

**Workday  
Wednesday  
03/08/23**



## **PAYROLL AND TIME TRACKING**

Replacement Project

**Moving Time and Pay to the 21<sup>st</sup> Century**

# Today's Agenda



MARCH 15 PAYROLL



PAYROLL  
PROCESSING  
REMINDERS



UPDATE ON CURRENT  
ISSUES



COMMUNICATION  
UPDATE

# March 15 Payroll

- Enterprise Communication went out yesterday
  - Cutoff Date for Time Entry March 8 by 5pm
  - All employees who expect mid-month pay(OT, Shift Differentials or other pay outside regular salary) or have exceptions to time entry need to have time entered, submitted and approved by 5pm on March 8
  - Time not submitted or approved by 5pm on March 8 will have mass submit and approval by central payroll
  - Time Entry will be locked March 8 at 5pm and reopen March 10
- Payroll Resource Links:
  - Employee and Manager FAQ – The project frequently asked questions document may help you find the answer to questions you have regarding payroll and time tracking.
  - Employee Resource Guide - This includes access to important payroll information and resources, including a guide on how to read your payslip.
  - Manager Resources Guide - Includes access to the Employee Resource Guide and access to important Payroll information that is helpful for managers.
  - Payroll Deadline Calendar - <https://www.oregon.gov/das/HR/Documents/Payroll-Deadlines-and-Important-Dates.pdf>

# March 15 Payroll

- Payroll will process on Thursday, March 9, 2023
- Please do not make any payroll entries in the current pay period during payroll processing
- Do not complete actions that are pay impacting after 5pm today
- Mass Submit and Mass Approval will be run for any time in January and February that was entered and not submitted or approved

# Communication in Process

- Enterprise email for Feb. Run 2 cutoff – sent March 7, 2023
- Coming soon...reports for Payroll Partners:
  - Unsupported Retro report
  - Unsubmitted Time report
  - Unapproved Time report
- Payment election setup not completed
  - We are refining the list of employees we will communicate to employees that had payment election canceled
    - Instructions are for employee to restart their payment election
  - Employee list will be uploaded to Workday Drive and communication will be sent by Central Payroll to the list of employees

# Other updates

- Assigned at the employee level – it will follow the employee with job changes
  - Reviewing BP to help with this
- Updating employees with 'no pay' additional jobs to error out in time entry
- If you have questions on leave balances – create a case
- Removing leave balances on payslips – discussing with leadership

**Thank you!**



**PAYROLL AND TIME TRACKING**

Replacement Project

**Moving Time and Pay to the 21<sup>st</sup> Century**