# 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





### **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



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



400 - Verify My Natio Self)	nal ID (Employee as	408A - Holidays to populate and pay while on leave of absence				
Anticipated Implementation: 4/19-23/24		Anticipated Implementation: 4/19-23/24				
Functional Area: Core HR Agency Impact: All		Functional Area: Time Tracking	Agency Impact: All			
# of Employees Impacted: 10k		# of Employees Impacted: 101 to 500				
<b>Description:</b> Need a way for e SSN, currently u profile.	employees to verify their nable to see it on their	<b>Description:</b> 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.				
<b>Change</b> : Turning on existing f Workday. Employees SSN in Workday.	unctionality provided by will be able to <b>verify</b> their	This change will start with	on to populate the holiday for n a leave of absence per CBA. <i>h Memorial Day 2024, it is <b>not</b></i>			
Comms: Workday Wed   Vari	ous payroll comms	retroactive.				
		Comms: Workday Wed   Various payroll comms				



### 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



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: <u>workday.oregon.gov</u>
  - Workday Drive: Drive>Payroll Information and Resources>Workday Processing Calendar
    - <u>https://wd5.myworkday.com/oregon/email-universal/inst/21037\$23407/rel-task/2998\$33471.htmld</u>

### 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:

- <u>Best Practices for Time Entry Agency Version</u>
- 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



 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 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 Requestion Compensation
- Each offer supersedes the prior.
  - Example: If a 2<sup>nd</sup> offer is completed, the 2<sup>nd</sup> offer is what defaults to hire/job change



### **Position Restrictions – Default Compensation:**

Office Specialist 2 (Unfilled	i) 🚥						
Position Overview Requisitions	Incumbent	1					
Position Overview Hiring Restric	ctions Docu	uments Default Compensation	Qualifications Position Description (BIRT)	Business Process History Additional Dat	ita		
Totals 1 item							@ ▥ ╤ ┉ ☶ ェ ▥ ▥
		Total Salary & Allowances	Total Base Pay	Currency		Frequency	•
		3,427.00	3,427.00	USD		Monthly	Ţ
Compensation							
Compensation Package	General Com	pensation Package					
Grade	15						
Grade Profile	OAH-15-AP						
Step	Step 03 - 3,42	27.00 USD					
Next Step Progression Target Date	(empty)						
Total Base Pay Range	3,427.00 - 4,6	39.00 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		



### **Requisition Compensation:**

Overview	Candidates	Details	Organizations	Qualifications	Job Postings		
Details	Requisition Com	pensation	Interview Team				
Totals 1 ite	em						ᆁ≣≂⊪пг∎⊞
			Total	I 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				18 🗉 😇 🗔 🖽 🖽
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	<b>•</b>

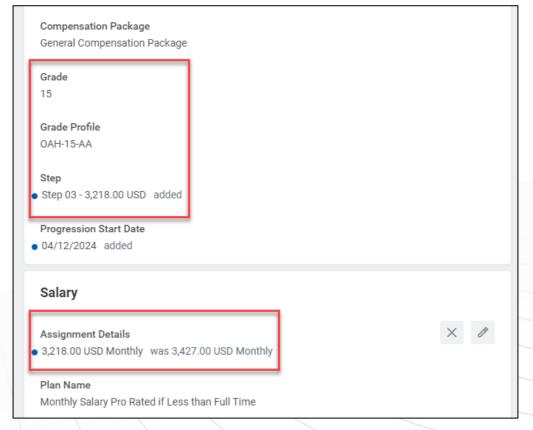


### **Offer Compensation:**

### Compensation Package General Compensation Package 15 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

Defaulted Compensation

#### Updated Offer Compensation



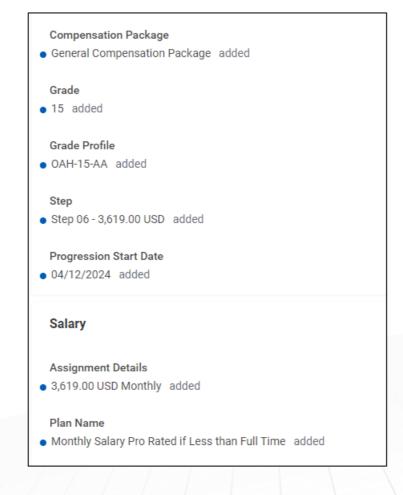


### **Candidate Offers – When more than one offer process:**

✓ 04/16/2024 - 0	ffer 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 the	an Full Time		3,619.00 USD Monthly		
04/16/2024 - 0	ffer 1					



### **Propose Compensation - Hire/Job Change:**



Job Profile



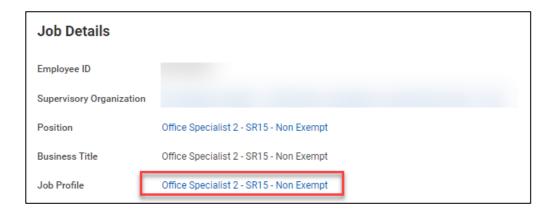
Job profiles and grade profiles are linked – this matches the appropriate the grade profile(s) to the job profile

Grade Profile

OAH-15-AP Name Office Specialist 2 - SR15 - Exempt Description (empty) **Base Pay Elements** Base Pay Qualifications Pay Overview Eligibility Rules Service Employees International Union (SEIU) Strikeable - Human Services Coalition Rule Additional Data Business F Overview Characteristics Compensation USD Currency Monthly Frequency 29 items Compensation Grade 15 Referenced by Job Profile 29 Job Profile Compensation Grade Profile AAON-15-AA And in the set Office Coordinator - SR15 - Non Exempt (inactive) **Compensation Steps** Yes Office Specialist 2 - SR15 - Exempt 1.5 OAH-15-AA Office Specialist 2 - SR15 - Non Exempt OAH-15-AP OAI-15-AA Parte Specialist 1 - SR15 - Evennt OAI-15-AP Pay Ranges Steps 0A0-15-AA 0A0-15-AP



#### Worker Profile



#### **Position Restrictions**

Position Overview	Requisitions Incumbent
Position Overview	Hiring Restrictions Documents Default Compensation
Job Family	Office Specialist
Job Profile Job Profiles for Job Fa	Office Specialist 2 - SR15 - Non Exempt mily 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)



#### **Compensation Change**

#### **Compensation Change**

n Job Profile	<u>&gt;</u>
All Compensation Grade Profiles in Compensation Grade	>
By Compensation Grade and Rule	>
Search	≔
× 0AH-15-AA	

Use Next Pay Period				1	0 0 0				х
No Reason		ensation	Grade Pro	ofile			×	PDF	•
Guidelines		isation Pay Ra y Elements	nge 3,218. Base F		) USD Monthly	/			
Total Base Pay Range 3,218.00 - 4,338.00 USE	Steps 10	) items				× 🗉 🏢	╤ û 🗖 🎟	<b></b>	
Compensation Package	Step	Sequence	Name	Amount	Interval	Period	Progression Rule		
× General Compens: Package	Q	001	Step 01	0.00					
	Q	002	Step 02	0.00					
Grade *	Q,	003	Step 03	3,218.00					
Grade Profile	٩	004	Step 04	3,335.00					
× 0AH-15-AA	Q,	005	Step 05	3,477.00					
	0	006	Sten 06	3.610.00					-



Overview Qualifications	Pay	-	ensation	Grade Pro	ofile	
Overview Characteristics	Compensation		nsation Pay Ra		00 - 4,639.00 l	JSD Monthly
Compensation Grade	15	Base Pa Steps 7	y Elements items	Base I	Pay	
compensation Grade Profile	AAON-15T-AA	Step	Sequence	Name	Amount	Interval
	AAON-15T-AP CP-15T-AA	٩	004	Step 04	3,552.00	
	CP-15T-AP OAH-15T-AA	Q	005	Step 05	3,709.00	
	0AH-15T-AP	Q	006	Step 06	3,865.00	
	<u>OAI-15T-AA</u>	Q,	007	Step 07	4,036.00	
		٩	008	Step 08	4,222.00	
		Q	009	Step 09	4,425.00	
		Q	010	Step 10	4,639.00	

ffice Specialist 2 - SR15 - Exempt 😐			H-15-AP	Grade Pr	onic	
		15: UA	H-13-AP			
Overview Qualifications Pay		Comper	nsation Pay R	ange 3,427	.00 - 4,639.00 (	USD Month
Overview Characteristics Compensation	Addi		ay Elements	Base	Pay	
		Steps 1	0 items			
		Step	Sequence	Name	Amount	Interval
Compensation Grade 15		Q,	001	Step 01	0.00	
Compensation Grade Profile AAON-15-AA	Γ.	Q,	002	Step 02	0.00	
(x.		Q,	003	Step 03	3,427.00	
OAH-15-AA OAH-15-AP	J	ď	004	Step 04	3,552.00	
OAI-15-AA	]	Q	005	Step 05	3,709.00	
OAI-15-AP OAO-15-AA		Q,	006	Step 06	3,865.00	
0A0-15-AP		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	



view Repor	t Definiti	on •••						
nstructions	<ul> <li>structions This report returns results where the workers assigned job profile and grade profile are not linked.</li> <li>1. Includes primary and non-primary jobs</li> <li>2. Includes active workers only</li> <li>3. Excludes job profiles SR00 of Board and Commission Member, Volunteer and Unpaid Intern/Volunteer</li> <li>Note: If using a retroactive effective date, workers assigned job profiles that have had a salary selective may show up on this</li> </ul>							
Effective as c	of Date	04/16/2024						
	*		:=					

		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

