify changes that are automatically made AND will impact user experience.
 - Second is to identify the changes that require setup but meet an existing need or enhances the user experience.
 - Finally identifying items that need further evaluation to know if they are compatible with our configuration and if it will enhance the user experience and/or system efficiency.

Workday System Release



Recap of the Bonus Workday Wednesday on 2/28/2024

- Release Considerations & Outcomes
 - Each item has to be evaluated to make sure it:
 - Is enabled
 - Is truly doing what we think it should do based on the description
 - Works with our configuration
 - Once accepted as an update we would like to adopt or evaluate further, it will be:
 - Scheduled for immediate release
 - Scheduled into a future monthly state release
 - Scheduled for further evaluation in a future monthly state release

Workday System Release



Recap of the Bonus Workday Wednesday on 2/28/2024

More detailed information about the items on this slide can be found in the Workday Wednesday Notes from the bonus meeting.

- **Pop-Up Header Update & Right Aligned Footer Buttons**
 - Pop-ups will now have a page header with an 'X' to close the window.
 - The footer in pop-ups is now right justified and the 'OK' and 'Cancel' buttons are inverted.
- **Recruiting History Timeline - Confirmed Opt-In for Email Communications**
 - Recruiter will be able to more easily identify and track opt-in emails and communications with applicants through the Recruiting History Timeline.
- **Skills Cloud for Candidate Pools**
 - Enhance candidate pools by enabling you to select Skill Cloud skills for dynamic candidate pool membership.

Workday System Release



Recap of the Bonus Workday Wednesday on 2/28/2024

More detailed information about the items on this slide can be found in the Workday Wednesday Notes from the bonus meeting.

- **Talent & Performance Changes**

- Check-Ins Update

- Employees will see a slight difference, as Topics expand on the same page, instead of opening a new page.

- Goals Update

- Employees who take advantage of the Goals functionality in Workday will see a few changes to the following:
 - Clickable Fields in Goal Cards
 - Goal Cards Side Panel
 - Archive or Unarchive Goals Button
 - Category Field Displayed on Goal Cards
 - Updated Goal Cards Icons

Workday System Release



Additional Update Items

- **Learning Mass Enroll, new reporting fields, and Extended Enterprise Learners**
 - These learning updates will be shared directly with Learning Partners via email this by the end of today (3/6/24)
- **Attachments Settings in BP Toolbar for Change Job**
 - Users can now drag and drop attachments to the Change Job Event.
- **Direct Case Assignment**
 - The preferred method of creating Help Cases by someone who is a Case Solver is to use the standard 'Create Case' task, but there is also a 'Create Case Advanced' task.
 - If you decide to use the Advanced task for creating cases, you will have the option to assign the case directly to a Case Solver in that Solving Team.
 - Do not directly assign a case to someone unless you have talked to them, and they are expecting it.

March State Release



296 – Change Learning Notifications from Legal to Preferred Name

- This item was requested through a Help Case by a Learning Partner.
- The update will bring learning related notifications in line with all other notification is Workday that use the Preferred instead of the Legal Name.
- **Comms:** Email communication will be sent out to all agency LP's.
- **Tentative Production Date:** Week of 3/11

530 – New Seasonal Employee Reports

- Two report calculators designed to assist agencies with mid-month proration of Vacation and Sick Leave for seasonal employees.
- Accrual Calculator | Mid Month Proration | On Season
- Accrual Calculator | Mid Month Proration | Off Season

Payroll Updates



Payroll Processing

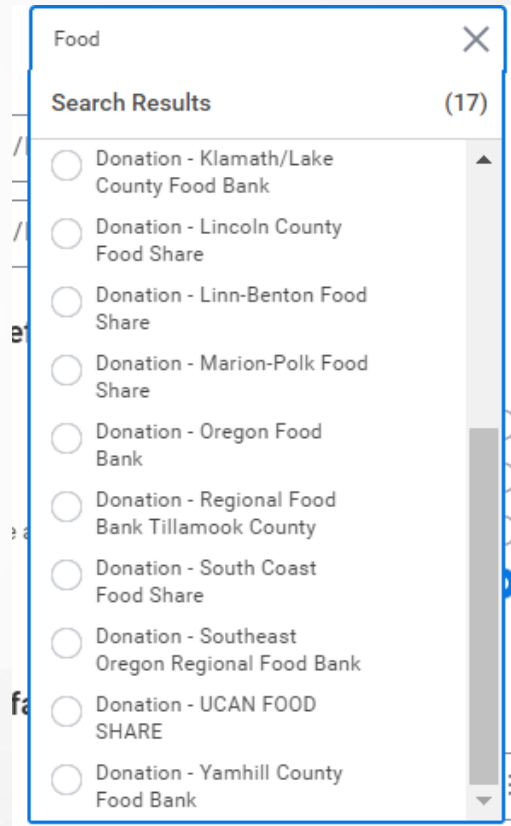


- **February off-cycle (run 2) payroll will process, Mar. 11, 2024**
 - February off-cycle time entry cutoff is 5 p.m. on Mar. 8, 2024
 - No time entry in Workday from 5 p.m. on Mar. 8 until 8 a.m. on Mar. 12, 2024
 - 24/7 agencies will have until 5pm on Sunday Mar. 10 to enter time
 - No daily check (off-cycle) processing on Mar. 11 and Mar. 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)

State Employee Food Drive Pay Input



- Detailed instructions were sent via e-News yesterday (Mar. 5)
- Employees request the donation in Workday
 - [https://wd5.myworkday.com/oregon/email-universal/inst/25755\\$1546/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/email-universal/inst/25755$1546/rel-task/2998$40834.html)
- Request goes to the Payroll Partner Workday inbox
- Payroll Partner will create a pay input on the employee's profile for the requested amount.
 - Select the appropriate Food Bank from the drop down
 - Select the start and end dates
 - Start date is 3/1/2024
 - End Date for One Time is 3/31/2024
 - End Date for On going is 2/28/2025
 - Select "Ongoing" or "One Time" and then click OK



Payroll Updates



Oregon Savings Growth Plan (OSGP) Integration Error

- E-News was sent to Payroll Partners – Feb. 27
- An updated communication was sent via E-News Mar. 5 and includes sample language for communicating with impacted employees
 - A list of impacted employees is on Workday Drive
 - Drive>Payroll Partner Resources>2024>OSGP March Impacted Employees

Case Management

- February 2 – 420 cases
- March 4 – 204 cases

Upcoming Workshops



Identifying & Troubleshooting Overpayments Part 1

March 19: Main Workshop session

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

Registration information will be shared with Payroll Partners in next week's stand up.

Identifying & Troubleshooting Overpayments Part 2

April 2-4: Practice & Application sessions

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

Boards Information



Boards – Official and Agency Specific Boards and Commissions



- Official Boards and Commissions Reminder
 - If you see a supervisory organization that has (Official Board) after the name, please do not make any changes to the positions, or the members.
 - Example – Oregon Medical Board (Official Board)
 - If there are questions about a position or a member, create a case in Workday.
- Agency Specific Boards and Commissions Update
 - We are working closely with DAS/CHRO on guidance related to the Agency Specific Boards and Commissions.
 - The QRG was submitted last Thursday to the Governor's Office.
 - Documents need to be finalized and put into production in Workday.
 - More information and direction will be coming soon.

General Information & Reminders



General Information & Reminders



- Compensation – Salary Selectives/Class Studies
- HR Partners please remind your management teams to work with you on job changes when the worker has worker earning overrides on cost allocations. These should be ended by the sending agency prior to the job change.
- Process onboarding tasks before encouraging employees to complete one off tasks
- Reminder, elevated role users are our customers. Please do not create cases on behalf of your agency employees to the Central Workday Team. Our focus is to support you so you can support them.
- Oregon1 is refreshing this Saturday.
- 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

