Workday Wednesday – 8/2/2023

Agenda

- Workday Release Updates
- Payroll updates
- Jobs Hub & Candidate Pool
- 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 – 8/2/2023

Enhancements that went into Production since last meeting:

- **Remove leave balance cap for Compensatory Time Leave**
- **Edit position** – change in FTE assign work schedule task goes to payroll partner
- **Compensated Absences for SARS**
- **Make Comments required on Edit Position BP**
- **Remove Security View to average OT code Position Restrictions**

Workday Wednesday – 8/2/2023

Enhancements planned for the August Release (starting 8/18):

ECAB #012	Federal Tax Withholding Updates
R6	Replace all calculated fields within time off plans with Native Logic Calculations
R11	Create one-time payment earning code for CBA's that agree to the payment
R12	Inactivate The Non-Cash - Housing Taxable Value (Use Only for Jan & Feb 2023)
R14	KFFA employees all time counts as overtime
R15	All AEE employees receive overtime including exempt
R16	New OYA Worktag
R17	Need to allow time entry codes ‘Holiday Adjustment’ and ‘Straight Time Adjustment’ to be used by employees
R18	Deceased Payout - employee estate earning

R19	INT251 Vendor Payments - Create the detail files for integration event
R20	IBM: INT228 GL Integration
R21	Assign Work Schedule - approval by Agency Payroll Partner regardless of initiator
R22	OSFM Article 36 AOC and Drive Team Differential
R24	Absence Administrator, Payroll Partners and HR Partners need to be able to adjustment Compensatory Time accruals
HCM #1	Remove Challenge Question Authentication for Extended Enterprise Learners
HCM #9	Security Role Request Extend App
HCM #10	Candidate Poll Grid List Assignment
HCM #11	Jobs Hub

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Federal Tax Withholding Updates

Target implementation date: 8/18

- Initial Communication to employees with mid month payroll will go out next week
- Information on what is changing will be provided to employees, HR, Payroll and Leadership

Comms: All Employees

Replace calculated fields within time off plans with Native Logic Calculations

Target implementation date 8/18

- Currently, in specific situations, Calculated fields within time off plans do not respect periods / months
- After the change, all time off plans, accruals and time offs will use Workday native logic calculations so employee status changes update properly

Comms: Payroll & HR Partners

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Create one-time payment earning code for CBA's that agree to the payment

Target implementation date: 8/18

- We need to create a new earning code to pay the one time payment agreed to in the new collective bargaining agreement

Comms: Impacted Employees, Payroll & HR Partners

Inactivate The Non-Cash - Housing Taxable Value *(Use Only for Jan & Feb 2023)*

Target implementation date 8/18

- Inactivate the earning code to ensure it is not used in the future
- A new earning code was created to replace this that is configured correctly

Comms: Payroll & HR Partners

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KFFA employees all time counts as overtime

Target implementation date: 8/18

- The change is to update the time calculation group for the 40 hour per week employees represented by IAFF-KFFA so that all hours count as time worked for OT purposes

Comms: Payroll & HR Partners

All AEE employees receive overtime including exempt

Target implementation date 8/18

- The change is to flag AEE employees who are exempt but eligible for overtime to allow them to record in/out times and receive overtime pay

Comms: Impacted Employees, Payroll & HR Partners

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New OYA Worktag

Target implementation date: 8/18

- The change will create a new worktag for the agency that allows employees to record overtime worked at another location even if they have not met the daily/weekly overtime threshold

Comms: Payroll & HR Partners

Allow ‘Holiday Adjustment’ and ‘Straight Time Adjustment’ to be used by employees

Target implementation date 8/18

- The change is to take the existing time entry codes and make them available for employees to enter, not just agency timekeepers

Comms: Impacted Employees, Payroll & HR Partners

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Deceased Payout - employee estate earning

Target implementation date: 8/18

- This change is to create a deduction code that will allow the central team to identify estate payments on deceased employees separate from dependent payments

Comms: Payroll & HR Partners

INT251a Vendor Payments - Create the detail files for integration event

Target implementation date 8/18

- This update will provide a detail report for vendor payments that will be provided to SARS for auditing
- The current integration (INT251) only provides the vendor payment amounts aggregated by vendor

Comms: No comms for this change

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IBM: INT228 GL Integration

Target implementation date: 8/18

- Make performance enhancements to the integration
- Fix integration to not timeout, allowing integration to complete

Comms: No comms for this change

Assign Work Schedule - *approval by Agency Payroll Partner regardless of initiator*

Target implementation date 8/18

- Payroll Partners need to review work schedules assigned to workers regardless of the initiator to validate it is the correct schedule

Comms: Payroll & HR Partners

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OSFM Article 36 AOC and Drive Team Differential

Target implementation date: 8/18

- This change will create a new time entry code and earning code for Drive Team Differential of $1.50 per hour for employees represented by the Oregon state fire marshal CBA with AFSCME

Comms: Payroll & HR Partners

Absence Administrator, Payroll & HR Partners need to be able to adjustment Comp Time accruals

Target implementation date 8/18

- This change will allow the identified group to remove Compensatory Time forfeitures for the employees account once the forfeited hours are paid out

Comms: Payroll & HR Partners

Workday Wednesday – 8/2/2023

Remove Challenge Question Authentication for EEL's

Target implementation date: 8/18

- Workday has announced a plan to retire Challenge Questions as a form of authentication in 2024.
  - 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.

Security Role Request Extend App

Target implementation date: 8/18

- This new app will allow elevated security roles for Supervisory Orgs and Pay Groups to be requested and approved in one place, to streamline the process
- This will not be available for all roles, the roles not included in the app will continue to follow the current process, example: Learning roles

Workday Wednesday – 8/2/2023

Candidate Pool, update Grid List and add Recruiter to view and modify report

Target implementation date: 8/23

- With this change we can now select or create a configurable grid for candidate pools in the Maintain Candidate List Assignment task
- Give Recruiters the ability to view and modify candidate pools

Jobs Hub

Target implementation date 8/17

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

Workday Wednesday – Payroll Updates

Change Advisory Board (CAB) July Release Communications:

- Communications are in process and will go out to target audiences once approved

Payroll Standup Meeting Cadence Change:

- Meetings move to twice monthly
  - 2nd and 4th Tuesday of every month
- Next scheduled Payroll Standup – August 8 at 2:30 - 3:00 p.m.
- Meeting link was sent out via eNews yesterday

Payroll Reminders:

- Please **DO NOT** reach out to Workday Payroll team members directly. Agencies should be opening cases in Workday with their questions.
- To create a case:
  - Use the case type: "**Workday | Central Payroll Support**"
    - Please include the OR# and name of the employee
  - Please **DO NOT** submit cases to "Workday | Payroll Admin"

Reminder: While we have these meetings open to all interested, it is important to remember that the Agency Readiness Contact's (ARC) (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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- Jobs Hub Demo
- Dynamic Candidate Pools
  - Recruiting Strategy
    - No cost method of sourcing
    - Warm Leads: applicants (internal and external) who have shown interest in the State of Oregon in the past
    - Ease of applying: profile already created
    - Candidate Pools differ from Applicant Lists because they include applicants and current employees who have applied to ***any*** agency

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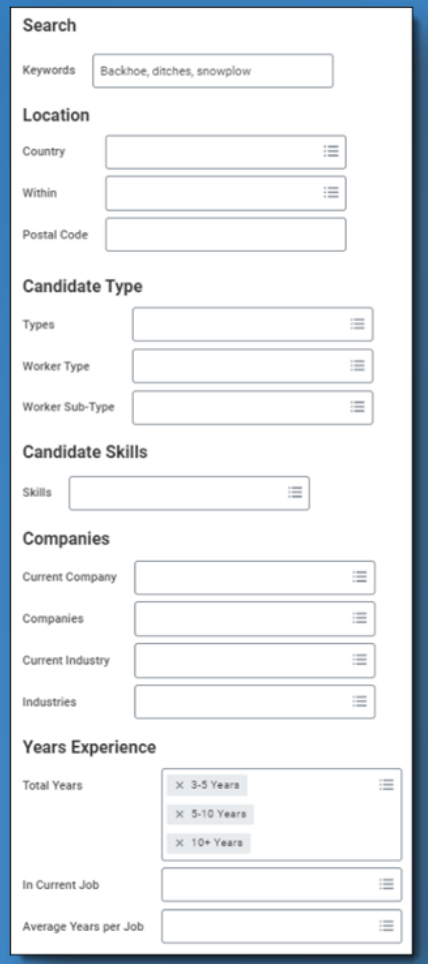
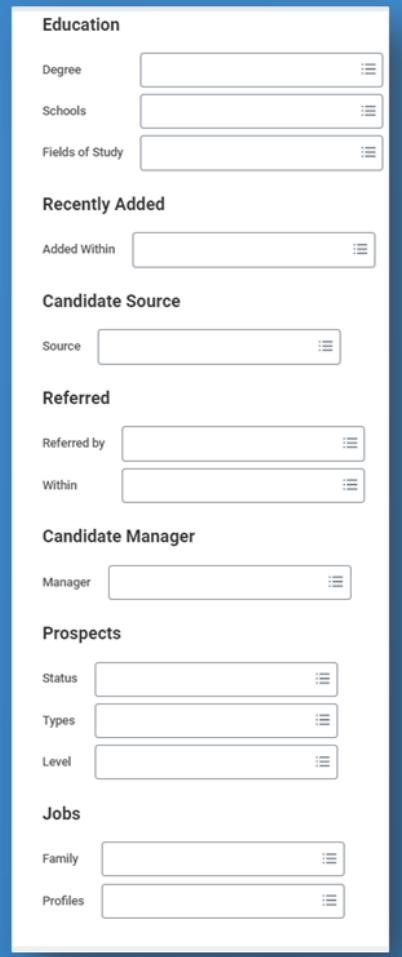
Functionality

To access, Recruiter will:

- **Type "Edit Candidate Pool" into Search Bar**
- **Open the report designated for your agency**
- **Enter search criteria. See screenshots >>>**
- **Knowledge Article: *coming soon!***





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Process & Strategy

The Recruitment & Selection Policy stipulates the following order of applicant lists to review during a recruitment:

1. Injured Worker List
2. Agency Layoff List
3. Statewide Layoff List
4. Transfer List – if applicable

- Candidate Pools should only be used after #1 - #4 above have been exhausted and you have opened a competitive recruitment.
- Once a job is posted, conduct a search via Candidate Pools and invite applicants to apply.
- Not necessary for every job posting; useful for hard-to-fill positions.

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General Reminders/Info:

- 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.
  - Please use exact BP terms.

- Retiree temps/LDs - Starting and Ending

- Reminder, please make sure you are auditing your service dates monthly. We are continuing analysis to correct the issues for this complex integration.

- 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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