

# Department of Administrative Services



Workday Wednesday – 05/15/2024

# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Regenerate Offer
- 04** Workday Foundations Series - Terminations
- 05** General Information & Reminders



# Release Updates



# May Release Items



## 196 - Update PERS codes to calculate when an employee is on an extended leave of absence

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Payroll

**Agency Impact:** All

**# of Employees Impacted:** UNK at this time

**Description:** PERS codes need to be updated to accurately calculate deductions when and employee is on extended leave. Need to ensure it does not double when an employee is starting/ending or on an extended LWOP

**Change:** Adjustment each PERS deduction code.

**Comms:** Workday Wed | Various payroll comms

## 208 - Calculation for part-time employee benefits is not calculating correctly after initial calc

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Benefits

**Agency Impact:** Multiple

**# of Employees Impacted:** UNK at this time

**Description:** PEBB Benefits are not calculating correctly for part-time employees who record additional hours worked after Run1 is completed.

**Change:** Adjust the calculation on the Off-Cycle run to account for the additional hours worked.

**Comms:** Workday Wed | Various payroll comms

# May Release Items



## 302 - Add Closed Offering indication on the LRN | Instructor Offering Report

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Learning      **Agency Impact:** Multiple

**# of Employees Impacted:** UNK at this time

**Description:** Help Instructors easily search for and identify Offerings based on an open or closed status.

**Change:** Add an additional field, Offering Status, to an existing report.

**Comms:** Workday Wed

## 325 - Employees with a partial leave of absence in a month need appropriate union dues withheld when there is gross earnings

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Payroll      **Agency Impact:** Multiple

**# of Employees Impacted:** 501-2,500

**Description:** Employees who start/end an extended leave of absence in a month or who come off of a leave of absence for holidays should still have eligible deductions process.

**Change:** Need to add union dues to the pay component group Deductions leave - wage withholding orders were fixed in the April.

**Comms:** Workday Wed | Various payroll comms

# May Release Items



## 408B - Holidays to populate and pay while on leave of absence

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Time Tracking

**Agency Impact:** Multiple

**# of Employees Impacted:** 101-500

**Description:** For employees on an unpaid leave of absence and when permitted by CBA language, Workday needs populate holidays on timesheets and pay the holiday while on unpaid leave.

**Change:** Ensure the holiday will pay out while on unpaid leave.

**Comms:** Workday Wed | Various payroll comms

## 426 - Regenerate Offer Task Update

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Recruitment

**Agency Impact:** Multiple

**# of Employees Impacted:** UNK at this time

**Description:** Send a notification to the candidate requesting them to review and sign the regenerated offer document. Workday displays the regenerated offer document on the Attachments tab of the candidate profile.

**Change:** The BP will be changed to allow the regeneration of the offer letter after the candidate has already been moved to Ready for Hire to update the hire date.

**Comms:** Workday Wed | Recruiter's Statewide Meeting

# May Release Items



## 538 - Contingent Worker Unable to Request Roles through Security Roles Request App

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Security

**Agency Impact:** Multiple

**# of Employees Impacted:** 11-100

**Description:** Contingent Workers do not have the Security Roles Request tab under their Job menu item on their profile which keeps them from requesting security roles in Workday.

**Change:** Update the security request process to allow CW's to access the Security Roles Request Tab.

**Comms:** Workday Wed

## 575 - Add a Condition Rule to Edit Requisition/Evergreen

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Recruitment

**Agency Impact:** Multiple

**# of Employees Impacted:** UNK at this time

**Description:** Update the edit requisition and edit evergreen requisition business process to add a condition rule that prevents the unpost/post tasks when the edit reason is Add Attachments or Attach Mandatory priority List Candidate. This will prevent unnecessary tasks going to the recruiter's inbox.

**Comms:** Workday Wed | Recruiter's Statewide Meeting

# May Release Items



## 577 - Hepatitis B Vaccination data, add two more fields for decline

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** HR

**Agency Impact:** All

**# of Employees Impacted:** 2,500-10k

**Description:** To meet OR-OSHA rules, two new data fields related to Hepatitis B Vaccination will be created.

**Change:** Add a Date Field and an Acknowledgement (read and understand) check box.

**Comms:** Workday Wed | Safety Managers Meeting

## 591 - Agency Payroll Partner View only Access to FLSA Calendars - Reports

**Anticipated Implementation:** 5/17-5/21

**Functional Area:** Payroll

**Agency Impact:** Multiple

**# of Employees Impacted:** UNK at this time

**Description:** Agency Payroll Partners need access to a delivered report called View FLSA Work Period Calendar.

**Change:** To allow agency Payroll Partners access to the reports, they will need view only access to an additional Security Group.

**Comms:** Workday Wed | Various payroll comms



# Payroll Updates



# Payroll Processing



- **May On-cycle (run 1) payroll will process, May 24 , 2024**
  - May on-cycle time entry cutoff is 5 p.m. on May 23, 2024
  - No time entry in Workday from 5 p.m. on May 23, until 8 a.m. on May 25, 2024
  - No daily check (off-cycle) processing on May 24 through May 28, 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)

# MAY Release item 408B

## Holidays to Populate while on Leave of Absence



- Paid Holiday will populate based on FTE \* 8 for CBAs that pay the full holiday for Workday TT users only
- No longer need to take the employee off leave of absence to pay the holiday
- For agencies that have CBAs that pay a prorated holiday
  - Can enter Holiday Adjustment with the number of hours to be paid while on a leave of absence
- For external time tracking agencies
  - Can enter HO for the number of hours to pay
- Time must be submitted and approved to pay in pay results

# Payroll Reports – Update



E-News sent out on Thursday, May 9, 2024, with the following reports:

- PAY | Variance Report | Compensation to Payroll Results in Selected Period
- (NEW) PAY | Worker Payslip Summary by Payment Date
- (NEW) PAY | Earning Amount and Hours by Period, Earning, and Worker
- (NEW) AUD | Monthly Time Variance Report
- (NEW) AUD | Time Block Audit Report

# WD Payroll Partner Learning & Development Events



## Workshops – June/July

### Employee and Manager "Train the Trainer"

- Dates & registration information will be shared in the May 28<sup>th</sup> standup
- Audience will include
  - Payroll Partners
  - Learning Partners
  - HR Partners
- Please work within your agency to identify who can support this training effort.

## Standups

May 28, 2024

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

June 11, 2024

- Resources – Knowledge Article Updates; Workday Best Practices; Workday Drive Restructure
- Manager Resources and Workshop Information

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

# Communications



## E-News in April/May

- April 25 – April CAB Release Items and Payroll Partner Slides with details on April Release
- May 7 – Payroll Partner Office Hours Moving to 11 a.m.
- May 7 – Federal Tax Withholding Infographic
- May 9 – Reports and More
- E-News communications available on Workday Drive
  - Drive>Payroll Information and Resources>E-New

# Regenerate Offer



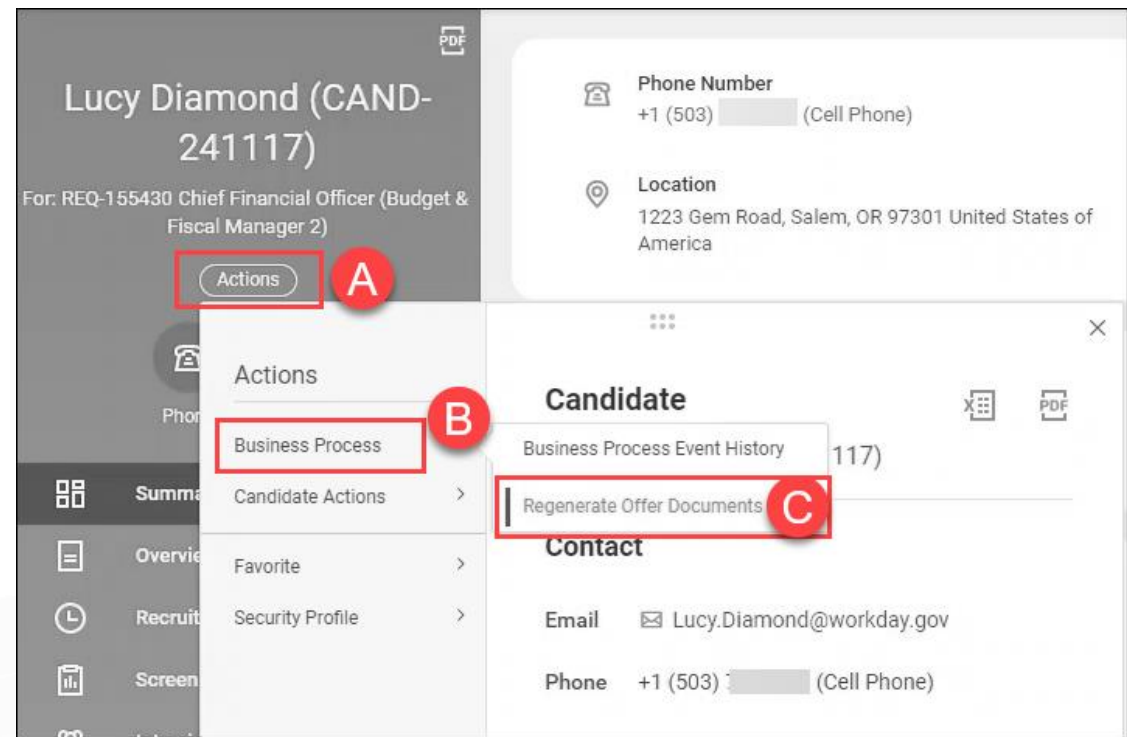
# Regenerate Offer



Use to document the change of start date for a hire or job change, after the candidate has been moved to Ready for Hire.

Can be:

- Initiated by a manager or HR Partner
- Completed multiple times
- Completed if offer was outside of Workday





# Regenerate Offer



## Manager receives a Generate Document task

### Regenerate offer template

- Original offer letter date (A)
- Previous hire date (B)
- Revised hire date (C)
- Manager phone number (D)

A screenshot of a web application interface for generating a document. The interface is split into two main sections. On the left, under "All Items", there is a search bar and a list of items. One item is selected, showing details: "Send Revised Offer Letter to Candidate: Offer for Job Application: Lucy Diamond - REQ-155430 Chief Financial Officer (Budget &amp; Fiscal Manager 2) (CAND-241117) Updated: 05/13/2024". On the right, the "Generate Document" task is displayed. It includes a "Document Name" field with the value "Regenerate Offer Document for Candidate". Below this is a rich text editor for the document content. The content is a letter template with several red circles labeled A, B, C, and D pointing to specific text: A points to "05/13/2024", B points to "remove this text and insert date of original offer", C points to "remove this text and insert previous start date", and D points to "(add phone number)". At the bottom of the editor is a "View PDF" button. Below the editor are three buttons: "Submit", "Save for Later", and "Cancel".

# Regenerate Offer



After candidate accepts the offer, the HR Partner receives a Complete To Do task and can drill into the ellipsis to see the regenerate offer document that was sent by the manager.

**All Items** 7 items

Search: All Items

[Advanced Search](#)

**Review Hire Details: Regenerate Offer** 05/14/2024 ☆

Documents: Lucy Diamond - REQ-155430 Chief Financial Officer (Budget & Fiscal Manager 2) (CAND-241117)

Created: 05/14/2024

**Complete To Do** Review Hire Details ⋮

**For** Offer for Job Application: Lucy Diamond - REQ-155430 Chief Financial Officer (Budget & Fiscal Manager 2) (CAND-241117)

**Overall Process** Regenerate Offer Documents: Lucy Diamond - REQ-155430 Chief Financial Officer (Budget & Fiscal Manager 2) (CAND-241117)

**Overall Status** In Progress

**Instructions** This candidate's original offer letter has been updated to reflect a new start date.

If this hire/job change is already complete in Workday, create a help case to the Workday Central Team – Workday | General Help to have the start date corrected. Review and update, as appropriate, other worker dates such as Service Dates, PERS Pick Up, Schedule Change Date, etc.

If the hire/job change process is not yet complete, use the revised hire date when completing the process.

**Note: Completing this task will not automatically change the hire date.**

enter your comment

# Regenerate Offer



Documents will be available on candidate profile and worker profile.

Offer History **Offer Attachments**

Generated Documents 3 items

Document	Signature Type	Signed By	Signature Date	Signature Statement	Regenerated
New Employee Offer Letter 2024-05-06.pdf	Acknowledgment	Lucy Diamond	05/06/2024 04:20:07 PM	By checking the I Agree * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking Submit, in the Comment text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter please provide details as to why you are declining them in the Comment text field below.	
Regenerate Offer Document for Candidate 2024-05-13.pdf	Acknowledgment	Lucy Diamond	05/13/2024 05:27:03 PM	By checking the I Agree * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking Submit, in the Comment text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter, please provide details as to why you are declining them in the Comment text field below.	Yes

Names Personal Information IDs Additional Data **Documents** My Service Dates Union / Representation HCM | Probation

Add

▼ Candidate Documents

Generated Documents 3 items

Document	Signature Type	Signed By	Signature Date	Signature Statement	Regenerated
New Employee Offer Letter 2024-05-06.pdf	Acknowledgment	Lucy Diamond	05/06/2024 04:20:07 PM	By checking the I Agree * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking Submit, in the Comment text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter please provide details as to why you are declining them in the Comment text field below.	
Regenerate Offer Document for Candidate 2024-05-13.pdf	Acknowledgment	Lucy Diamond	05/13/2024 05:27:03 PM	By checking the I Agree * box you are acknowledging that you have received the offer letter for employment at the State of Oregon. Before clicking Submit, in the Comment text field please type in if you accept or decline the terms and conditions of the offer letter. If you decline the terms and conditions of the offer letter, please provide details as to why you are declining them in the Comment text field below.	Yes

Workday  
Foundations Series:  
**Terminations**



# General Information & Reminders



# General Information & Reminders



- Service Date Integration
- Extended leave without pay audit
- Workday Onboarding Tasks for Employees job aid is published
- **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

