

Department of Administrative Services



Workday Wednesday – 03/20/2024

Agenda

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



Release Updates



Release Bye Week



- This week is a preparation week, we are:
 - Finalizing the Steady State Roadmap
 - Plan to share the finalized version at next WD Wed
 - Preparing the April Release
 - Reviewing process improvements
 - Planning for the transition out of Steady State into Operations

Payroll Updates



Payroll Processing



- **March on-cycle (run 1) payroll will process, Mar. 26, 2024**
 - March on-cycle time entry cutoff is 5 p.m. on Mar. 25, 2024
 - No time entry in Workday from 5 p.m. on Mar. 25 until 8 a.m. on Mar. 27, 2024
 - No daily check (off-cycle) processing on Mar. 26 and 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)

March/April Workshops



Overpayments Part 1

March 19: Main Workshop session

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

Attendance: 120

Materials will be in the Payroll Partner Workshop Series 2024 folder in Workday Drive by 3/22

(email notification will be sent when loaded)

Overpayments Part 2

April 2-4: Practice & Application sessions for learners who attended Part 1

Small groups walking through troubleshooting together with insight and feedback from SMEs

Logistics and number of sessions needed will be determined based on the attendance numbers from Part 1.

Email with information and registration will be sent to all registered learners by 3/25.

Reminder: Oregon Savings Growth Plan (OSGP - VOYA) Deferred Comp – Percent Based Deduction



As part the January Change Advisory Board (CAB) release, the DAS Workday Team has implemented a system update to correct the percentage-based deduction of OSGP VOYA deferred comp and/or Roth IRA for employees who elected a percentage-based deduction and not a flat dollar amount.

- **Implementation pushed to March Mid-Month Payroll:**

- March Mid-Month will be the first payroll run that the update will deduct from employee's mid-month pay with percentage-based deductions for OSGP VOYA deferred comp elections
- April 15 - Pay date, employees will see the percentage-based OSGP VOYA deferred comp deduction on their payslip
- Communication sent Feb. 6 to Payroll Partners with a sample email for employees
- Report shared with Payroll Partners included percent-based employees and multiple payments over the past 6 months
 - [Workday Drive>Payroll Partner Resources>VOYA percent-based deductions](#)
- Announcement will be shared on Workday Announcements to provide notice to all employees of this change

Please note: Employees who have an elected flat dollar amount for OSGP VOYA deferred comp and/or Roth IRA will only have that deducted on their first of the month pay date and this will not be impacted by this change.

Compensation





Next Step Progression Target Date

- We do not currently use the progression dates; we use the benefits service dates for Merit actions (step progression).
- This field can be seen by managers and elevated roles.
- Currently, we are unable to hide the field from view.

Employee

Compensation	
Compensation Package	General Compensation Package
Grade	17
Grade Profile	OAH-17-AA
Step	Step 10 - 4,755.00 USD
Company	Department of Human Services

Manager and Elevated Roles

Compensation	
Compensation Package	General Compensation Package
Grade	17
Grade Profile	OAH-17-AA
Step	Step 10 - 4,755.00 USD
Next Step Progression Target Date	(empty)
Total Base Pay Range	3,218.00 - 4,755.00 USD Monthly
Company	Department of Human Services

Salary Selectives/Class Studies



- Majority of retroactive (effective 3/2024 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.
- Updates may impact downstream efforts such as truncations, the Equal Pay Project and budget projections.
- Clean up of items no longer being utilized.

A few helpful Reports:

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

Workday
Foundations Series:
Additional Jobs



Truncations



- Testing has started on truncation efforts, including updates to structure and workers
- Will include all worker types but excludes additional jobs. Any impacted additional jobs will need the compensation assignment reviewed/updates, if needed.
- Please complete in progress items, where possible.
- In flight actions such as recruitments, job change, hires, etc. - Please carefully review and update compensation as needed.
- Future dated actions will need to be reviewed/updated.
- Detailed announcement will be posted in Workday for elevated HR/Payroll roles.

Current timeline –

Phase 1: Includes the majority of representations

- Workday load on 3/29/24
- Agency validation to begin 4/4/24.

Phase 2: Legislature Elected Officials (LE REPR) and Office of Public Defense Services (OPDS)

- Begin loading 4/4/24 (or before). We will notify the impacted groups as we complete the changes.

To avoid any pay errors, complete validation and updates prior to payroll running on 4/25/24.

General Information & Reminders



General Information & Reminders



- PICS Freeze - April 18th
- Oregon1 is refreshing this Saturday.
- Onboarding – Agency specific policies: any changes, updates or addition (new to onboarding policy review) need to be submitted via help case by May 3rd COB to be in production July 1st
- 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

