Agenda

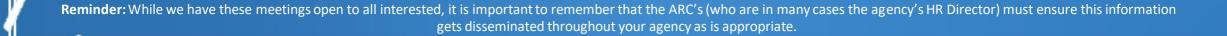
- Enhancements planned for 4/8/2023 & 4/22/2023
- LWOP vs Extended Leave
- General Reminders/Info

Enhancements planned for 4/8/2023

- Manage Union Membership Expanding ability for this to be done by both HR Partner & Agency Payroll
 Partner. Refer to the announcement in Workday for instructions and the link to the knowledge article to
 complete the task.
- Remote Work Agreements While the Manager should be primary on ending it, we are adding the HR Partner to be able to do so to help facilitate accurate date for the employee's Workday record. Instances where the HR Partner can provide assistance:
 - Employee changes jobs and did not end the remote work agreement and no longer has access to end the remote work
 - Manager no longer has access to remote work agreement
 - Multiple active remote work agreements exist that need to be ended for new agreement to be started

Enhancements in final testing, planned for 4/22/2023:

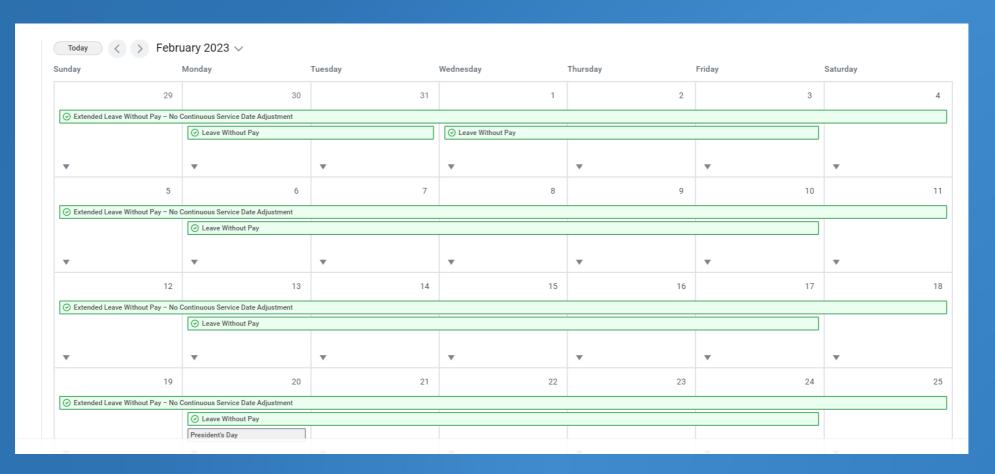
- New Employee Onboarding Enhancing the business process to provide Exec branch policies and agency specific policies
- Adding New Termination Reason No hours worked. This is for the case where a hire was completed, pay results have finalized for that period, and the agency finds out the worker did not actually start. There are no edits possible that will allow the record to be fixed and the only option is to process a termination. Please be sure to enter detailed comments.
- Pay Equity & PERS Pickup Changing the business process, when done by the Compensation Partner, to approve in the same way as "Compensation Change for Salary Selective or Class Study (per CBA/Policy)"



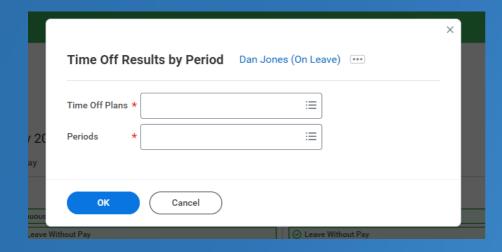
LWOP & Extended Leave

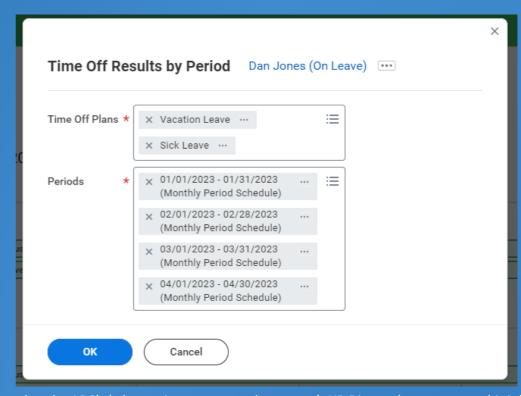
- LWOP versus Extended Leave
- LWOP can be for protected and non protected leave less than 15 days
- Extended leave should be used when a worker has been absent 15 consecutive days or longer, or a
 worker may be placed on leave when the duration is known to be at least 2 weeks or longer.
- When a worker is placed on extended leave there is no business need to code LWOP.
- If LWOP is present during extended leave it will create a negative accrual balance and potentially reduce leave available to the worker.
- If a worker is discovered to have a negative accrual, have no fear, it can be fixed!

LWOP & Extended Leave

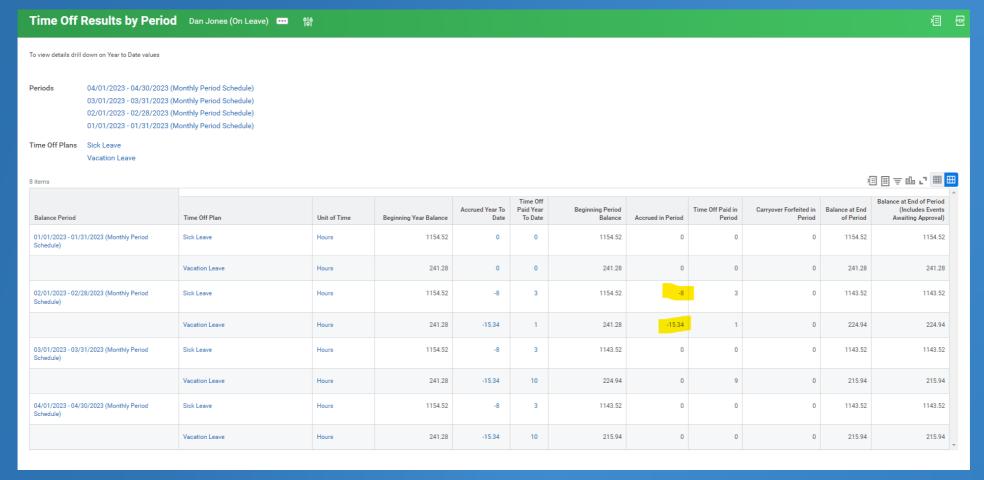


LWOP & Extended Leave

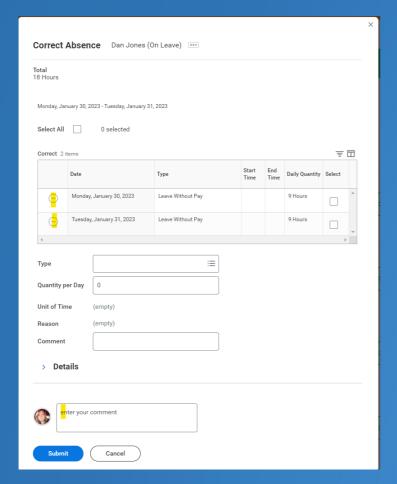


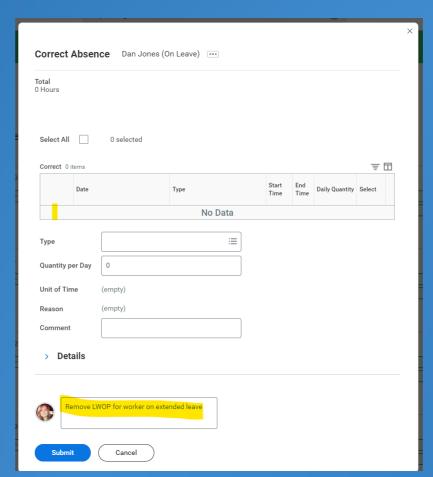


LWOP & Extended Leave



LWOP & Extended Leave





LWOP & Extended Leave

- Extended Leave Without Pay Report
- AUD | Workers On Leave with LWOP Entered in Selected Date Range

General Reminders/Info

- Reminders
 - O When placing a worker off season it's the first day off, or not paid for the date entry (2)
 - Prior to terminating an employee, please make sure to complete all in-progress items, including absence/time-off requests and finalize the timesheet to ensure appropriate ending balances.
 - Out of state tax once you update alternate work location that is the effective date the tax would change/update.
 - Retroactive tax changes/updates cannot happen, it is current date forward.
- Oregon1 refreshes are currently on hold due to design changes in progress. Not planned to resume until likely
 May.
- For those who can't attend, please make sure your team knows where to find the Workday Wednesday meeting notes.

Thank you!