

Workday Wednesday – 6/7/2023

Agenda

- Current efforts continue to be highly focused on improving enhancement planning and release management
- Enhancements implemented since 5/17/2023
- Enhancements 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.

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Enhancements implemented since 5/17/2023

- **I-9 Help Text Update** – Adding additional clarifying instruction to I-9 Reverification Task Alert
- Paid Leave Oregon notice added to Request Working Remotely policy review step
- Resend Confirmed Opt In email – Restricted to Recruitment Administrator at this time

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Enhancements in planning/testing/approvals, planned for a future release (non payroll impacting):

- **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** - Role now exists with no extra rights, just the names collected from agencies assigned for agency Security Partner validation. *Looking for volunteers for rest of the month for final testing, implementation planned after Workday Wednesday beginning of July.*
- **Extended Enterprise Learner and Affiliation Structure Project**
- **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.

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Enhancements awaiting approvals, planned for a future release (non payroll impacting):

- 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

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- **Extended Enterprise Learner and Affiliation Structure Project**

- **Who's impacted:** New Extended Enterprise Learners (EEL's) and Affiliation Managers (AM)
- **When:** Starting at 6pm on 6/8 until complete, approximately 3 hours
- **What's happening:**

EEL's will begin creating their learning accounts directly in Workday without the use of the current DAS App, allowing us to use Workday native functionality. Along with the changes to how EEL's create their accounts, the way AM's will manage and update their accounts is also changing to streamline the process and remove current Admin approval for each change. Agencies with EEL's will be able to build an Affiliation Structure that aligns with their support needs.

- **What to expect:**

At 6pm on Thursday (6/8), the DAS App will be decommissioned, and learners will be directed to a new EEL Resource page with instructions for how to create their learning accounts. There will be approximately 1-2 hours where EEL's will not be able to create their accounts, but they will be able to resume account creation as soon as the new process is complete.

- **Information is being provided directly to agencies impacted by this change**

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

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General Reminders/Info:

- Seasonal agency forum – Had a great forum! Compiling lessons learned, next steps, etc.
- New biennium positions? [Knowledge Article for Creating Position \(including Non-Budgeted\)](#)
- Cost centers will update to the new biennium. If you need new ones added or changed please get that to us in a case ASAP.
- **Reminder:** Please continue to utilize available reports to audit records:
 - CMP | Workers with Mismatched Job Profile/Grade Profile
 - CMP | Workers Off Step (within Range)
 - CMP | Workers Above Max or Below Min
 - CMP | Compensation Changes Report
- **CMP | Compensation Changes for Workers with Amount Allowance Plan – report did not include Work Out of Class - Pending Reclassification – Amount plan**
- 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 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.

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