

Department of Administrative Services



Workday Wednesday – 06/5/2024

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Comp Updates
- 04** Efficiently End Worker Earning Overrides
- 05** General Information & Reminders



Release Updates



June Release Items



#	Title
268	Seasonal employees who receive shift differential for ODOT SEIU coalition should receive 6%
276	PEBB Employee Optional Life Pre / Post Tax Calculation Affected when Deduction is in Arrears
295	Update LRN All Enrollments report to show Manager Email Address on All Records
372	SACU hours over 8 on a holiday need to count as time worked for OT purposes (time worked on a holiday)
441	Cost Allocation Overrides – Process updates
573	Remove AST eligibility from employees who are represented by AFSCME CCB CBA.
593	I-9 Report: Reverification Employee's with Non-US Form I-9 Documentation Expired or Expiring
595	Update the instructions for the In-progress Transactions Report
603	Make disposition notification "Does not meet minimum Qualifications" available in Assessment and Interview stage
627	Help Cases Require a Label on all HR Confidential Cases

Payroll Updates



Payroll Processing



- **May Off-cycle (run 2) payroll will process, June 10 , 2024**
 - May Off-cycle time entry cutoff is 5 p.m. on June 7, 2024
 - 24/7 agencies will have until 5 p.m. on June 9, 2024
 - No time entry in Workday from 5 p.m. on June 9, until 8 a.m. on June 11, 2024
 - No daily check (off-cycle) processing on June 10 and June 11, 2024
- **Note: Payroll Processing calendar 2024 is located as follows:**
 - Workday Oregon Website: 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)



Payslip Details – June Release

Enterprise Communication:

- Payslip Details are targeted for implementation with June e-CAB and will be viewable on May Mid-Month payslips
 - June 12, 2024
- Enterprise Communication is in development
 - Target send date June 10, 2024
- All payslips will be converted to the new format once this is implemented
- Payroll Offices may see an increase in questions regarding payslips when this goes into production

After Change

Earnings					
Description	Dates	Hours	Rate	Amount	YTD
Differential - Essential Worker					144.0
Differential - Third Shift					176.0
Miscellaneous - Retro					139.0
Regular - Salary					30,376.0
Reimbursement - Clothing Allowa					800.0
Settlement - Wage Reimburseme					509.7
Time Off - Sick Taken					1,138.0
Differential - First Shift	04/07/2024 - 04/13/2024	4	3	12.00	
Differential - First Shift	04/14/2024 - 04/20/2024	4	3	12.00	
Differential - First Shift	04/14/2024 - 04/20/2024	4	3	12.00	348.0
Holiday - Time Worked 1.5 Non F					2,023.2
Overtime - 1.5 FLSA	04/07/2024 - 04/13/2024	-52.5	64.19	-3,369.98	
Overtime - 1.5 FLSA	04/07/2024 - 04/13/2024	56.5	64.34	3,635.21	
Overtime - 1.5 FLSA	04/14/2024 - 04/20/2024	-32	63.99	-2,047.68	
Overtime - 1.5 FLSA	04/14/2024 - 04/20/2024	40	64.37	2,574.80	30,138.0
Premium - Pay at Halftime (.5)					337.2
Shift Differential - SDE					63.0
Time Off - Holiday Taken					1,348.8
Time Off - Vacation Taken					3,667.0
Earnings				828.35	71,208.1



May Release – Reminders

- The Workday Change Advisory Board (CAB) approved item #196 – Update PERS codes to calculate when an employee is on an extended leave of absence.
 - Termed employees need their PERS calculation verified
- Part Time Employee with Part Time Benefits – Item #208
- Holidays to pay while on leave of absence – Item #408

Reports Update



- PAY | Employees on Leave with Pay (NEW)
- PAY | Terminated Workers with Pay
 - Agencies can run this report every month to see terminated workers receiving pay
 - This notice will also be sent out via E-News
- PAY | Worker Payslip Summary by Payment Date (NEW)
- PAY | Variance Report | Compensation to Payroll Results in Selected Period
- AUD | Time Variance Report
- AUD | Time Block Audit Report

Comp Changes





Grade Profile Salary Plan

- The issue we were experiencing with the salary amount not updating when a new step is selected should all be resolved. If you continue to run into this issue, please create a Workday Help Case (including all the specifics for the impacted worker).

Grade
20

Grade Profile
UA-20-AP

Step

- Step 06 - 4,849.00 USD added
- ✗ Step 05 - 4,636.00 USD removed

Progression Start Date

- 07/01/2024 was 05/20/2024

Salary

Assignment Details ✕ ✎

- 4,849.00 USD Monthly was 4,636.00 USD Monthly

Plan Name
Monthly Salary Pro Rated if Less than Full Time

Effective Date

- 07/01/2024 was 05/20/2024

Compensation Defaulting



- If the position restrictions > default compensation does not have a salary plan, it will not default forward. It will need to be added in at some point in the process (requisition comp, offer, job change/hire, etc.).

The screenshot displays a web application interface for compensation management. At the top, there are navigation tabs: "Position Overview", "Requisitions", and "Incumbent". Below this, a secondary set of tabs includes "Position Overview", "Hiring Restrictions", "Documents", "Default Compensation", "Qualifications", "Position Description (BIRT)", "Business Process History", and "Additional Data". The "Default Compensation" tab is currently selected.

Under the "Default Compensation" tab, there is a section titled "Totals 1 item" with a table containing the following data:

Total Base Pay	Currency	Frequency
0.00	USD	Monthly

Below the table is a "Compensation" section with the following details:

- Compensation Package: [General Compensation Package](#)
- Grade: 21
- Grade Profile: [OAH-21-AA](#)
- Total Base Pay Range: 3,708.00 - 5,383.00 USD Monthly
- Company: [Employment Department](#)

At the bottom, there is a section titled "Plan Assignments 0 items" with a table that is currently empty. The table has columns for "Effective Date", "Compensation Plan", and "Assignment". The text "No items available." is centered in the table area.

Compensation Defaulting



To add the salary plan, in the action, select the add button in the "Salary" box

Guidelines

Total Base Pay Range
3,708.00 - 5,383.00 USD Monthly

Compensation Package
General Compensation Package

Grade
21

Grade Profile
OAH-21-AA

Salary

Add

Enter the "monthly" salary plan in the compensation plan field then the rest of the fields will open, and you can add the salary amount (to match the step selected).

Grade Profile
OAH-21-AA

Salary

Compensation Plan
× Monthly Salary Pro Rated if ... Less than Full Time

Total Base Pay Range
3,708.00 - 5,383.00 USD Monthly

Amount *
0.00

Currency *
× USD

Frequency *
× Monthly

> Additional Details

Ending Cost Allocation by Earning Code on a Worker



Ending Cost Allocation by Earning Code on a Worker



The June Release Item 441 – Cost Allocation by Earning Code on a Worker Integration fixes the issue with cost allocation by earning codes on a worker not getting ended timely:

- A daily integration is run to look at all positions with cost allocation by earning codes and for any terminations and job changes that are completed before 11 pm daily, the cost allocations will be ended
 - The integration will run daily at 11pm and will pick up actions completed on that day.
 - Terminations: The effective date of the termination will be the date the cost allocation by earning codes is ended
 - Job Changes: The cost allocation by earning codes will be ended one day prior to new position start date
 - The integration will only pull in completed actions
 - The integration will pick up prior dates and end date the cost allocations as of the term or job change dates
 - Corrections to cost allocation earning codes for actions not completed timely, will be manually corrected in SFMA

Ending Cost Allocation by Earning Code on a Worker



- There are no changes to how cost allocation by earning codes on a worker are assigned
- This will only affect worker earning codes on job changes and terminations going forward. Agencies will need to manually manage prior terminations and job changes that had cost allocation on worker earnings still active
- Exploring the best way to share this information for Finance/Budget roles so they are informed what workers had worker earning overrides ended
- This item will be communicated to Human Resource, Payroll and Finance including Workday Costing distribution list and SFMA distribution list

General Information & Reminders



General Information & Reminders



- Extended Leave and Daily Leave Without Pay.
- Next Data Quality Series scheduled to begin 7/17.
- **Heads up:** The Juneteenth Holiday falls on the Workday Wednesday scheduled for 6/19; will hold that Workday Wednesday on 6/26.
- **7/3 – Canceled:** No Workday Wednesday meeting.
- 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

