

**Workday
Wednesday
Update
3/1/23**



PAYROLL AND TIME TRACKING

Replacement Project

Moving Time and Pay to the 21st Century

Agenda



MARCH 1 PAYROLL



UNDERPAYMENTS
PROCESS



UPDATE ON
CURRENT ISSUES



COMMUNICATIONS
UPDATE

March 1 Payroll

- Current status March 1 Payroll:
 - Payslips are available in Workday
- New issue related to Salary Admin Worktag
 - Result is approximately 400 employees underpaid
 - Employees with these underpayments are under review and being paid as quickly as possible
 - Payroll Partners are working through the list of employees
 - The project team has corrected employees with underpayments over \$1000 or more.
 - Approximately 1759 employees overpaid on March 1 payroll
 - This list is being reviewed by Payroll Partners and they will work with employees to setup repayment agreements in Workday

March 1 Payroll

- The following pay codes will have the 'salary admin use' linked to the following pay codes
 - Flex time
 - Salary costing overrides
 - Holiday
 - Competency training (new code)
 - Light duty worked (new code)
 - Show up time worked (new code)
 - Time worked career development (new code)
 - Travel for training (new code)

Current Issues

- Update of Current Issues

Current Issues Being Worked

- Retro Cost Center overrides not moving OPE
 - Cost Calculation Workgroup working on this issue
- VOYA entries not recalculating during retro:
 - Communication to employees that VOYA deductions will happen one time per month
 - 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
- 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
 - Employees should contact the union to get something in writing and get reimbursed from the union. Agency can then stop the deduction
 - Manage union membership – SEIU & AFSCME
 - All other unions end date the pay input
- Fixed deposits coming out each payroll run:
 - 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 are instructed to remove fixed deposits and make automatic payments out of their bank accounts

Communications Update

- Payment Election Cancels
- Under/Overpayment Comms
- Run 2 Enterprise Comms

Communication in Process

- Overpayments for January/February communication in draft and will be sent to Payroll Partners once the list is reviewed and uploaded to WD Drive
- Overpayments for December – 2nd list updated this week
 - Payroll Partners will communicate with their employees on this list and setup repayment agreements
 - Overpayment instructions are also in WD Drive
- Payment Election setup not completed
 - 87 employees that were stuck in the payment election setup were canceled and will be sent communication to re-start the payment election setup
 - Employee list will be uploaded to WD Drive and communication will be sent by Central Payroll to this list of employees
 - Approximately additional 40 employees will be communicated with that requires them to clear their inbox and take steps to complete the Payment Election setup
- Enterprise Comms for March mid-month pay
- Payroll and Time Tracking (PTT) Status Reports for PTT Website

Thank you!



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