

# Workday Wednesday – 5/17/2023

---

## Agenda

- Current efforts highly focused on improving enhancement planning and release management
- Enhancements implemented since 5/3/2023
- Enhancements implemented since last meeting, planned for 6/7/2023 or future
- 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 – 5/17/2023

---

## Enhancements implemented since 5/3/2023

- **I-9 Help Text Update** – Adding additional clarifying instruction to I-9 Reverification Task Alert

**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 – 5/17/2023

---

## Enhancements in planning/testing/approvals, planned for a future release (non payroll & time related):

- **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. *Testing continues.* \*
- **Security App** – A new way for employees to request security roles. We have received some great feedback and are still in the process of testing in Oregon1.
- **New role for Agency Head Time Off Approver\***
- **Add Document at Generate Offer Document Step\*** - In Oregon1 now for agency testing. Email feedback to Margo Hammonds.
- **Additional agency policies for Onboarding** - Opening for more agencies in June to implement July 1, then will be planned for new agencies every December, with implementation in January.

Note: \*These items are all targeted for June.

**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 – 5/17/2023

---

Enhancements awaiting approvals, planned for a future release (non payroll & time related):

- Remove Leave Balance Cap's Request\*
- Vacation Leave max notice/email efforts\*
- Pronouns in M365 and Workday
- Edit position – change in FTE assign work schedule task goes to payroll partner
- Assign Work Schedule – Agency Payroll Partner approve regardless of initiator

**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 – 5/17/2023

---

- **New role for Agency Head Time Off Approver\*:**

We are collecting all individuals who will be assigned this role and planning to roll it out in June. Draft email below for Agency Heads, which will include a list of all individuals designated per Agency Head in the Role. If your agency is interested in participating in final testing, please submit a case to let us know. Our target is to have this released in June.

**Subject: Agency Head Time Off Approver**

**To support the Workday Payroll and Time Tracking process, we are creating a new role in Workday which will serve as the Agency Head Time Off Approver. The Agency Head Time Off Approver will be responsible for reviewing Agency Head time off requests. We have the names of who previously had this role in ePayroll for several Agency Heads, but not all. The default for this role will be the agency Deputy Director. In the absence of a Deputy Director, the role will be assigned to the Board Chair. In the absence of a Board Chair the role will be assigned to the Chief Financial Officer for the agency.**

**Please review the attached list to see who has been designated for your agency. If you feel this assignment is not appropriate for your agency, please respond to this communication with a brief explanation and who the role should be assigned to.**

**This is a time sensitive issue. Your prompt response, preferably by May X, is appreciated.**

**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 – 5/17/2023

---

- **Opening for additional agencies to add policies to Onboarding**
  - Submit a case with policies by June 15<sup>th</sup>.
    - Link to policy – this is preferred
    - PDF document
    - Signature agreement statement
  - Will be effective July 1<sup>st</sup>
  - Agencies will need to test onboarding to ensure policies are delivered correctly (Oregon1)
  - Next opening will be Dec 1<sup>st</sup> to be effective Jan 1<sup>st</sup>
  - Updated policies that use an attachment instead of a link would follow this schedule.

# Workday Wednesday – 5/17/2023

---

## General Reminders/Info

- Seasonal agency forum – May 31, 2023, invite going out this week.
- Please send in complete information when creating a case! Name, OR#, Dates, brief overview, and a direct request for what exactly should be changed/removed/updated. \*Attachments are nice, but be sure the body of the case has vital information.
- Oregon1 is *not* refreshing this Saturday. It is on hold until likely the first week of June to support agency feedback in new learning configurations.
- 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.