

Department of Administrative Services



Workday Wednesday – 04/03/2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Compensation
- 04** General Information & Reminders



Release Updates



Updates Since Last Meeting



545 - Update Personal Protection Leave Time Off Plan to include Temporary Employees

- **Description:**

A policy update has been made to include Temporary Employees in the Personal Protection Leave Time Off Plan.

- **What's Changing:**

Temporary Employees will no longer be *excluded* from accessing the Personal Protection Leave Time Off Plan.

- **Impact of Change:**

All Temps will be able to request Personal Protection Leave

- **Comms:** Workday Wednesday



April Release Activities

#	Title	
146	Seasonal worker on/off season	Analysis
208	Calculation for part-time employee benefits is not calculating correctly after initial calc	Testing
214	Labor Cost Coding: OPE (other payroll expenses) Workaround Solution	Testing
222	Leave Without Pay (LWOP): The current configuration provided by IBM needs review by Workday, Inc.	Analysis
223	Part-time Employees who work more than their FTE – Allowances not pro-rating or hours worked over their FTE are not being paid	Testing
234	Qualified employees on an unpaid leave of absence are not receiving the HEM	Testing
237	Reorder Time Calculations Related to OT	Analysis
282	AFSCME SACU Shift Trades - Configuration Change	Analysis

April Release Activities



#	Title	
320	Wage Withholding orders (including Child Support) do not deduct when an employee is out on an extended leave of absence	Testing
391	Update Security Roles Request App to make attachments visible	In Progress
397	CPERS: Retro Corrections more than 12 months old	In Progress
400	Verify My National ID (Employee as Self)	Testing
408A	Holidays to populate and pay while on leave of absence	In Progress
412	OMD Firefighter Unions - IAFF (non 40-hour employees) use a different calculation to get to their hourly rate	Completed
473	Policy: OPDS Salary Range Truncations	Completed
479	Truncations - April 1, 2024 (multiple REPRS)	Completed

April Release Activities



#	Title	
532	Requirements Updated - OST Trial Service Review and OST Performance Review Workday template request	Analysis
533	Hide Instant Messenger and Web Address fields for Emergency Contacts	Testing
538	Contingent Worker Unable to Request Roles through Security Roles Request App	In Progress
546	OSPOA: Safety Release time	Testing
556	Trial Service Performance Review Template Update	In Progress
558	Safety Partner access to Safety Incident BP Comments	In Progress
559	Grant Compensation Partners Access to Certifications Document Category	In Progress

Payroll Updates



Payroll Processing



- **March off-cycle (run 2) payroll will process, April 9, 2024**
 - March off-cycle time entry cutoff is 5 p.m. on April 8, 2024
 - No time entry in Workday from 5 p.m. on April 8 until 8 a.m. on April 10, 2024
 - No daily check (off-cycle) processing on April 9 and 10, 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)

No Retro Date



- Payroll Advisors voted March 19 to move the No Retro Date to Dec. 1, 2023
 - Dec 1, 2023 – start of new tax year
 - No Retro Date(NRPPT) will be set to Dec 1, 2023 on 4/25/24
 - DAS Central Payroll will change the date as part of payroll processing
 - No systematic changes will process prior to Dec. 1, 2023
 - Pay Impacting entries prior to Dec. 1, 2023 will have to be manually calculated
 - Communication to Payroll Partners and HR is in process



Payroll Office Hours

Central Services Team started office hours on April 1, 2024 (No joke)

Office Hours: Monday – Friday 3 pm to 4pm

- [Teams Meeting Link](#)

Central Payroll can also now be reached daily by phone: 503-378-6777

New report:

Was: Pay | Over and Under Payment

Pay | Variance Report | Compensation to Payroll Results in Selected Period

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 in Drive by 3/22

(email notification will be sent when loaded)

- PowerPoint
- Workbook
- Worksheet
- Recording

Overpayments Part 2

Small groups walking through troubleshooting together with insight and feedback from SME's

April 2-4: Practice & Application sessions

April 16-18: Practice & Application sessions

June Workshop-Employee/Manager Training Materials



June Workshop will be a Train the Trainer approach with supplement materials that can be used directly by employees and managers.

Audience for this workshop: HR and Payroll Partners, Learning Partners

Employee

Employee Time Tracking

- Alternative Work Schedules
- Holidays
- Flex time

Manager

Manager Topics

- How to review team time entries
- When to review time for your team
- When approve Time
- How to approve time

Compensation



Truncations



- Truncation mass changes were completed for workers on 4/1/24.
- Agencies can move forward with validations and adjust any variable dollar allowances.
- Validation considerations:
 - Future dated hired/job changes (effective after 4/1/24) that were in progress or completed prior to 4/1/24.
 - Workers with in-progress compensation related actions (between 3/29 and 4/1)
 - Additional jobs were not included in the mass load, agencies will need to review/update as appropriate.
 - Workers with job profile/grade profile mismatches or salary selectives that have not been completed will need to be manually updated.
- In flight recruitments, job changes and hires – carefully review and update if impacted by truncations.
- Workday team still working to update default compensation for Job profiles that had a grade profile change
- For impacted job profiles by representation – see your CBA or the “Compensation Changes Summary” document sent to the HR email lists on February 16, 2024
- To avoid any pay errors, agencies will want to complete their validations and updates by April 24 prior to payroll running on April 25.
- If assistance is needed, please submit a Workday Help case as soon as possible.

PERS Pickup Integration



- Integration is for Member Paid Pre-Tax (MPPT)
- Integration runs on the 1st and 15th of each month (for that month)
- Excludes Temporary, Off-Season and Agencies/Representations that are Employer Paid Pre-Tax (EPPT).
- Utilizes the PERS Contribution Start date in the PERS Status Check section of the additional data.
- Helpful Reports for PERS Contribution Start Dates:
 - PAY | Status Check Retirement Start Date in Selected Date Range
 - HCM | Contribution Start Date Audit

PERS Status Check

PERS Contribution Start Date (empty)

Edit

Compensation Reminders



Salary Selectives

- 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.
- Continuing to clean up items no longer being utilized as they are vacated (all workers/positions)

Reports

- CMP | Workers with Mismatched Job Profile/Grade Profile
- CMP | Compensation Changes Report
- HCM | Current Worker Detail Report
- CMP | Compensation Changes for Workers with Amount Allowance Plan
- BGT | Position Management Detail Report
- HCM | Employee Events by Selection Report
- CMP | Workers Off Step (within Range)
- CMP | Workers Above Max or Below Min
- More report available: **Human Resources Reports** worklet

Agency Transfers



- If someone is transferring into your agency, **before** you do anything in Workday, please contact an HR partner at the other agency
- Once you start the transfer process, the other agency no longer has the ability to make any needed updates
- Make sure other agency has taken care of any pending position, comp, other updates
- Designate an HR partner or two to be point of contact for agency transfers?

Resignation

Attention:

Oregon state government is one employer. **ONLY** submit this resignation if you are leaving state employment. Your new agency will complete the necessary actions to start your transfer. If you are leaving state government employment, or retiring, please continue submitting your resignation.

Termination

Attention:

Oregon state government is one employer. **ONLY** submit this termination if your employee is leaving state employment. Do not initiate a termination if your employee is moving to a position in another state agency, or another branch of state government. Your employee's new agency will complete the necessary actions to start your employee's transfer. If your employee is leaving state government employment, or retiring, please continue submitting this termination.

General Information & Reminders



General Information & Reminders



- **Heads up:** The Juneteenth Holiday falls on the Workday Wednesday scheduled for 6/19; we will hold that Workday Wednesday on 6/26.
- Workday Learning Administrator recruitment closes tomorrow.
- Oregon1 is **NOT** refreshing this Saturday.
- 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

