

**Workday
Wednesday
07/05/23**



PAYROLL AND TIME TRACKING

Moving Time and Pay to the 21st Century

Today's Agenda



COMMUNICATIONS
UPDATE



PAYROLL UPDATE



CASE MANAGEMENT
REMINDERS

Communications Update

- **Communication to Employees :**

- **June 22** - Employees with a mid-month pay received a notice for professional tax service reimbursement of up to \$100
- **June 27** - Employees with "Work Out of Class" on position received a notice of a change in their contribution for Paid Leave Oregon as a result of an update made to correct the earning codes on the Paid Leave Oregon Contribution calculation

- **Communication to Payroll Partners:**

- eNews sent regarding system configuration changes approved by the Emergency Change Advisory Board (eCAB) and moved to production June 23, 2023
 - DOC Turn Around Pay
 - Emergency overtime earning codes for SACU
 - Hazardous Materials Differential – OSPOA union members only
 - Paid Leave Oregon: "Work Out of Class" earning code has been added to the subject wages for this calculation (employees with work out of class will see more withheld)
 - Union Dues for SEIU and AFSCME integration updated – Dues paying status

Payroll Updates

June On Cycle Payroll was processed Monday June 26, 2023

- All time entered, submitted and approved by Friday June 23 by 5 p.m. was processed for payment on June 30, 2023 to employees
- June Off Cycle Payroll cutoff date: July 7 at 5pm
- June Off Cycle Payroll will be processed July 10 for payment on July 14
- No Time Entry from July 7 at 5pm to July 11 at 6am
- No Daily Check Processing on July 10 and 11

Payroll Reports to Run:

- Payroll Audit Exceptions – Current Month
- PAY | Retro Summary Report by Pay Group – Retro
- Payroll input not processed
- Retro unsupported unprocessed report
- Time Tracking | Time Entered On a Holiday

Case Management for Payroll

- To create a case:
 - Please use new case type: **Workday | Central Payroll Support**
 - Please **DO NOT** submit cases to Workday | Payroll Admin
 - OSPS.workday@das.oregon.gov automated response is setup on the inbox to direct you to open a ticket in case management
 - Central Payroll Team working through cases as quickly as possible
 - Automated notices will go out to case creators when the case is created, assigned, labeled and resolved
 - How to submit employee unresolved cases
 - Please submit these cases as new cases and **DO NOT** change the employee case type from "Payroll Support" to "Central Payroll Support"
 - Agency Payroll offices are first responders to end user payroll cases created in Workday
 - Central Payroll Support supports Agency Payroll and resolves their cases
 - Agency Payroll is responsible for communicating resolution to the end user

Case Management for Payroll

- Case Management Reminders:
 - Please ensure that you are including the correct employee OR# and employee name on all new cases
 - To help with research on reported issues please include as much detail and example of what you are seeing on your case including the name of the employee
 - Cases requesting a new Labor Cost Code should go to "Workday General Help"
 - Attach a completed "*LCC Request Template*"
 - PEBB related cases require the following:
 - Screenshots from PEBB Benefits for verification of benefits
 - Changes cannot be made without verifying PEBB Benefits
 - Start date and end date and proof they are in PEBB Benefits

Case Management

- Use Case Type: **Workday | Central Payroll Support**
- Please include the OR# and name of the employee
- Refer to Knowledge Articles about Case Management:
- **Working with Your Cases** -
[https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998$40834.html)
- **Getting to Know Case Management** -
[https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998$40834.html)
- **Create Case for Agency Support**
 - [https://wd5.myworkday.com/oregon/d/inst/7f32b0d692781001b28074c11ce60000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/7f32b0d692781001b28074c11ce60000/rel-task/2998$40834.html)Add updates here
- **Create Case for Documentation**
 - [https://wd5.myworkday.com/oregon/d/inst/63d47d63e6471001b44c09dc0a8a0000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/63d47d63e6471001b44c09dc0a8a0000/rel-task/2998$40834.html)

Thank you!



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