

Workday Wednesday – 4/5/2023

Agenda

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

Reminder: While we have these meetings open to all interested, it is important to remember that the ARC's (who are in many cases the agency's HR Director) must ensure this information gets disseminated throughout your agency as is appropriate.

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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

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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)”

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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!

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LWOP & Extended Leave

The screenshot displays a calendar interface for February 2023. The calendar is organized by days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The dates shown are 29 through 4, 5 through 11, 12 through 18, and 19 through 25. The calendar is overlaid with several green bars representing leave requests. Each bar spans from Sunday to Saturday. The top bar is labeled 'Extended Leave Without Pay - No Continuous Service Date Adjustment'. Below it, there are three bars labeled 'Leave Without Pay', each starting on Monday and ending on Friday. The bottom bar is also labeled 'Extended Leave Without Pay - No Continuous Service Date Adjustment'. The date 20 is marked as 'President's Day'.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
Extended Leave Without Pay - No Continuous Service Date Adjustment						
	Leave Without Pay		Leave Without Pay			
5	6	7	8	9	10	11
Extended Leave Without Pay - No Continuous Service Date Adjustment						
	Leave Without Pay					
12	13	14	15	16	17	18
Extended Leave Without Pay - No Continuous Service Date Adjustment						
	Leave Without Pay					
19	20	21	22	23	24	25
Extended Leave Without Pay - No Continuous Service Date Adjustment						
	Leave Without Pay					
	President's Day					

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LWOP & Extended Leave

Time Off Results by Period Dan Jones (On Leave) ⋮

Time Off Plans *

Periods *

OK Cancel

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OK Cancel

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LWOP & Extended Leave

Time Off Results by Period Dan Jones (On Leave) ... 01/01/2023

To view details drill down on Year to Date values

Periods
 04/01/2023 - 04/30/2023 (Monthly Period Schedule)
 03/01/2023 - 03/31/2023 (Monthly Period Schedule)
 02/01/2023 - 02/28/2023 (Monthly Period Schedule)
 01/01/2023 - 01/31/2023 (Monthly Period Schedule)

Time Off Plans
 Sick Leave
 Vacation Leave

8 items

Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Balance at End of Period	Balance at End of Period (Includes Events Awaiting Approval)
01/01/2023 - 01/31/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	0	0	1154.52	0	0	0	1154.52	1154.52
	Vacation Leave	Hours	241.28	0	0	241.28	0	0	0	241.28	241.28
02/01/2023 - 02/28/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	-8	3	1154.52	-8	3	0	1143.52	1143.52
	Vacation Leave	Hours	241.28	-15.34	1	241.28	-15.34	1	0	224.94	224.94
03/01/2023 - 03/31/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	-8	3	1143.52	0	0	0	1143.52	1143.52
	Vacation Leave	Hours	241.28	-15.34	10	224.94	0	9	0	215.94	215.94
04/01/2023 - 04/30/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	-8	3	1143.52	0	0	0	1143.52	1143.52
	Vacation Leave	Hours	241.28	-15.34	10	215.94	0	0	0	215.94	215.94

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Correct Absence Dan Jones (On Leave) ⋮

Total
18 Hours

Monday, January 30, 2023 - Tuesday, January 31, 2023

Select All 0 selected

Correct 2 items ⌵ ⌲

	Date	Type	Start Time	End Time	Daily Quantity	Select
	Monday, January 30, 2023	Leave Without Pay			9 Hours	<input type="checkbox"/>
	Tuesday, January 31, 2023	Leave Without Pay			9 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Reason (empty)

Comment

> **Details**

Correct Absence Dan Jones (On Leave) ⋮

Total
0 Hours

Select All 0 selected

Correct 0 items ⌵ ⌲

	Date	Type	Start Time	End Time	Daily Quantity	Select
No Data						

Type

Quantity per Day

Unit of Time (empty)

Reason (empty)

Comment

> **Details**

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LWOP & Extended Leave

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

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General Reminders/Info

- Reminders –
 - When placing a worker off season it's the first day off, or not paid for the date entry 😊
 - 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!

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