

**Workday
Wednesday
03/15/23**



PAYROLL AND TIME TRACKING

Replacement Project

Moving Time and Pay to the 21st Century

Today's Agenda



MARCH 15 PAYROLL



PAYROLL
PROCESSING
REMINDERS



UPDATE ON CURRENT
ISSUES



COMMUNICATION
UPDATE

March 15 Payroll

- We are communicating this morning with employees that had overtime paid out during January and February
 - DAS discovered that an incorrect FLSA rate was being used to calculate overtime pay for hours worked between January 1 and February 28, 2023
- A fix to correct the overtime calculation was implemented prematurely during the February run two paid on March 15, 2023
- The fix reversed what was originally paid and recalculated the amount to pay hours and wages at the correct rate for overtime worked between January 1 and February 28
- *Example:*

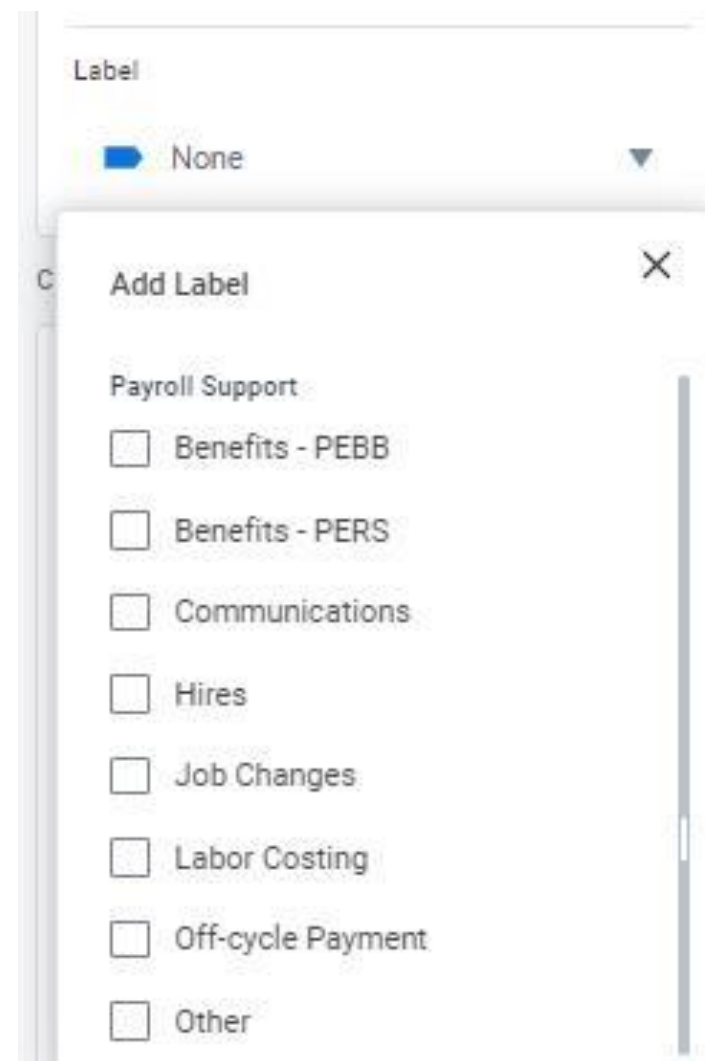
Overtime - 1.5 FLSA	01/02/2023 - 01/08/2023		(50.34)
Overtime - 1.5 FLSA	01/02/2023 - 01/08/2023		50.36

Updates

- Reports:
 - Pay | Workers with Unsubmitted Time Details
 - Pay | Workers with Unapproved Time Review Events (Details)
 - Strategizing approach to notify managers
- Additional no pay jobs
 - Time entry – error
 - Time off – in testing

Case Management for Payroll

- New Case Type:
Workday | Central Payroll Support
- Labels are now available for agencies and central payroll and give us the ability to better search and filter/data analysis etc. There is now a section titled Payroll Support in the Labels available. Here is a visual but there are many more labels if you scroll down.



Case Management

- There are two new KA's are out there for Case Management from the Solver Perspective:
- Working with Your Cases -
[https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998$40834.html)
- Getting to Know Case Management -
[https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998$40834.html)

Note: We do have a current issue with knowledge article pictures sometimes showing bigger than normal in Workday, Workday is working on fix. We will talk about it briefly tomorrow also.

Overpayments

December Overpayments:

- Lists are being pushed out weekly with employees that payroll partners can begin to look at for setup of repayment agreements
 - Week of Feb 15 – 258 employees updated on WD Drive
 - Week of Feb 27 – 61 employees updated on WD Drive
 - Week of Mar 6 – 129 employees updated on WD Drive
 - Instructions are included on steps needed to determine the net overpayment
 - Agencies will need to communicate with employees regarding these overpayments

March 1 Overpayments

- Employee has 'salary admin use' tag not submitted or approved
 - Fix: submit and approve time
 - If time or results are not pulling forward into March - have the payroll partner re-calc time.
- To determine the Net Negative that will be entered into the Repayment Agreement:
 - Find the Negative amount from the spreadsheet and confirm it on the pay results
 - Note the net amount for March paid April 1 pay results
 - Make a positive entry to get rid of the negative that will reduce from salary
 - Recalculate the employee and get the new net pay for March
 - The net negative for the overpayment will be the difference of the first net pay and second
 - You will need to remove the adjusting entry once you have determined the net negative
 - Employees will either have the negative flow through to deduct from next payroll or setup a repayment agreement

Thank you!



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