

Workday Wednesday – 6/21/2023

Agenda

- Current efforts continue to be highly focused on improving enhancement planning and release management
- Enhancements implemented since 6/7/2023
- Enhancements planned for 7/7/2023 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 6/7/2023:

- **Extended Enterprise Learner and Affiliation Structure Project**
- **Adding New Termination Reason*** – No hours worked. HR Role use only. 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.

Decision by governance:

- **Pronouns in M365 and Workday** - Workday will not be set up with an integration at this time to feed this data to M365.

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

- **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. Feedback has been very positive, making some additional refinements to enhance the feature and doing further testing.
- **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. *Testing with volunteers for rest of the month for final testing, implementation planned after Workday Wednesday beginning of July.*
- **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.

Not moving forward:

- **Add Document at Generate Offer Document Step** - Feedback was minimal and interest was not overall positive. Not moving forward on this new feature at this time.

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

- Remove leave balance cap for Compensatory Time and Spill Leave.
- Vacation Leave cap notice/email efforts.
 - Notify employees when they are within 40 hours of their vacation cap.
- 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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General Reminders/Info:

- Retro actions - work close with your payroll office on potential pay impacting changes.
- Make sure you are adding comments on your actions. This is helpful when auditing a record or looking back at what happened to a worker (especially when the person who did the action is gone).
- Reminder to add work emails and work phones (if issued) to employees - report available to all employees for auditing: "HCM Directory for Provisioning"
- 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.
- 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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