

**Payroll Partner
Weekly Update
04/18/23**



PAYROLL AND TIME TRACKING

Replacement Project

Moving Time and Pay to the 21st Century

Today's Agenda



PAYROLL RUN
UPDATES



TRAINING UPDATE



COMMUNICATION
UPDATE



CASE MANAGEMENT
REMINDERS

Payroll Updates

- April paid May 1 Payroll Time Entry cutoff is April 24
 - All Time entered, submitted **and approved** by April 24 will get picked up and processed in the May 1 payroll run
- April Mid Month Payroll Update
 - Payments went out as expected on pay day April 14, 2023
- Daily check processing Notifications:
 - No Check Processing on day of and day after payroll processing
 - May Run 1 no check processing on April 25 and 26
 - No Check processing dates will be added to the payroll processing calendar

Payroll Updates

- March 31 Payroll Update:
 - Medical Opt Out not paid to approximately 1760 employees
 - Communication went to this group of employees and to Payroll Partners
 - Payments were made to this group of employees
 - Union Dues not deducted for approximately 2200 employee
 - Communication went to these employees and their unions were notified as well
 - Payroll Partners were notified if they had employees that were impacted
 - Resolution of this issue will be communicated with employees by April 12
 - Overpayments from March 1 – Recouped
 - Approximately 345 employees had overpayments recouped and paid back in a separate payment to allow time for repayment agreements to be setup in Workday
- PERS Corrections – March 31 payroll
 - Employer paid PERS correction entries for January duplications were made and displayed on employee payslips for March 31 payroll
 - Enterprise communication will address this issue and explain the entry on payslips
 - This is an employer paid entry and with no impact on employee pay or to individual retirement accounts

Payroll Updates

- PERS Corrections – March 31 payroll
 - **PAY | Detailed Cost Allocation by Worker Deductions**
 - Under 'Deduction(s)' for 'PERS Pension Correction (Central Payroll Use ONLY)'.
 - March pay period and it will show as a retro entry under the February pay period (02/01/2023 – 02/28/2023)
 - Add'l transactions were done on March run 2

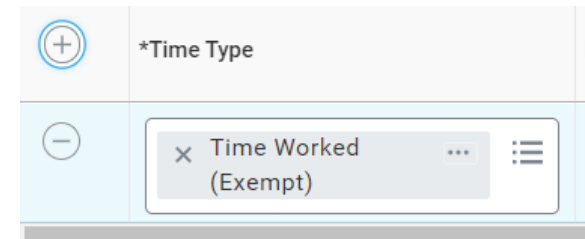
Employer Paid Benefits		
PERS Pension Correction (Central Payroll Use ONLY) - 02/01/2023 - 02/28/2023	(1,841.63)	(1,841.63)

Time Entry Update

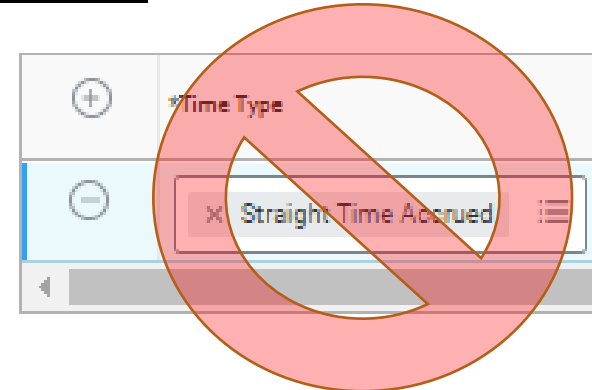
- Straight Time – Time Entry
 - Time Type – "**Straight Time Accrued**" should only be used by Oregon State Police
 - We are not able to remove the Time Type for all other employees until we can make configuration changes
 - Please ensure employees that are working extra hours to accrue straight time enter their time worked on time sheet as Time Type "Time Worked" and **DO NOT** use "**Straight Time Accrued**"

DO Enter:

- Time Type "Time Worked" when you are eligible for straight time accrued or overtime
- The system is configured to calculate your straight time or overtime based on your position



DO NOT Enter:



Payroll Micro Training Schedule

Format of these Trainings

- Thursdays from 2:30 – 3:00 p.m.
- Payroll Partners will be able to submit topical questions for consideration one week in advance (by the Thursday prior to the training date)
- Presentation materials will be sent out after the presentation

April 13 – **Pay Input** – The Basics of Pay Input

April 20 – **PEBB** – How to Make Corrections to PEBB Benefits

April 27 – **OSGP** – How to Make Corrections to OSGP benefits

May 4 - **Retro Results** – How to Read Pay Results in a Retro Period

May 11 – **Over Payments** – Process Review and Actions needed by Payroll

May 18 – **Exception Reports** – What Reports to Run and Trouble Shooting Tips

May 25 – **Payroll Processing Day** – We will Provide a Review of the Prior Trainings

June 1 - **Time Entry** – Walk Through Details Around Time Entry

Communication in Process

- Enterprise email distributed to Executive Branch employees on April 19, 2023 and included :
 - Employee payroll cutoff times and resource reminders
- Communication will be sent to employees that had withholding orders not deducted on March 31 payroll
 - Small population – training

Thank you!



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Case Management for Payroll

- To Create a case
 - Please use new case type: **Workday | Central Payroll Support**
 - Please **DO NOT** submit cases to Workday | Payroll Admin
 - OSPS.workday@das.oregon.gov automated response is setup on the inbox to direct you to open a ticket in case management
 - Central Payroll Team working through cases as quickly as possible
 - Automated notices will go out to case creators when the case is created, assigned, labeled and resolved
 - Depending on the complexity of the case, resolution times for cases will vary
 - Reminder on how to submit employee unresolved cases
 - Please submit these cases as new cases and **DO NOT** change the employee case type from "Payroll Support" to "Central Payroll Support"
 - Agency Payroll offices are first responders to end user payroll cases created in Workday
 - Central Payroll Support supports Agency Payroll and resolves their cases
 - Agency Payroll is responsible for communicating resolution to the end user

Case Management

- Use Case Type: **Workday | Central Payroll Support**
- Please include the OR# and name of the employee
- Refer to Knowledge Articles about Case Management:
- **Working with Your Cases** -
[https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998$40834.html)
- **Getting to Know Case Management** -
[https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998$40834.html)
- **Create Case for Agency Support**
 - [https://wd5.myworkday.com/oregon/d/inst/7f32b0d692781001b28074c11ce60000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/7f32b0d692781001b28074c11ce60000/rel-task/2998$40834.html)Add updates here
- **Create Case for Documentation**
 - [https://wd5.myworkday.com/oregon/d/inst/63d47d63e6471001b44c09dc0a8a0000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/63d47d63e6471001b44c09dc0a8a0000/rel-task/2998$40834.html)