

Workday Wednesday – 4/19/2023

Agenda

- Enhancements planned for 4/22/2023 & 5/6/2023
- Micro training on setting up Native MFA
- Recruitment Updates
- 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.

Workday Wednesday – 4/19/2023

Enhancements planned for 4/22/2023

- **New Employee Onboarding** – Enhancing the business process to provide Exec branch policies and agency specific policies
- **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)”

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.

Workday Wednesday – 4/19/2023

Enhancements in planning/testing, planned for 5/6/2023:

- **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.

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.

Workday Wednesday – 4/19/2023

Job Alert Notifications & Recruitment Marketing Confirm Opt In

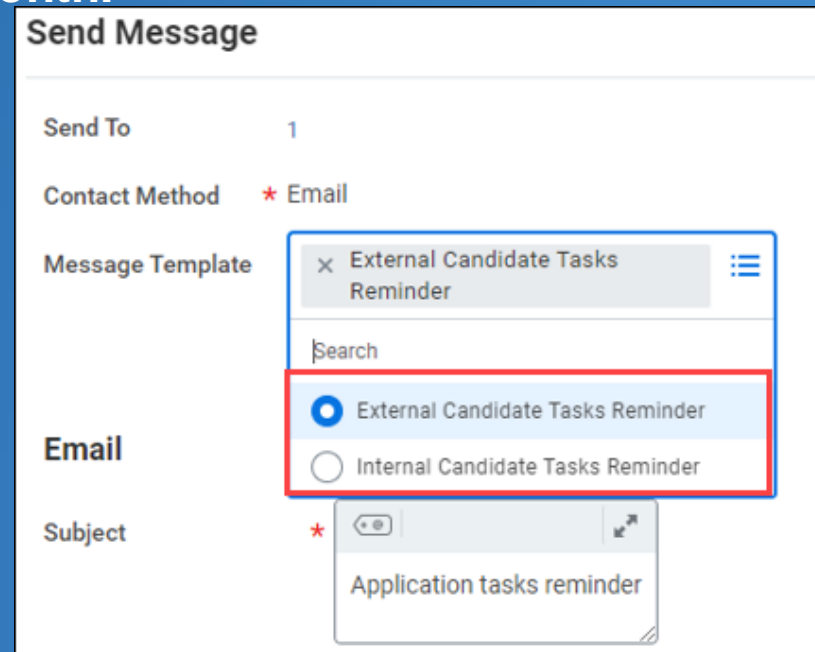
- Job Alert notifications have been turned off since late February. In order to turn alerts back on, Workday is implementing a Confirm Opt In process.
- Starting April 21 Confirm Opt-In (COI) will be turned on in Production. It requires candidates and prospects to verify they want to receive Job Alert and Recruiting Marketing emails (Invite to Apply). This feature will decrease these email types from being identified as spam, by confirming the users intent to subscribe.
- When one of the impacted email types is sent to a home email address for the first time (after April 21), a standard email will be sent informing the candidate or prospect that they need to opt in to receive email communications before they receive any further emails. The email contains a link that takes the user to a web page where they confirm opt in, or to indicate they don't want to receive emails. Once the candidate confirms, they will start getting notifications.
- Job Alert notifications are scheduled to be turned back on the afternoon of April 24.

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.

Workday Wednesday – 4/5/2023

Adding Candidate Message Template

We are working on a new message template to send to candidates who have submitted an application, but have not completed the additional questionnaire tasks that come up after. Detailed information will be covered at the next Statewide Recruiters meeting and they should be available for use by the end of the month.



The screenshot shows the 'Send Message' interface in Workday. The 'Send To' field is set to 1. The 'Contact Method' is set to Email. The 'Message Template' dropdown menu is open, showing two options: 'External Candidate Tasks Reminder' (selected) and 'Internal Candidate Tasks Reminder'. The 'Subject' field is set to 'Application tasks reminder'.

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.

Workday Wednesday – 4/19/2023

General Reminders/Info

- **Reminders –**
 - Check for upcoming comp changes before entering a job change
 - Check for previous job changes before entering retro comp change
 - Hire date changes
 - Future dated actions
- 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 teams (HR, payroll, budget, etc) know where to find the Workday Wednesday meeting notes.

Thank you!

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.