

**Workday  
Wednesday  
07/19/23**



**PAYROLL AND TIME TRACKING**

**Moving Time and Pay to the 21<sup>st</sup> Century**

# Today's Agenda



COMMUNICATIONS  
UPDATE



PAYROLL UPDATE



CASE MANAGEMENT  
REMINDERS

# Workday Payroll Change Advisory Board (CAB)

Configuration changes being implemented in Workday will go through the Change Advisory Board (CAB) process

## **Purpose of CAB:**

- CAB oversees the adoption of changes to Workday
  - Monthly system configuration releases
  - Workday Semiannual releases
- Reduce risk by approving content and quality of production releases
- Review, prioritize, and authorize Workday changes

# Payroll Updates

## **July On-Cycle (Run 1) Payroll will process July 26, 2023**

- July On-Cycle pay date is Tuesday August 1, 2023
- July On-Cycle payroll time entry cutoff is 5 p.m. July 25, 2023
- July month end cutoff for Balance Transfers is 5 p.m. July 21
- No Time entry in Workday from 5 p.m. July 25 to 8am July 27
- No Daily check processing July 26 and July 27

## **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

# Payroll Updates

## New Field in Employee Overview>Pay

- If you go to **Overview>Pay | Worker Time Tracking Details** and scroll to the far right, there is a new field that will show the employee's current no retro prior to date

The screenshot displays the 'Worker Time Tracking Details' page. A table lists various employee details, and a specific field is highlighted with a red box and an arrow pointing to a zoomed-in view of that field.

Worker Time Entry Templates	Work Schedule Calendars	Work Schedule Calendar Group	Work Schedule Calendar Group	Holiday Calendars	Job Profile	Job Family	No Retro Processing Prior To
Exempts - Salaried (Non Straight Time / Non Nurses) ~ Exception Time Reporters	(AA7) Standard 40 Hours: M-F ~ 07:00AM - 16:00 (60 min Meal) [WW Begin SUN]	AA7 - Monday Thru Friday 8 Hours	AA7 - Monday Thru Friday 8 Hours	Christmas (Observed) Independence Day (Observed)  Juneteenth (Observed) Labor Day Martin Luther King + More (6)	Operations & Policy Analyst 4 - SR32 - Exempt	Operations & Policy Analyst	01/01/2023

The zoomed-in view of the 'No Retro Processing Prior To' field shows the date '01/01/2023' highlighted in yellow.

# Bulk Pay Input Entries

- Submit a case for bulk pay input entries:
  - Bulk entry is entry for 10 or more employees
  - Can be done for earnings or deduction entries
  - For bulk payroll input entries please open a case
  - The case should include a spreadsheet with the following
    - Employee's name
    - OR number
    - Earning or deduction code
    - Amount to be paid or deducted
  - For bulk entries of 20 or more, position number is required as well

# Payroll Reminders

## **Hourly Employee Holiday Time Entry**

- Holiday hours for hourly employees **DO NOT** auto populate
- Time entry for hourly employees has not changed since February

## **Benefits**

- The "Benefits" tab in WD will only show benefits when coverage begins. For example, if someone is hired in July, and PEBB benefits deduct from July for Aug. coverage, they will not show in the "Benefit" tab until Aug 1. Agencies can go to Actions>benefits>View Current Benefit Elections to see them.

## **New Hire Process - Add Work Schedule**

- Payroll Partners need to complete the assign work schedule new hire task immediately
- Holds up the hire process

# 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](mailto: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 "**Labor Cost Code Add Modify Inactivate 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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