

# Department of Administrative Services



Workday Wednesday – 05/01/2024

# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Workday Tips and Tricks
- 04** Compensation Changes
- 05** Workday Foundations Series
- 06** General Information & Reminders



# Release Updates



# Updates to Production Since Last Meeting



#	Title	Agencies Impacted
223	Part-time Employees (Allowances)	Multiple
234	Qualified employees on unpaid leave of absence do not receive the HEM	Multiple
237	Reorder Time Calculations Related to Overtime	All
320	Wage Withholding orders do not deduct when an employee is out on an extended leave of absence	All
400	Verify My National ID (Employee as Self)	All
408A	Holidays to populate and pay while on leave of absence	All
556	Trial Service Performance Review Template Update	Multiple
558	Safety Partner access to Safety Incident BP Comments	Multiple
559	Grant Compensation Partners Access to Certifications Document Category	Multiple

# May Release Items



#	Title
196	CPERS: Update PERS codes to calculate when an employee is on an extended leave of absence
295	Research: LRN   All Enrollments report not showing Manager Email Address
302	Add Closed Offering indication on the LRN   Instructor Offering Report
325	Employees with a partial leave of absence in a month need appropriate union dues withheld when there is gross earnings
385	INT211a SEIU Membership Inbound
408B	Holidays to populate and pay while on leave of absence
426	Regenerate Offer to update hire date
538	Contingent Worker Unable to Request Roles through Security Roles Request App
591	Agency Payroll Partner View only Access to FLSA Calendars - Reports

# Payroll Updates





# Payroll Processing



- **April Off-cycle (run 2) payroll processing, May 9 , 2024**
  - April off-cycle time entry cutoff is 5 p.m. on May 8, 2024
  - No time entry in Workday from 5 p.m. on May 8, until 8 a.m. on May 10, 2024
  - No daily check (off-cycle) processing on May 9 and May 10, 2024
- **Note: Payroll Processing calendar 2024 is located as follows:**
  - Workday Oregon Website: [workday.oregon.gov](https://workday.oregon.gov)
  - Workday Drive: Drive>Payroll Information and Resources>Workday Processing Calendar
    - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$23407/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$23407/rel-task/2998$33471.html)

# No Retro Date Follow up



## **No Retro Date: (COMPLETED)**

- 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 the payroll processing
  - No Systematic changes prior to Dec. 1, 2023
  - Pay Impacting entries prior to Dec. 1, 2023 will have to be manually calculated



# Central Payroll Office Hours



- **Central Payroll Helpdesk Phone number**
  - 503-378-6777
- **Online Office Hours started April 24, 2024**
  - Every Tuesday, Wednesday and Thursday from 2- 3 pm
  - Issues and cases will be reviewed as time allows
  - Analysis of the cases will be demonstrated along with resources and tips for error resolution
  - Issues will be tracked and passed along to the Tier 3 team as needed
  - The goal is to have answers for the next Office Hours meeting or provide a target response date
  - Online Office Hours TEAMS meeting link: [Join the meeting](#)

# Payroll Reports – Update



- PAY | Worker Payslip Summary by Payment Date (NEW)
- PAY | Variance Report | Compensation to Payroll Results in Selected Period (PROD)

# WD Payroll Partner Learning & Development Events



## Workshops – June/July

### Employee and Manager "Train the Trainer"

- Dates will be announced in May
- Audience will include
  - Payroll Partners
  - Learning Partners
  - HR Partners
- Some of the topics to be covered
  - Holidays
  - Flex Time
  - Work tags
  - Time Entry Review and Approvals

## Standups

May 14, 2024

- Military Donated Leave process
- Agency Guest Presentation:  
Case Management Overview

May 28, 2024

- No Retro Date (NRPPT): What Payroll Partners need to Know

Please use the [L&D Feedback form](#) to submit any suggestions or feedback.

# Job Change / Transfer BP Where to find HR Leave comments

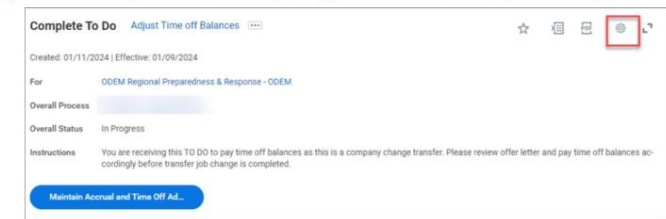


- New BP was put into place in January of this year to allow communication and documentation within WD business process.
- Please ensure that Payroll Partners know where to locate HR notes about Leave transfer details when a worker is transferring agencies.
- Process steps and information can be found in Drive
  - Job Change Transfer Overview with Payroll Partner Steps
    - Step 2 on page 7 - 8

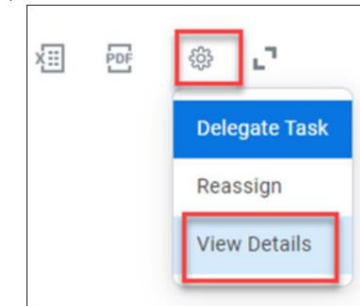
<a href="#">Payroll Information and Resources</a> > <b>Processes and Checklists</b>	
Name	Owner
Job Change Transfer Overview with Payroll Partner Steps.pdf	Anne Clark

1) Click on My Tasks and open the **Adjust Time off Balance** task for the transferring employee.

2) Click on the **gear icon** in the upper right-hand corner of the task window.



3) Select **View Details**



4) Click on the **Process Tab** to locate and review comments by the **Proposed HR Partner**

Process	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Change Job	Submitted	01/11/2024 08:38:23 AM			1	
Change Job	Approved	01/11/2024 08:39:34 AM		(Current Manager)	1	
Change Job	Approved	01/11/2024 08:42:18 AM		(Proposed Manager)	1	
Change Job	Approved	01/11/2024 08:41:27 AM		(Proposed HR Partner)	1	Missy Wagers on behalf of Amber Daniels, accepting all vacation
Change Job	Awaiting Action			(Current Agency) Payroll Partner	3	

# Workday Tips and Tricks

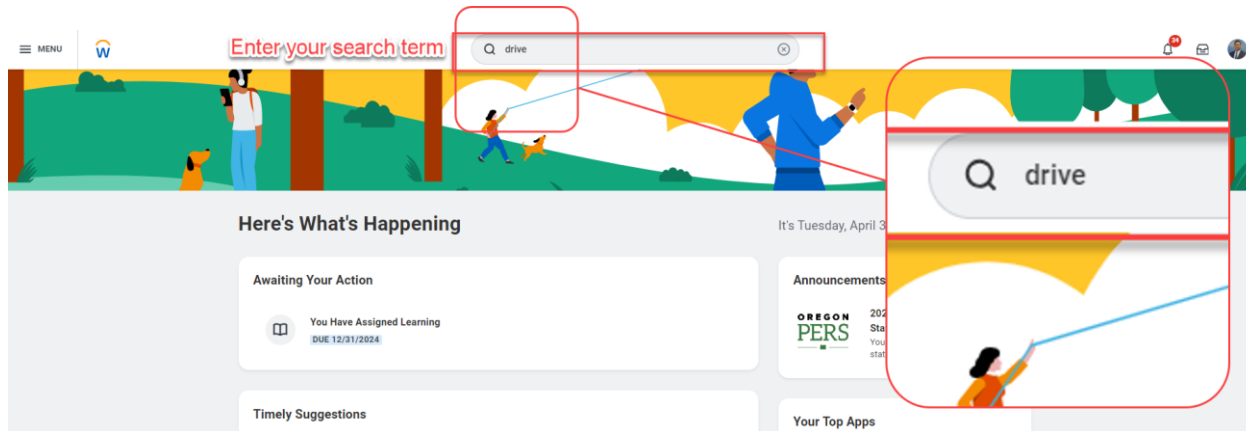




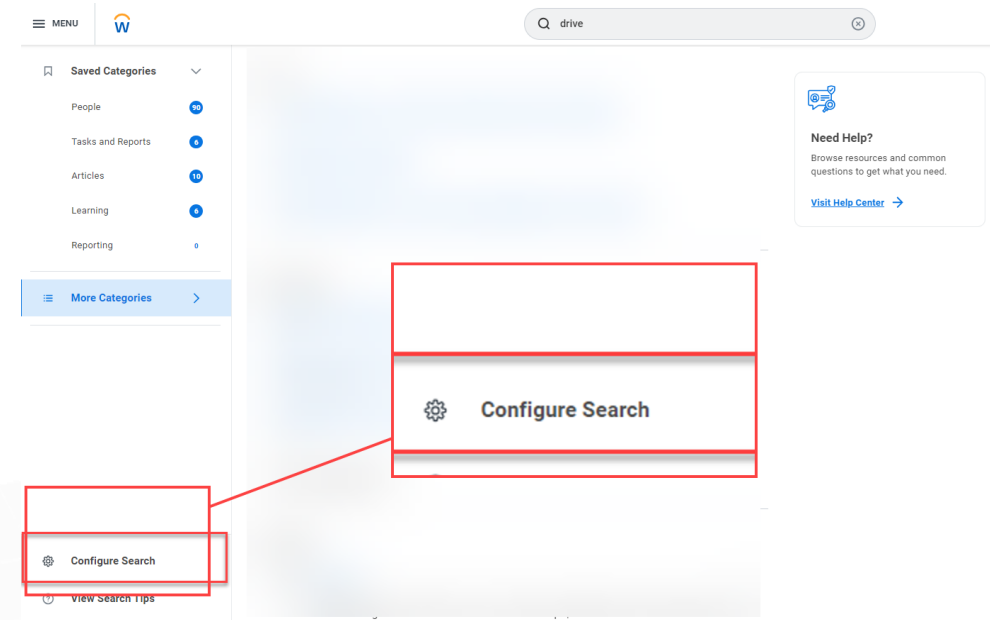
# Workday Tips and Tricks

Using the Workday global search to search for Workday Drive files.

Step 1:



Step 2:







# Workday Tips and Tricks

## Using the Workday global search to search for Workday Drive files.

### Step 3:

**Locate "Drive" and click and drag "Drive" to the "Saved Categories" section.**

**A**

**B**

**C**

**Configure Your Search**  
Drag and drop to reorder both lists.

**Saved Categories**  
What are the categories you would like to search first? (Minimum of 1)

- People
- Tasks and Reports
- Articles
- Learning
- Reporting
- Drive

**More Categories**  
What are the categories you do not want to show?

- Recruiting
- Staffing
- Projects
- Banking and Settlement
- Expenses
- Financial Accounting
- Grants
- Procurement
- Revenue
- Organizations
- Payroll
- Time Management
- Security
- Processes

**Configure Your Search**  
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What are the categories you would like to search first? (Minimum of 1)

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**Save** **Cancel**



# Workday Tips and Tricks

## Using the Workday global search to search for Workday Drive files.

### Step 4:

The screenshot shows the Workday search interface. At the top, a search bar contains the text "drive". On the left, a navigation menu lists various categories: Saved Categories, People (90), Tasks and Reports (6), Articles (10), Learning (6), Reporting (0), and Drive (3). The "Drive" category is highlighted with a red box and a red arrow. Below the menu are options for "Configure Search" and "View Search Tips". The main content area, titled "Drive", displays a search result for a PDF file: "3-5-24 OSPS E-News ~ Food Drive Pay Input Instructions for 2024.pdf". The words "Food Drive Pay" in the filename are circled in red. To the right of the search results is a "Need Help?" section with a "Visit Help Center" link.

On the left, click on "Drive" to see files in Workday Drive with your search term

# Compensation Changes



# Compensation Changes



- We are aware of the salary assignment details sometimes not updating to match new selected step.
- If the salary assignment details does not automatically update, please manually update to match the selected step (if on step).
- We have a case in with Workday, Inc. to figure out why this is happening intermittently.

### Guidelines

Total Base Pay Range  
4,220.00 - 5,859.00 USD Monthly

Compensation Package  
General Compensation Package

Grade  
20

Grade Profile  
UA-20-AP

Step

- Step 05 - 4,636.00 USD added
- × Step 04 - 4,423.00 USD removed

Progression Start Date

- 05/01/2024 was 04/15/2024

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### Salary

Assignment Details  
4,423.00 USD Monthly

Plan Name  
Monthly Salary Pro Rated if Less than Full Time

Effective Date  
04/15/2024

Add

Workday  
Foundations Series:  
**Compensation  
Changes**



# General Information & Reminders





# General Information & Reminders



- This report is being updated to remove the Costing Allocation fields: HCM Current Worker Detail report. The best report to review that is HCM | Cost Allocations by Earning Codes | Search by Company, Organization, or Worker. This change will happen tomorrow morning (5/2/24).
- **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

