

Department of Administrative Services



Workday Wednesday – 04/17/2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Compensation
- 04** Workday Foundations Series
- 05** General Information & Reminders



Release Updates



April Release Items



223 - Part-time Employees (Allowances)

Anticipated Implementation: 4/19-23/24

Functional Area: Payroll

Agency Impact: Multiple

of Employees Impacted: 11-100

Description: Part-time Employees who work more than their FTE – Allowances not pro-rating or hours worked over their FTE are not being paid

Change: Adjust Allowances to recognize the correct hours worked for part-time employees to be paid appropriately.

Comms: Workday Wed | Various payroll comms

234 - Qualified employees on unpaid leave of absence do not receive the HEM

Anticipated Implementation: 4/19-23/24

Functional Area: Benefits

Agency Impact: Multiple

of Employees Impacted: UNK at this time

Description: Employees who have a leave of absence in Workday and are eligible for HEM Payment of 17.50 are not receiving it.

Change: Add earning code to process when an employee is on leave. This change is not effective dated.

Comms: Workday Wed | Various payroll comms

April Release Items



237 - Reorder Time Calculations Related to Overtime

Anticipated Implementation: 4/19-23/24

Functional Area: Payroll

Agency Impact: All

of Employees Impacted: 10k+

Description: Additional costs are going to the override that should stay with the default costing, causing errors in reporting.

Change: Renumber the order in which the time calculations fire (maintain time calculations priorities).

Comms: Workday Wed | Various payroll comms | Finance Partners about the impact to them.

320 - Wage Withholding orders do not deduct when an employee is out on an extended leave of absence

Anticipated Implementation: 4/19-23/24

Functional Area: Payroll

Agency Impact: All

of Employees Impacted: 2,500-10k

Description: Employees should have wages garnished based on flat dollar amount/ percentage based even if they are on a leave of absence.

Change: Add wage withholding orders to pay group "deductions on leave" to process when an employee is on a leave of absence. This will correct on a going forward basis, **not in retro**.

Comms: Workday Wed | Various payroll comms

April Release Items



400 - Verify My National ID (Employee as Self)

Anticipated Implementation: 4/19-23/24

Functional Area: Core HR

Agency Impact: All

of Employees Impacted: 10k

Description: Need a way for employees to verify their SSN, currently unable to see it on their profile.

Change: Turning on existing functionality provided by Workday. Employees will be able to **verify** their SSN in Workday.

Comms: Workday Wed | Various payroll comms

408A - Holidays to populate and pay while on leave of absence

Anticipated Implementation: 4/19-23/24

Functional Area: Time Tracking

Agency Impact: All

of Employees Impacted: 101 to 500

Description: For employees on an unpaid leave of absence and when permitted by CBA language, Workday needs populate holidays on timesheets and pay the holiday while on unpaid leave.

Change: Will create time calculation to populate the holiday for employees even when on a leave of absence per CBA. *This change will start with Memorial Day 2024, it is **not retroactive**.*

Comms: Workday Wed | Various payroll comms

April Release Items



556 - Trial Service Performance Review Template Update

Anticipated Implementation: 4/17-23/24

Functional Area: Career Development Planning

Agency Impact: All

of Employees Impacted: 2,501-10k

Description: Per Statewide HR Directors, retire the current template, create new rating scale, and apply the new scale to a copy of the current template.

Change: Retire current template and create new one.

Comms: Official communication should come from CHRO regarding this update.

558 - Safety Partner access to Safety Incident BP Comments

Anticipated Implementation: 4/17-23/24

Functional Area: Security

Agency Impact: All

of Employees Impacted: 51 - 500

Description: Request to allow those with the Safety Partner role the security to access report(s) that will provide Comments made on Safety Incidents.

Change: Give Safety Partners view access to the domain: Business Process Reporting.

Comms: Workday Wed



April Release Items

559 - Grant Compensation Partners Access to Certifications Document Category

Anticipated Implementation: 4/17-23/24

Functional Area: Security

Agency Impact: All

of Employees Impacted: 51 - 500

Description: Compensation docs miscategorized as Certifications need to be accessible to Compensation Partners to be corrected.

Change: Update Security Group Compensation Partner | Document View and Modify to allow access to Certifications.

Comms: Workday Wed

Payroll Updates



Payroll Processing



- **April on-cycle (run 1) payroll processing, April 25, 2024**
 - April on-cycle time entry cutoff is 5 p.m. on April 24, 2024
 - No time entry in Workday from 5 p.m. on April 24, until 8 a.m. on April 26, 2024
 - No daily check (off-cycle) processing on April 25 and April 26, 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 Follow up



No Retro Date:

- Payroll Advisors voted March 19 Payroll Advisor Meeting to move the No Retro Date to Dec. 1, 2023
 - No Retro Date(NRPPT) will be set to Dec 1, 2023 on the April Run 1 payroll processing
 - Central Payroll will change the date as part of payroll processing
 - Any actions completed with an effective date prior to Dec. 1, 2023 will not be picked up systematically
 - Pay Impacting actions completed with an effective date prior to Dec. 1, 2023 will have to be manually calculated
 - Communication sent out via e-News April 4, 2024

Payroll Tips, Resources and Tools



DAS Workday and Shared Payroll services worked together to create a Time Entry Best Practices document for DAS employees and have created a template for agency use:

- [Best Practices for Time Entry Agency Version](#)
- Are these tools useful for your agencies?
- What other tools, tips or resources are you looking for at this time?
- Template will be shared on WD Drive:
 - Drive>Payroll Information and Resources>Time Entry_Agency Version

Straight Time Accrued Notice



- E-News annual reminder was sent out April 15, 2024
- For certain represented employees, there is a due date of June 30, 2024 for using Straight Time accrued from July 1, 2023 to June 30, 2024. It is important for your agency to develop and document a plan on how employees will use their Straight Time accrued hours.
- The following report will provide you with a list of employees with straight time hours accrued:
- [Time Off | Leave Balances | April Straight Time Notification](#)

[Time Off | Leave Balances | April Straight Time Notification](#)  

[Time Off Plans for Time Off Balance Reporting](#)

[Straight Time | Time Off Plan](#)

[Straight Time | Time Off Plan | Multiple Job Workers](#)

- Please follow your Collective Bargaining Agreement for specific information on how employees in your agency are required to use Straight Time accrued

June/July Workshop- Employee/Manager Training Materials



June/July Workshop will be a "**Train the Trainer**" approach with supplemental materials that can be used directly by employees and managers

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

Employee Time Tracking Topics:

- Work Schedules
 - Alternative Work Schedules
 - Importance of Work Schedules
- Holidays - Hours worked on a holiday
- Flex time
- Additional Topics to be covered include:
 - Time Reporting expectations
 - Tips to ensure your time worked is entered correctly
 - Timing of Time Off (Absence) requests
 - Reviewing and attesting to the accuracy of your monthly timesheet
 - Entering overtime - When to enter overtime as comp time
 - when to enter On Call Hours
 - Work tags for Shift Differentials

Manager Topics

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

Compensation



Compensation Defaulting



Compensation Defaulting from Position Restrictions to Hire/Job Change

1. Position Restrictions – Default Compensation
 2. Requisition Compensation
 3. Offer Compensation
 4. Propose Compensation – Hire/Job Change
- If offer step is skipped or left blank, it defaults back to the prior step.
 - Example: If offer is skipped/left blank, hire/job change will default back to Requisition Compensation
 - Each offer supersedes the prior.
 - Example: If a 2nd offer is completed, the 2nd offer is what defaults to hire/job change

Compensation Defaulting



Position Restrictions – Default Compensation:

Office Specialist 2 (Unfilled) ...

Position Overview Requisitions Incumbent

Position Overview Hiring Restrictions Documents **Default Compensation** Qualifications Position Description (BIRT) Business Process History Additional Data

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
3,427.00	3,427.00	USD	Monthly

Compensation

Compensation Package [General Compensation Package](#)

Grade **15**

Grade Profile [OAH-15-AP](#)

Step [Step 03 - 3,427.00 USD](#)

Next Step Progression Target Date (empty)

Total Base Pay Range [3,427.00 - 4,639.00 USD Monthly](#)

Company [Department of Human Services](#)

Plan Assignments 1 item

Effective Date	Plan Type	Compensation Plan	Assignment
04/01/2024	Salary	Monthly Salary Pro Rated if Less than Full Time	3,427.00 USD Monthly

Compensation Defaulting



Requisition Compensation:

Overview Candidates **Details** Organizations Qualifications Job Postings

Details **Requisition Compensation** Interview Team

Totals 1 item



Total Salary & Allowances	Total Base Pay	Currency	Frequency
3,427.00	3,427.00	USD	Monthly

Compensation

Compensation Package General Compensation Package

Grade 15

Grade Profile OAH-15-AA

Total Base Pay Range 3,218.00 - 4,338.00 USD Monthly

Plan Assignments 1 item



Effective Date	Plan Type	Compensation Plan	Assignment
04/01/2024	Salary	Monthly Salary Pro Rated if Less than Full Time	3,427.00 USD Monthly

Compensation Defaulting



Offer Compensation:

Defaulted Compensation

Compensation Package
General Compensation Package

Grade
15

Grade Profile
OAH-15-AA

Salary

Assignment Details
3,427.00 USD Monthly

Plan Name
Monthly Salary Pro Rated if Less than Full Time

Updated Offer Compensation

Compensation Package
General Compensation Package

Grade
15

Grade Profile
OAH-15-AA

Step
● Step 03 - 3,218.00 USD added

Progression Start Date
● 04/12/2024 added

Salary

Assignment Details
● 3,218.00 USD Monthly was 3,427.00 USD Monthly

Plan Name
Monthly Salary Pro Rated if Less than Full Time

Compensation Defaulting



Candidate Offers – When more than one offer process:

▼ 04/16/2024 - Offer 2

Compensation

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency
3,619.00	3,619.00	USD

Compensation Package [General Compensation Package](#)

Grade [15](#)

Grade Profile [OAH-15-AA](#)

Step [Step 06 - 3,619.00 USD](#)

Company [Department of Human Services](#)

Plan Assignments 1 item

Plan Type	Compensation Plan	Assignment
Salary	Monthly Salary Pro Rated if Less than Full Time	3,619.00 USD Monthly

▶ 04/16/2024 - Offer 1

Compensation Defaulting



Propose Compensation - Hire/Job Change:

Compensation Package

- General Compensation Package added

Grade

- 15 added

Grade Profile

- OAH-15-AA added

Step

- Step 06 - 3,619.00 USD added

Progression Start Date

- 04/12/2024 added

Salary

Assignment Details

- 3,619.00 USD Monthly added

Plan Name

- Monthly Salary Pro Rated if Less than Full Time added



Job Profile/Grade Profile

Job profiles and grade profiles are linked – this matches the appropriate the grade profile(s) to the job profile

Job Profile

Office Specialist 2 - SR15 - Exempt

Overview | Qualifications | Pay

Overview | Characteristics | **Compensation** | Additional Data | Business Pr

Compensation Grade: 15

Compensation Grade Profile: AAON-15-AA

- OAH-15-AA
- OAH-15-AP**
- OAI-15-AA
- OAI-15-AP
- OAO-15-AA
- OAO-15-AP

Grade Profile

Name: OAH-15-AP

Description: (empty)

Base Pay Elements: Base Pay

Eligibility Rules: Service Employees International Union (SEIU) Strikeable - Human Services Coalition Rule

Currency: USD

Frequency: Monthly

Referenced by Job Profile: **29**

Compensation Steps: Yes

Pay Ranges | Steps

29 items

- Job Profile
- Office Coordinator - SR15 - Non Exempt (inactive)
- Office Specialist 2 - SR15 - Exempt**
- Office Specialist 2 - SR15 - Non Exempt
- Parte Specialist 1 - SR15 - Exempt



Job Profile/Grade Profile

Worker Profile

Job Details	
Employee ID	[Redacted]
Supervisory Organization	[Redacted]
Position	Office Specialist 2 - SR15 - Non Exempt
Business Title	Office Specialist 2 - SR15 - Non Exempt
Job Profile	Office Specialist 2 - SR15 - Non Exempt

Position Restrictions

Position Overview		Requisitions	Incumbent
Position Overview Hiring Restrictions Documents Default Compensation			
Job Family	Office Specialist		
Job Profile	Office Specialist 2 - SR15 - Non Exempt		
Job Profiles for Job Family	Office Specialist 1 - SR11 - Exempt Office Specialist 1 - SR11 - Non Exempt Office Specialist 1 - SR12 - Exempt (inactive) Office Specialist 1 - SR12 - Non Exempt Office Specialist 1 - SR13 - Non Exempt + More (4)		



Job Profile/Grade Profile

Compensation Change

A screenshot of a software interface showing a dropdown menu. The menu items are: "From Job Profile" (highlighted with a red box), "All Compensation Grade Profiles in Compensation Grade", "By Compensation Grade and Rule", "Search", and "OAH-15-AA" (with a close button and a three-dot menu icon).

Compensation Change

A screenshot of a software interface for configuring a "Compensation Grade Profile". The page includes the following sections:

- Reason:** 15: OAH-15-AA (highlighted with a red box)
- Guidelines:**
 - Total Base Pay Range: 3,218.00 - 4,338.00 USD
 - Compensation Pay Range: 3,218.00 - 4,338.00 USD Monthly
 - Base Pay Elements: Base Pay
- Steps:** 10 items (table below)
- Compensation Package:** General Compensation Package
- Grade *:** 15
- Grade Profile:** OAH-15-AA (highlighted with a red box)

Step	Sequence	Name	Amount	Interval	Period	Progression Rule
Q	001	Step 01	0.00			
Q	002	Step 02	0.00			
Q	003	Step 03	3,218.00			
Q	004	Step 04	3,335.00			
Q	005	Step 05	3,477.00			
Q	006	Step 06	3,619.00			



Job Profile/Grade Profile

Dental Assistant 1 - SR15 - Exempt

Overview Qualifications Pay

Overview Characteristics Compensation

Compensation Grade 15

Compensation Grade Profile
AAON-15T-AA
AAON-15T-AP
CP-15T-AA
CP-15T-AP
OAH-15T-AA
OAH-15T-AP
OAI-15T-AA

Compensation Grade Profile

15: OAH-15T-AP

Compensation Pay Range 3,552.00 - 4,639.00 USD Monthly

Base Pay Elements Base Pay

Steps 7 items

Step	Sequence	Name	Amount	Interval
Q	004	Step 04	3,552.00	
Q	005	Step 05	3,709.00	
Q	006	Step 06	3,865.00	
Q	007	Step 07	4,036.00	
Q	008	Step 08	4,222.00	
Q	009	Step 09	4,425.00	
Q	010	Step 10	4,639.00	

Office Specialist 2 - SR15 - Exempt

Overview Qualifications Pay

Overview Characteristics Compensation

Compensation Grade 15

Compensation Grade Profile
AAON-15-AA
OAH-15-AA
OAH-15-AP
OAI-15-AA
OAI-15-AP
OAO-15-AA
OAO-15-AP

Compensation Grade Profile

15: OAH-15-AP

Compensation Pay Range 3,427.00 - 4,639.00 USD Monthly

Base Pay Elements Base Pay

Steps 10 items

Step	Sequence	Name	Amount	Interval
Q	001	Step 01	0.00	
Q	002	Step 02	0.00	
Q	003	Step 03	3,427.00	
Q	004	Step 04	3,552.00	
Q	005	Step 05	3,709.00	
Q	006	Step 06	3,865.00	
Q	007	Step 07	4,036.00	
Q	008	Step 08	4,222.00	
Q	009	Step 09	4,425.00	
Q	010	Step 10	4,639.00	

Job Profile/Grade Profile



CMP | Workers with Mismatched Job Profile/Grade Profile ✕

[View Report Definition](#) ⋮

Instructions This report returns results where the workers assigned job profile and grade profile are not linked.

1. Includes primary and non-primary jobs
2. Includes active workers only
3. Excludes job profiles SR00 of Board and Commission Member, Volunteer and Unpaid Intern/Volunteer

Note: If using a retroactive effective date, workers assigned job profiles that have had a salary selective may show up on this report.

Effective as of Date 📅

Company * ⋮

Cancel
OK

		All Positions / Jobs				
Worker	Worker Emp ID	Position ID	Company	Primary Job	Job Profile	Compensation Grade Profile
				Yes	Information Systems Specialist 8 - SR33 - Exempt	OAS-34-IP
				Yes	Learning & Development Specialist 1 - SR23 - Non Exempt	AMG-24-AP
					Construction Project Manager 3 - SR33 - Non Exempt	OAS-32-AP
					Child Welfare Supervisor 2 - SR29 - Exempt	MMS-29-AA

Comp Reminders



- Salary Selectives
 - Workers and Positions – including vacant and non-budgeted positions
- Truncations
 - Validations
 - Updates to variable dollar allowances
- No Retro Prior to Date
 - Updating to December 1, 2023 on April 25, 2024

Workday
Foundations Series:
**Compensation
Changes**



General Information & Reminders



General Information & Reminders



- Please note on Friday, April 12, there was an email disruption.
- Removing hourly LWOP while on extended leave
- Presenting retro compensation corrections in a case-Do's and Dont's
- Onboarding – Agency specific policies: any changes, updates, or addition (new to onboarding policy review) need to be submitted via Help Case by May 3, 2024, COB to be in production July 1, 2024.
- **Heads up:** The Juneteenth Holiday falls on the Workday Wednesday scheduled for 6/19; will hold that Workday Wednesday on 6/26.
- Oregon1 is 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

