

Workday Wednesday 03/08/2023

Payroll Run 2 Info

Hire Date Changes

2023R1 Workday Updates

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Workday Wednesday 03/08/2023

Hire Date Changes

With the addition of Workday Payroll there are some new processes around changing dates of hire as well as rescinding a hire

- If no pay results are present (or only the current month “in process”), then we can rescind or change the date as needed
- Once there are final pay results for that worker, we can no longer rescind the hire. The current solution is to ensure any payment has been recouped and then term the worker the same date as the hire with notes to indicate *did not work.
- No retro primary job switch

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Workday Wednesday 03/08/2023

2023R1 Workday Updates

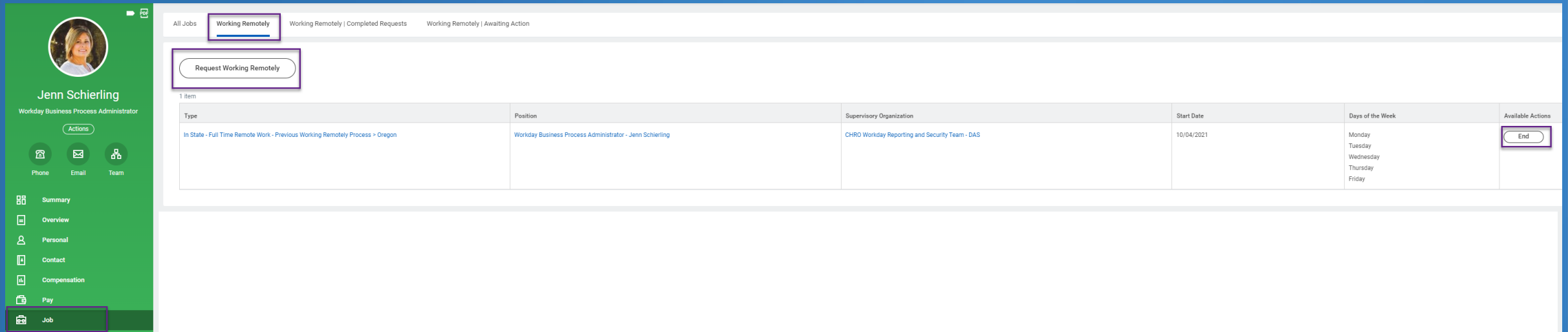
- Working Remote
- MyTasks (Inbox)
- Learning Updates
- Recruitment Updates
- Case Management Updates
- Miscellaneous

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Workday Wednesday 03/08/2023

Working Remote Updates:

- New tab on profile ->Job
 - Request & End remote work
- Automatically end on Termination & Additional Job



The screenshot shows the Workday user profile for Jenn Schierling, a Workday Business Process Administrator. The 'Working Remotely' section is active, displaying a table with one item. The table has columns for Type, Position, Supervisory Organization, Start Date, Days of the Week, and Available Actions. The 'Available Actions' column contains an 'End' button. The 'Job' tab is highlighted in the left sidebar.

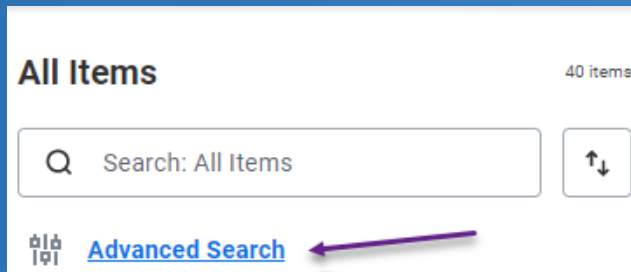
Type	Position	Supervisory Organization	Start Date	Days of the Week	Available Actions
In State - Full Time Remote Work - Previous Working Remotely Process - Oregon	Workday Business Process Administrator - Jenn Schierling	CHRO Workday Reporting and Security Team - DAS	10/04/2021	Monday Tuesday Wednesday Thursday Friday	End

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MyTasks (Inbox) Update:

- Advanced Search functionality
 - Type & Step
 - Date range options



A screenshot of the 'Advanced Search' form. The form is titled 'Advanced Search' with a 'Reset All' link. It has several sections: 'Task' with 'Task Type' and 'Task Step' dropdowns; 'Date Range' with 'Date Type' dropdown, 'Start' and 'End' date pickers (MM/DD/YYYY). At the bottom, there are 'Search' and 'Cancel' buttons.

Two screenshots showing the expanded search options. The top screenshot shows the 'Task Type' dropdown expanded to show 'Request Time Off' and a search bar for 'Task Step' with radio button options: Action, Approval, Initiation, and Integration. The bottom screenshot shows the 'Date Range' dropdown expanded to show radio button options: Created Date, Due Date, and Effective Date.

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Learning Updates:

- Will no longer be required to identify an Instructor or a Location when creating a Blended Course
 - Will still be required to identify an Instructor and Location on the Lesson
- Updates to how some equivalencies and optional content display on certain reports
- Extended Enterprise Learner account creation
- Affiliation Management Structure

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Workday Wednesday 03/08/2023

Recruitment Updates:

- Jobs Hub
- Update to Candidate Message
- Update to Internal Candidate Application
- Internal Candidate Contact Information
- Requisition Preview
- Add Document at Generate Offer
- Current Workday Issue

*Knowledge Articles will be updated to reflect these changes

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Jobs Hub

Roll out

The screenshot displays the Jobs Hub interface with a left-hand navigation menu and a main content area. The navigation menu includes: Overview (selected), Find Jobs, My Applications, My Referrals, Suggested Links, and a link to External Oregon J... The main content area is divided into two sections: 'Recently Added Jobs' and 'Recent Applications'.

Recently Added Jobs

- Compliance Specialist**
Initial Posting Date: 02/28/2023 Application Deadline: 03/06/2023 Agency: Oregon Housing and Community...
Salem | OHCS | North Mall Office Building
Full time
REQ-121673
[View Job](#)
- Systems Administrator (Information Systems Specialist 7) – Hybrid Remote...**
Initial Posting Date: 02/17/2023 Application Deadline: 03/12/2023 Agency: Department of Energy Salary...
Salem | ODOE
Full time
REQ-121013
[View Job](#)
- Fiscal Analyst 3 (Remote Work Option) Limited Duration**
Initial Posting Date: 01/13/2023 Application Deadline: 03/13/2023 Agency: Oregon Health Authority Salary...
Portland | OHA | Oregon Street
Full time
REQ-118002
[View Job](#)

Recent Applications

- DRAFT**
Benefit & Eligibility Worker (Human Services Specialist 3) – Russian languag...
Edited 02/27/2023, 10:43 AM
- APPLICATION UNDER REVIEW**
Benefit and Eligibility Worker (Human Services Specialist 3) - Spanish preferred
Applied 02/27/2023, 10:51 AM
- APPLICATION UNDER REVIEW**
Senior Classification and Compensation Analyst (Human Resources Analyst 2)
Applied 02/27/2023, 10:42 AM

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Jobs Hub

Internal - Find Jobs

Q search

> Saved Searches

Current Search

Save Clear All

Remote Type

- Hybrid Work (40)
- Hybrid Work Optional (37)
- Fully Remote or Hybrid Work... (17)
- Fully Remote Work (2)
- Fully Remote Optional (1)

751 Results

- Compliance Specialist**
REQ-121673 | Posting Date: 02/28/2023 | Salem | OHCS | North Mall Office Building
- Systems Administrator (Information Systems Specialist)**
REQ-121013 | Posting Date: 02/27/2023 | Salem | ODOE
- Fiscal Analyst 3 (Remote Work Option) Limited Duration**
REQ-118002 | Posting Date: 02/27/2023 | Portland | OHA | Oreg
- Office Specialist 2**
REQ-69422 | Posting Date: 02/27/2023 | Bend | DHS | Wall Street

Browse Jobs

Q Search All Jobs

Search

Filters Clear Filters

Primary Location

Q

Hiring Manager

Q

Job Family

Q

Time Type

Q

Jobs 1 - 15 of many results

- QA Engineer-10**
Postings are available for any current employee who has successfully completed
Hong Kong
Full time
Job Req ID: R01272
[View Job](#)
- QA Engineer-9**
Postings are available for any current employee who has successfully completed
Hong Kong
Full time
Job Req ID: R01270
[View Job](#)
- QA Engineer-10**
Postings are available for any current employee who has successfully completed
Tallinn
Full time
Job Req ID: R01228
[View Job](#)
- QA Engineer-10**
Postings are available for any current employee who has successfully completed
Riga
Full time
Job Req ID: R01227
[View Job](#)
- QA Engineer-9**
Postings are available for any current employee who has successfully completed
Tallinn
Full time
Job Req ID: R01224
[View Job](#)
- QA Engineer-9**
Postings are available for any current employee who has successfully completed
Riga
Full time
Job Req ID: R01223
[View Job](#)

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Jobs Hub

Jobs Hub

- Overview
- Find Jobs
- My Applications**
- My Referrals
- Suggested Links
 - Link to External Oregon J...

My Applications

Active (5) Inactive (1)

Drafts 1 item

Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	My Tasks	Manage Application
Not Submitted	SSP Delivery D15 SFO Clackamas - SE 82nd Dr Unit D - DHS	Clackamas DHS	Victor Alvarado	Alissa Walker	1	Continue Application Delete Application

Submitted Applications 4 items

Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager
02/27/2023	Benefit and Eligibility Worker (Human Services Specialist 3) - Spanish preferred	REQ-120989 Benefit and Eligibility Worker (Human Services Specialist 3) - Spanish preferred	Application Under Review	SSP Delivery D01 SFO Tillamook - 3rd St Unit A - DHS	Tillamook DHS	Lore...
02/27/2023	Senior Classification and Compensation Analyst (Human Resources Analyst 2)	REQ-120988 Senior Classification and Compensation Analyst (Human Resources Analyst 2)	Application Under Review	Classification & Compensation - AO - OHA	Salem OHA Summer Street	Mini...

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Jobs Hub

Jobs Hub

- Overview
- Find Jobs
- My Applications
- My Referrals**
- Suggested Links
 - Link to External Oregon J...

My Referral Activity

0 Active Referrals

0 Total Points

1 Rank

My Referrals | Leaderboard | Points Breakdown

2 items

Candidate	Referred For	Referral Date	Comments	Referral Jobs Applied For	
				Job Application	Job Application Stage
Tinker Bell (CAND-124548)		04/28/2020		REQ-116635 Benefit & Eligibility Worker (Human Services Specialist 3) – Russian language preferred (Open)	Application Under Review
				REQ-69422 Office Specialist 2 (Evergreen) (Open)	Application Under Review

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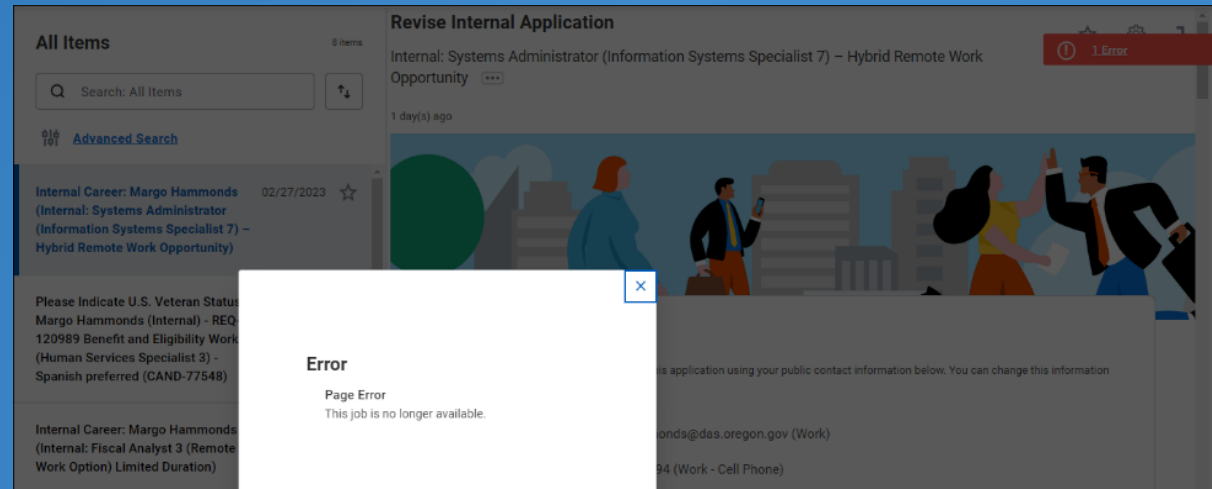
Updated Message – Live now

Unposted and reposted requisitions while the candidate application is in draft -

“Revise Internal Application -The entered information does not meet the restrictions defined for this field.”

Internal - It removes the application from the Drafts grid in the Jobs Hub My Application tab and gives the error message on the inbox task.

“This job is no longer available.”



External – Message with an Apply button.

Benefit & Eligibility Worker (Human Services Specialist 3) – Russian language preferred

This job has been updated.

Apply

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Update to Internal Application

Immediate

Application information used to have to be entered on the worker profile, and would pull into the application without the ability to update while applying.

Need to make changes?

Go to your profile

Internal candidates will get an application experience more like an external candidate. *Updates made to the application will not update the worker profile.

Manual update right away

Removing Certificates and Language sections from displaying for internal.

The screenshot shows a form titled "Certifications". It includes a dropdown menu for "Certification" with a selected item: "Law Enforcement Data System (LEDS) - Oregon State Police". Below this is a checkbox labeled "If you cannot find the certification, check here". The "Country" dropdown is set to "United States of America". There are input fields for "Certification Number", "Issued Date" (with a calendar icon and value "08/01/2002"), and "Expiration Date" (with a calendar icon and value "MM/DD/YYYY"). Below these fields is a section for "Attachments" with "Remove" and "Add" buttons. At the bottom, there is a "Language" section with an "Add" button.

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Internal Candidate Contact Information

Turn on right away

Candidate public information visible on candidate record

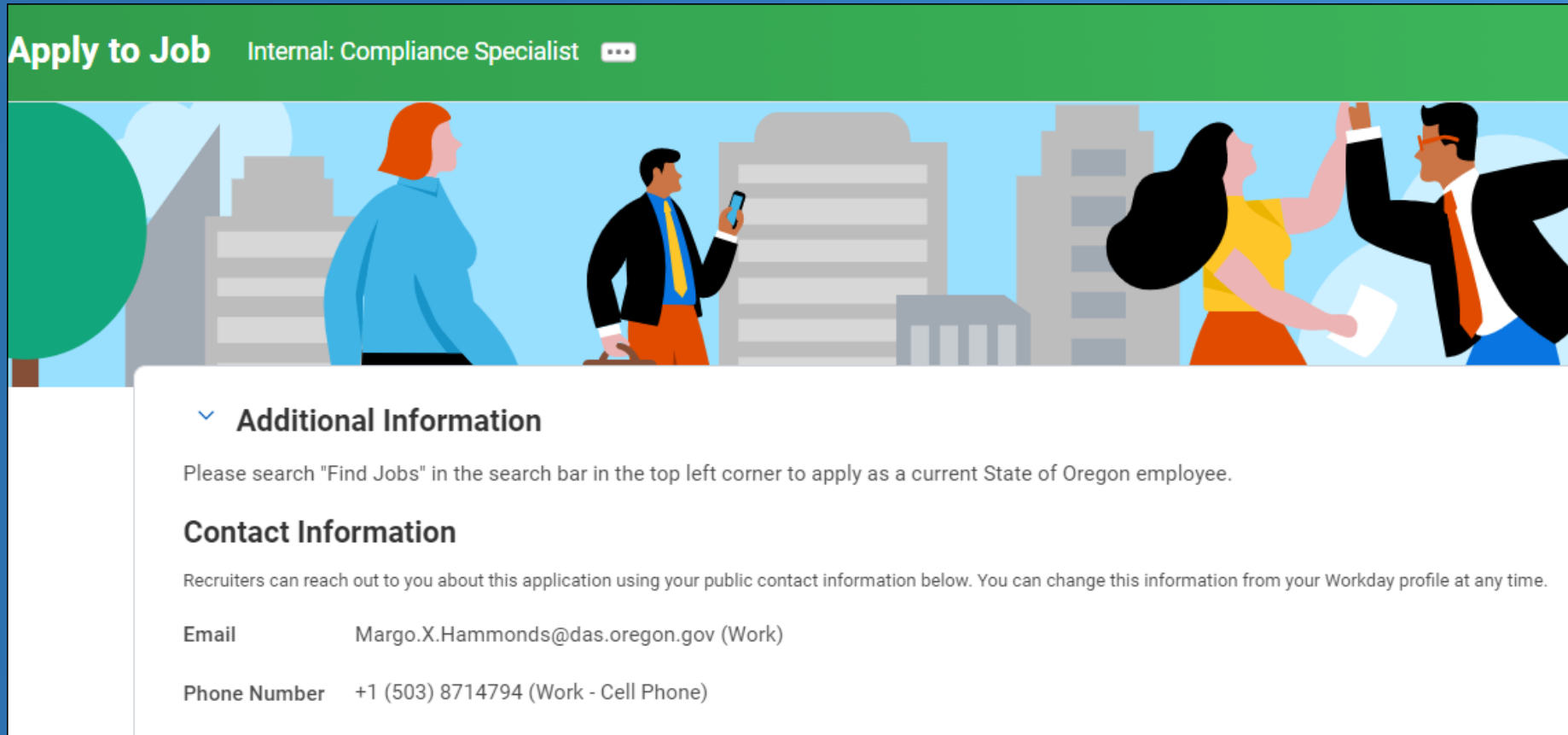
The screenshot shows a user interface for a candidate record. At the top, there is a 'MENU' button and a 'Sandbox' tab. A search bar contains the text 'cand:Margo Hammonds'. The main content area is divided into two columns. The left column features a green background with a profile picture of Margo Hammonds, her name 'Margo Hammonds (Internal) (CAND-77548)', and her job title 'For: REQ-120989 Benefit and Eligibility Worker (Human Services Specialist 3) - Spanish preferred (Evergreen)'. Below this is an 'Actions' button and icons for phone and email. The right column displays contact information: 'Email: Margo.X.Hammonds@das.oregon.gov (Work)' and 'Phone Number: +1 (503) 8714794 (Work - Cell Phone)'. Below this is 'Jobs Applied to: 5'. Further down, it shows 'Active Job Applications (2)' with details for 'Margo Hammonds (Internal) - REQ-120988 Senior Classification and Compensation Analyst (Human Resources Analyst 2) (CAND-77548)'. A button labeled 'Please Indicate U.S. Veteran Status' is also visible.

This inset screenshot shows contact information for Sara Carrillo. It lists two email addresses: 'sara.carrillo@hcs.oregon.gov (Work)' and 'Sara.Carrillo@noemail.com (Home)'. It also lists two phone numbers: '+1 (503) [redacted] (Home - Home)' and '+1 (503) [redacted] (Work - Cell Phone)'.

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Internal Candidate Contact Information

Candidate can see what is available to the Recruiter.



The screenshot shows a job application interface. At the top, there is a green header with the text "Apply to Job" and "Internal: Compliance Specialist" followed by a three-dot menu icon. Below the header is a colorful illustration of four people in a city setting: a woman in a blue sweater, a man in a suit holding a phone, a woman in a yellow top, and a man in a suit high-fiving her. Below the illustration is a white box containing the following information:

▼ **Additional Information**

Please search "Find Jobs" in the search bar in the top left corner to apply as a current State of Oregon employee.

Contact Information

Recruiters can reach out to you about this application using your public contact information below. You can change this information from your Workday profile at any time.

Email Margo.X.Hammonds@das.oregon.gov (Work)

Phone Number +1 (503) 8714794 (Work - Cell Phone)

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Requisition Preview from Search Results

Turn on right away

Recruiting

[REQ-121013 Systems Administrator \(Information Systems Specialist 7\) – Hybrid Remote](#) >

Work Opportunity (Open)

Job Requisition

Recruiting

[REQ-121013 Systems Administrator \(Information Systems Specialist 7\) – Hybrid Remote](#) ▾

Work Opportunity (Open)

Job Requisition

Primary Location Salem ODOE	Primary Recruiter Linda Bures
Hiring Manager Colin Lancaster	Supervisory Organization Energy Information Technology - ODOE
Job Profile Information Systems Specialist 7 - SR31 - Exempt	Application Deadline 03/12/2023 - 12 days to go

[Edit Job Requisition](#) [Review Candidates](#)

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Add Document at Generate Offer Document Step

Roll out – communication with Managers is necessary

The screenshot displays a 'Generate Document' window. The title is 'Generate Document for Offer (Default Definition): New Employee Offer Letter'. Below the title, it shows '4 second(s) ago' and 'Document Name: New Employee Offer Letter'. A document preview is visible, showing the text 'LIMITED DURATION AGREEMENT' and a sub-heading 'Below is the information regarding your Limited Duration Appointment'. A red arrow points to the 'Add Documents' link in the success notification.

Generate Document

Generate Document for Offer (Default Definition): New Employee Offer Letter

4 second(s) ago

Document Name: New Employee Offer Letter

Document * Format | B I U A |

LIMITED DURATION AGREEMENT

Below is the information regarding your Limited Duration Appointment

Success! Event submitted


Up Next: Sara Carrillo | Add Documents

[View Details](#)

Open **Skip**

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Add Document at Generate Offer Document Step

Add Documents Offer for Job Application: Tinker Bell - REQ-121673 Compliance Specialist (CAND-124548) 





2 minute(s) ago

If additional documents do not need to be added, use the action icon (cog wheel in the upper right corner) of this task and chose Skip Task.

Document Name

Document Category *

 Background Check 

Instructions

Normal  **B** *I* U A    

Fax to

Attachments *

Drop file here

or

Select files

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Add Document at Generate Offer Document Step

Candidate will not get the offer until this task is completed or skipped.

Skip This Task

You have opted to Skip this Task. The Task will have a status of "Manually Skipped" in Process History. Please enter any optional reason for this action. Your reason comments will also be available in Process History.

Business Process Offer for Job Application: Tinker Bell - REQ-121673 Compliance Specialist (CAND-124548)

Step Add Documents

Skip Reason

Not needed.


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Add Document at Generate Offer Document Step

Candidate view

Review Document

Fax to

 Background Check.docx


Can include acknowledgment language here.

I Agree

Please review your offer letter. If you have any questions please contact the appropriate State of Oregon hiring agency.

****We suggest you retain a copy of your offer letter for your records and future reference****

Thank you.

 New Employee Offer Letter 2023-02-28.pdf

By checking the **I Agree** * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking **Submit**, in the **Comment** text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter please provide details as to why you are declining them in the **Comment** text field below.

I Agree

Attachments

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

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Current Workday Issue

- Job Alerts notifications are currently unavailable for internal and external candidates. Update expected 3/15/23 at 5:00 p.m.

Thank you!

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Workday Wednesday 03/08/2023

Case Management Updates:

- Sharing Cases
- Linking Cases
- Notifications to requestors for responses on archived cases

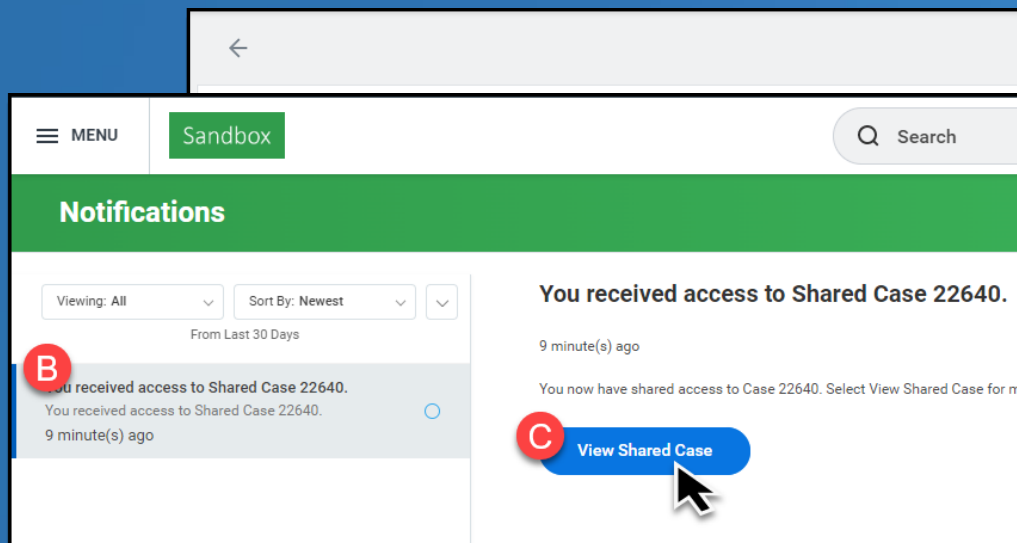
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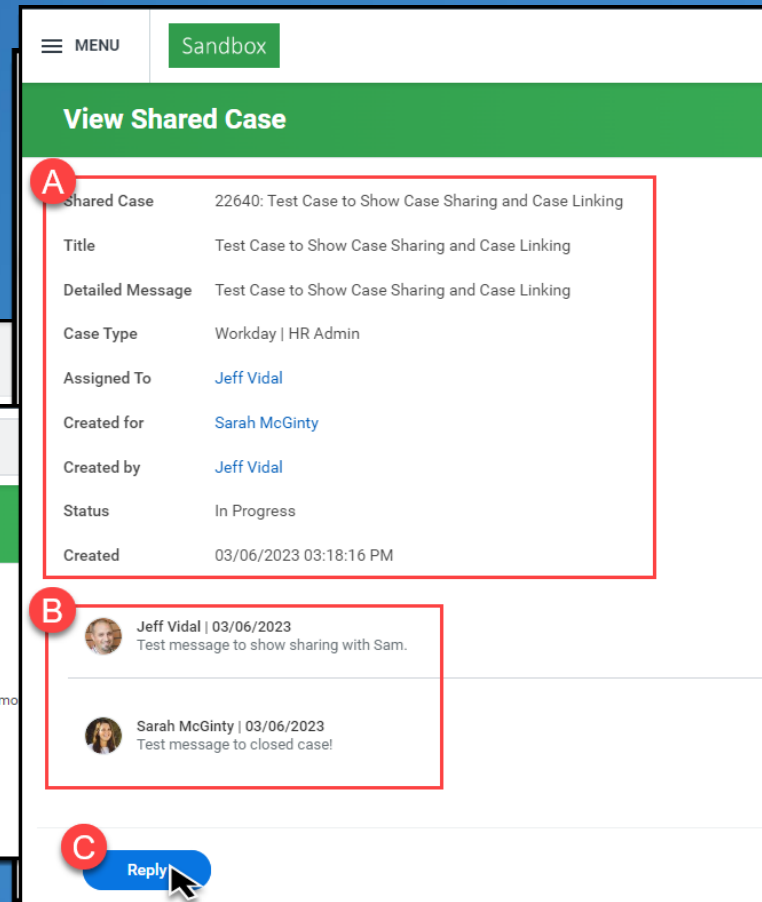
Workday Wednesday 03/08/2023

Case Management Updates:

- Sharing Cases



A screenshot of the Workday Notifications page. The top navigation bar includes a 'MENU' icon and a 'Sandbox' environment label. Below the navigation is a green header with the word 'Notifications'. Underneath, there are filters for 'Viewing: All' and 'Sort By: Newest'. A notification card is visible, titled 'You received access to Shared Case 22640.' with a timestamp of '9 minute(s) ago'. A red circle labeled 'B' highlights the notification title. At the bottom of the notification card, there is a blue button labeled 'View Shared Case' with a red circle labeled 'C' and a mouse cursor pointing to it.



A screenshot of the 'View Shared Case' page in Workday. The top navigation bar shows 'MENU' and 'Sandbox'. The page title is 'View Shared Case'. A red circle labeled 'A' highlights the case details table. The table contains the following information:

Shared Case	22640: Test Case to Show Case Sharing and Case Linking
Title	Test Case to Show Case Sharing and Case Linking
Detailed Message	Test Case to Show Case Sharing and Case Linking
Case Type	Workday HR Admin
Assigned To	Jeff Vidal
Created for	Sarah McGinty
Created by	Jeff Vidal
Status	In Progress
Created	03/06/2023 03:18:16 PM

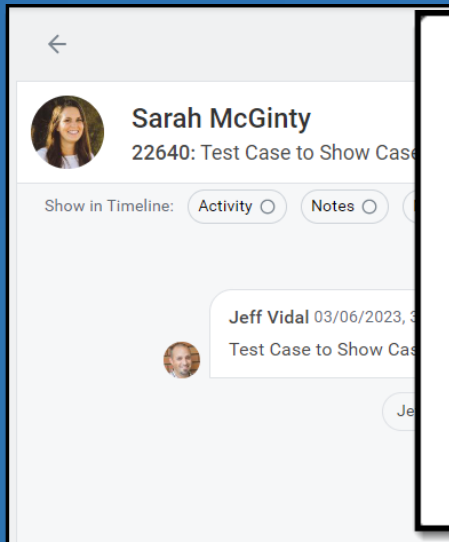
Below the table, there are two messages. A red circle labeled 'B' highlights the first message from Jeff Vidal | 03/06/2023: 'Test message to show sharing with Sam.' Below that is a message from Sarah McGinty | 03/06/2023: 'Test message to closed case!'. At the bottom of the page, there is a blue button labeled 'Reply' with a red circle labeled 'C' and a mouse cursor pointing to it.

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Case Management Updates:

- Linking Cases



A screenshot of a Workday case page for Sarah McGinty, showing a detailed timeline of activities. The case ID is 22640, titled "Test Case to Show Case Sharing and Case Linking". The timeline includes messages from Jeff Vidal and Sarah McGinty, and system-generated events such as "Case Assigned by Jeff Vidal to Jeff Vidal", "Case automatically moved to In Progress", and "Status changed to Resolved by Jeff Vidal". A sidebar on the right shows "LINKED CASES" with a case titled "testing replies" (ID 2263) in "IN PROGRESS" status. Annotations A and B are present: A points to the "Overview" tab in the sidebar, and B points to the "testing replies" case entry. The bottom of the page shows a message input field for Sarah McGinty and a "Send" button.

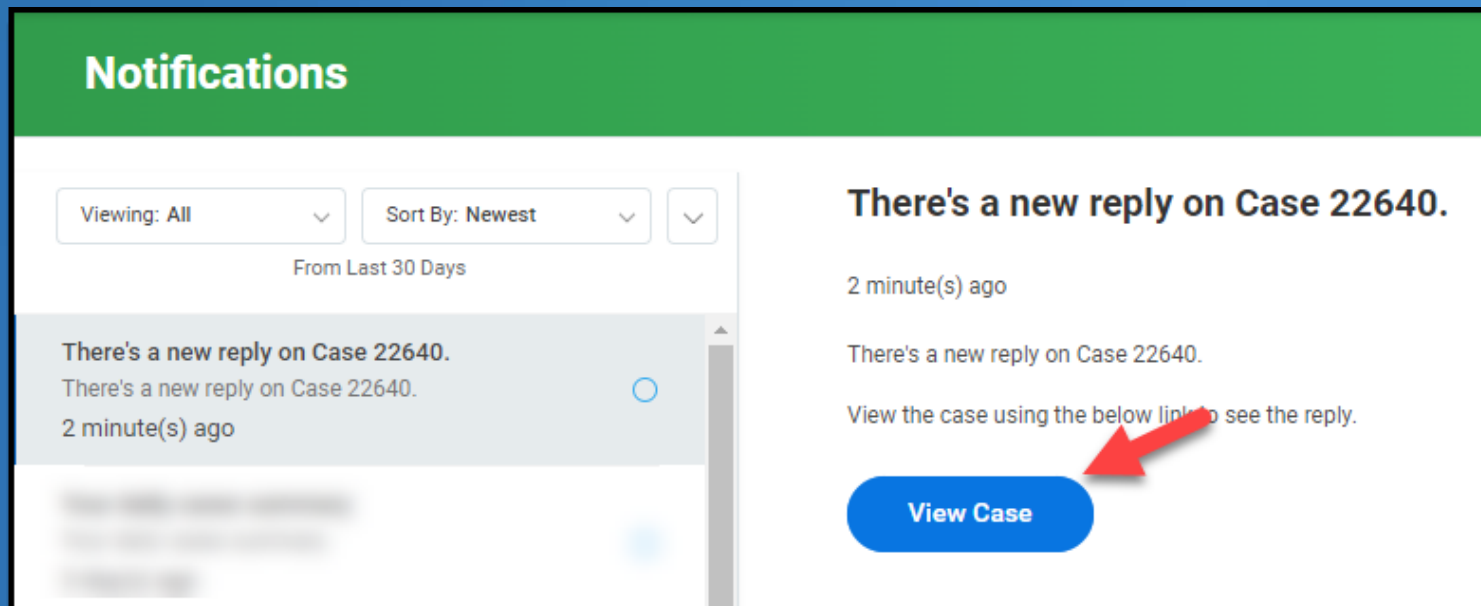
Reminder: While we have these meetings open

information

Workday Wednesday 03/08/2023

Case Management Updates:

- Notifications to requestors for responses on archived cases



The screenshot displays a 'Notifications' section with a green header. Below the header, there are filters for 'Viewing: All' and 'Sort By: Newest', along with a 'From Last 30 Days' indicator. A notification card is visible, stating 'There's a new reply on Case 22640.' with a timestamp of '2 minute(s) ago'. To the right of the notification card, a larger view of the notification is shown, including the text 'There's a new reply on Case 22640.' and 'View the case using the below link to see the reply.' A blue button labeled 'View Case' is positioned below the text, with a red arrow pointing to it.

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