

Workday Wednesday – 7/19/2023

Agenda

- Payroll updates
- LWOP and Extended Leave
- Enhancements planned for 7/21/2023 or future
- General Reminders/Info

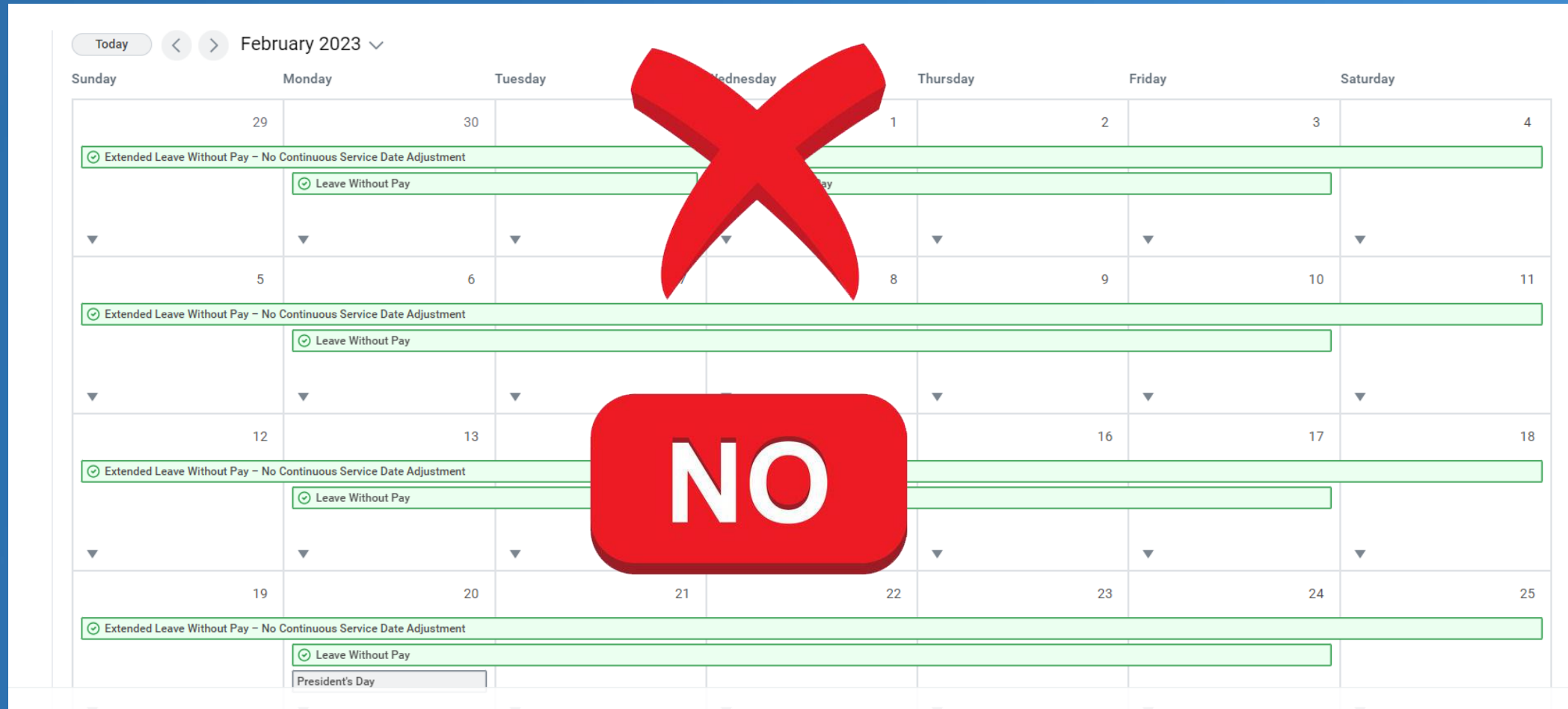
Reminder: While we have these meetings open to all interested, it is important to remember that the ARC's (who are in many cases the agency's HR Director) must ensure this information gets disseminated throughout your agency as is appropriate.

Workday Wednesday – LWOP and Extended Leave

- LWOP (timesheet absence entry) vs Extended Leave (set and forget)
- LWOP can be for protected and non protected leave less than 15 days
- Extended leave should be used when a worker has been absent 15 consecutive days or longer, or a worker may be placed on leave when the duration is known to be at least 2 weeks or longer.
- When a worker is placed on extended leave there is no business need to code LWOP.
- If LWOP is present on the timesheet during extended leave it will create a negative accrual balance and/or reduce leave balances available to the worker.
- If LWOP is used in excess of 15 days it will not calculate pay correctly and may cause overpayment.
- If a worker is discovered to have both LWOP entered on the timesheet as well as extended leave you will need to make the necessary corrections to remove it.

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Workday Wednesday – LWOP and Extended Leave




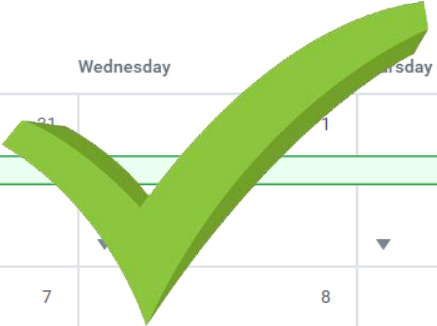
The screenshot shows a calendar for February 2023 with columns for Sunday through Saturday. The dates 29, 30, 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 25 are visible. Green bars represent leave periods: 'Extended Leave Without Pay – No Continuous Service Date Adjustment' and 'Leave Without Pay'. A large red 'X' is centered over the Wednesday column (date 1), and a large red button with the word 'NO' is overlaid on the calendar grid.

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Workday Wednesday – LWOP and Extended Leave

Today < > February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	31	1	2	3 4
Extended Leave Without Pay – No Continuous Service Date Adjustment						
	5	6	7	8	9	10 11
Extended Leave Without Pay – No Continuous Service Date Adjustment						
	12	13			16	17 18
Extended Leave Without Pay – No Continuous Service Date Adjustment						
	19	20			23	24 25
	President's Day					
	26	27	28	1	2	3 4
Extended Leave Without Pay – No Continuous Service Date Adjustment						



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Workday Wednesday – LWOP and Extended Leave

Correct Absence Dan Jones (On Leave) ⋮

Total
18 Hours

Monday, January 30, 2023 - Tuesday, January 31, 2023

Select All 0 selected

Correct 2 items ⌵ ⌶

	Date	Type	Start Time	End Time	Daily Quantity	Select
	Monday, January 30, 2023	Leave Without Pay			9 Hours	<input type="checkbox"/>
	Tuesday, January 31, 2023	Leave Without Pay			9 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Reason (empty)

Comment

> Details

enter your comment

Correct Absence Dan Jones (On Leave) ⋮

Total
0 Hours

Select All 0 selected

Correct 0 items ⌵ ⌶

	Date	Type	Start Time	End Time	Daily Quantity	Select
	No Data					

Type

Quantity per Day

Unit of Time (empty)

Reason (empty)

Comment

> Details

Remove LWOP for worker on extended leave

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Workday Wednesday – LWOP and Extended Leave

Time Off Results by Period Dan Jones (On Leave) ⋮

Time Off Plans *

Periods *

OK Cancel

Time Off Results by Period Dan Jones (On Leave) ⋮

Time Off Plans *
X Vacation Leave ...
X Sick Leave ...

Periods *
X 01/01/2023 - 01/31/2023 (Monthly Period Schedule) ...
X 02/01/2023 - 02/28/2023 (Monthly Period Schedule) ...
X 03/01/2023 - 03/31/2023 (Monthly Period Schedule) ...
X 04/01/2023 - 04/30/2023 (Monthly Period Schedule) ...

OK Cancel

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Workday Wednesday – LWOP and Extended Leave

Time Off Results by Period Dan Jones (On Leave) ... 📄 📄

To view details drill down on Year to Date values

Periods
 04/01/2023 - 04/30/2023 (Monthly Period Schedule)
 03/01/2023 - 03/31/2023 (Monthly Period Schedule)
 02/01/2023 - 02/28/2023 (Monthly Period Schedule)
 01/01/2023 - 01/31/2023 (Monthly Period Schedule)

Time Off Plans
 Sick Leave
 Vacation Leave

8 items 📄 📄 📄 📄 📄 📄 📄 📄

Balance Period	Time Off Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Balance at End of Period	Balance at End of Period (Includes Events Awaiting Approval)
01/01/2023 - 01/31/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	0	0	1154.52	0	0	0	1154.52	1154.52
	Vacation Leave	Hours	241.28	0	0	241.28	0	0	0	241.28	241.28
02/01/2023 - 02/28/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	-8	3	1154.52	-8	3	0	1143.52	1143.52
	Vacation Leave	Hours	241.28	-15.34	1	241.28	-15.34	1	0	224.94	224.94
03/01/2023 - 03/31/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	-8	3	1143.52	0	0	0	1143.52	1143.52
	Vacation Leave	Hours	241.28	-15.34	10	224.94	0	9	0	215.94	215.94
04/01/2023 - 04/30/2023 (Monthly Period Schedule)	Sick Leave	Hours	1154.52	-8	3	1143.52	0	0	0	1143.52	1143.52
	Vacation Leave	Hours	241.28	-15.34	10	215.94	0	0	0	215.94	215.94

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Workday Wednesday – LWOP and Extended Leave

Leave History 2 items

Business Process	Initiated On	Leave of Absence Date	Status
Absence Return for Dan Jones last day of absence on 02/28/2023, first day back at work on 03/01/2023	07/18/2023 01:25:57 PM	02/28/2023	Successfully Completed
Absence Request: Dan Jones	07/18/2023 01:23:38 PM	01/28/2023	Successfully Completed

Stop event

Start event

Absence Request: Dan Jones	04/10/2023 03:55:26 PM	05/31/2023	05/31/2023	Successfully Completed
Absence Correction: Dan Jones	06/22/2023 09:36:43 AM	05/30/2023	05/30/2023	Successfully Completed

Leave of Absence Event

Absence Return for Dan Jones last day of absence on 02/28/2023, first day back at work on 03/01/2023

Day (Absence, Safety, Locations & Committees) Business Consultant - Dan Jones

Status: Successfully Completed

Initiated On: 07/18/2023 01:25:57 PM

Leave of Absence Date: 02/28/2023

Absence Request: Dan Jones	07/18/2023 01:23:38 PM	01/28/2023	Successfully Completed
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Correct or Rescind

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Workday Wednesday – LWOP and Extended Leave

Leave History 4 items

Business Process	Initiated On	Leave of Absence Date	Status
Absence Return for Dan Jones (On Leave) last day of absence on 02/28/2023, first day back at work on 03/01/2023	07/18/2023 01:25:57 PM	02/28/2023	Successfully Completed
Absence Request: Dan Jones (On Leave)	07/18/2023 01:50:23 PM	02/01/2023	Successfully Completed
Absence Request: Dan Jones (On Leave)	07/18/2023 01:23:38 PM	01/28/2023	Successfully Completed
Absence Request: Dan Jones (On Leave)	07/18/2023 01:49:47 PM	01/28/2023	Successfully Completed



Entering multiple dates for LWOP will not correct it (like an edit position)

You would have to “return” the worker 2 more times in this scenario to complete the return.

If you have already returned the worker and you need to correct the start date, you would have to rescind the return, make your change, then reenter the leave return.

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- **Extended Leave Without Pay Report**
- **AUD | Workers On Leave with LWOP Entered in Selected Date Range**

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Questions?

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Enhancements going into Production 7/21 (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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Remove leave balance cap for Compensatory Time

Target implementation date: 7/21 or 7/28

- Remove cap effective 7/1
- Comp Time will not be forfeited within July
- Standard reports will be provided, results for July will be on the August reports
- Ongoing analysis and cleanup

Edit position

Target implementation date 7/21

- The FTE assign work schedule task goes to payroll partner

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Instructor role security

Target implementation date: 7/21

- For those with *only* the Internal Instructor role
 - Limits security to only courses they are identified as an instructor for

Make Comments required on Edit Position BP

Target implementation date 7/21

- If user does not enter comments, then do not allow user to initiate Edit Position BP
- Comments will be required on all Edit Position BPs for more context of what was changed

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Remove Security View to average OT code Position Restrictions

Target implementation date: 7/21

- The average OT code will no longer be visible to HR staff on position restrictions

Security Role: add to correct time off

Target implementation date 7/21

- Adding roles to the Correct Time Off bp to align the two processes and provide consistency for processing since these two processes do interact

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Remove Challenge Question Authentication for EEL's

Target implementation date: UNK

- Workday will be retiring Challenge Questions as a form of authentication
 - Still working with Cyber Security to get approval to remove Challenge Questions from standard EEL accounts.
 - Standard account meaning they are not External Instructors or also have the Affiliation Manger Role.

Jobs Hub

Target implementation date 8/18

- Gives internal candidate more of a "candidate home" experience like external candidates.

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General Reminders/Info:

- New Recruitment knowledge article is available for Recruiters called "Recruitment, what you need to know". This knowledge article contains a collection of overall recruiting business process information, including tips, do's, don't, warnings, etc.
- Anything you can do to help make sure your managers do their approvals on outgoing job changes timeline is appreciated so it doesn't slow down the hire timeline for your fellow agencies.
- 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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