Workday Wednesday – 7/5/2023

Agenda

- **Current efforts continue to be highly focused on improving enhancement planning and release management**

- **CHRO Investigations Update**

- **Enhancements implemented since 6/21/2023**

- **Enhancements planned for 7/7/2023 or future**

- **General Reminders/Info**

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CHRO Investigations Update

SB 692 becomes law, effective 1/1/24. What does that mean to us?

- Effective July 1, 2023, all agencies across state government will be required to utilize Workday Case Management, exclusively for their HR workplace investigations.
- Workplace investigations that are already open and in progress prior to July 1, 2023, do not need to be entered into Case Management. Please continue to manage those investigations in your current system.
- All agency investigators will need to be added as Case Solvers to the agency's HR Confidential Solving Team to access Workday Case Management, and agencies will need to complete this change by July 1, 2023.

This will allow the management, and tracking, of all HR workplace investigations across the enterprise – and also provide a mechanism for HR professionals to communicate within the system, upload relevant investigative materials (e.g. evidence), and create reports related to specific desired and required metrics, such as how many Discrimination and Harassment Free Workplace investigations are open, closed, resolved, etc. within the agency or throughout the entire enterprise at any given time.

We have created two job aids (Create Case Job Aid and Investigations Label Job Aid) to assist HR investigators in creating a case, managing the case, and eventually archiving the case with the appropriate labels and outcomes. To do this we have created an additional case types and labels list document , to assist the investigator in identifying and categorizing the case. Additionally, a unique case number will be generated by Workday for each case created, which will identify and track that case.

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 6/21/2023:

- **Vacation Leave cap notice: Notifies employees on the 1st of the month, when they are within 40 hours of their vacation cap.** *(started 7/1/2023)*

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Enhancements for release later this week 7/7-8/2023 (non payroll impacting):

- **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.

- **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.

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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.

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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.**

- **Edit position** – change in FTE assign work schedule task goes to payroll partner

- **Assign Work Schedule** – Agency Payroll Partner approve regardless of initiator

- **Remove Challenge Question Authentication for Extended Enterprise Learners**

- **Make Comments required on Edit Position BP**

- **Remove Security View to average OT code Position Restrictions**

- **Security Role: add to correct time off**

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General Reminders/Info:

- New biennium positions? <u>Knowledge Article for Creating Position (including Non-Budgeted)</u>

- 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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