

Workday Wednesday – 8/16/2023

Agenda

- **Workday Release Updates**
- **Payroll updates**
- **Hire date corrections**
- **Help Case & case management reminders**
- **Security Role Request App**
- **Workday 2023R2 Release**
- **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 – 8/16/2023

Enhancements that went into Production since last meeting:

- Update Short- & Long-Term Disability Insurance additional data

Workday Wednesday – 8/16/2023

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 Time Entry Code
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 adjust Compensatory Time accruals
R25	OSPOA's FLSA period should be a 28-day calendar*
R27	Update Short- & Long-Term Disability Insurance additional data*
R28	Time Entry Approval by Management Chain*
	Candidate Pool Grid List Assignment
	Jobs Hub
	Security Role Request Extend App

Workday Wednesday – 8/16/2023

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 all 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 Time Entry Code

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: Agency 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

Workday Wednesday – 8/16/2023

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

INT251 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

Workday Wednesday – 8/16/2023

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

Workday Wednesday – 8/16/2023

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 adjust 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 – 8/16/2023

OSPOA's FLSA period should be a 28-day calendar

Target implementation date: 8/18

- The 28 day FLSA calendar is permitted in the FLSA law as these are public safety employees

Comms: Agency Payroll & HR Partners

Update Short- & Long-Term Disability Insurance additional data

Implemented date 8/15

- To assist with compliance with Paid Leave Oregon law, the Short- and Long-Term Disability Insurance data section will be updated on the employee profile

Comms: TBD

Workday Wednesday – 8/16/2023

Time Entry Approval by Management Chain

Target implementation date: 8/18

- This change allows management chain to approve submitted time for an employee who is supervised by a subordinate manager when they are unavailable.

Comms: Workday Wednesday

Remove Challenge Question Authentication for EEL's

Target implementation date: Sept?

- 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 Manager Role.

Workday Wednesday – 8/16/2023

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.
- 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 – 8/16/2023

Security Role Request App

Target implementation date: 8/31

- 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 include Learning roles or Manager role

Workday Wednesday – Payroll Updates

Federal Tax Withholding Update

- Anticipated approval by the Workday Change Advisory Board (CAB) – Aug. 18, 2023
- Initial Communication target send to employees – Aug. 16, 2023
- Notices sent via Gov Delivery – employees need to have email setup in Workday
- Notice of this communication sent via E-News and will go out to labor unions and HR Directors this morning
- Follow up communication will go out to employees next week prior to payroll cutoff on Aug. 25, 2023
- Reminder for employees to review Withholding Elections in Workday

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Workday Wednesday – Hire date corrections

Hire date corrections cannot be made if the employee has completed Federal/State Tax withholdings.

- This most commonly occurs when the employee completes either task outside of Onboarding (as a standalone process).
- If you are advising employees to complete these tasks outside of onboarding and/or are launching Onboarding on a NEW HIRE - please discontinue this practice.
- Completing these tasks outside of onboarding unfortunately results in having to terminate the employee in the system and complete the hire process again with the new hire date.
- Hint: View Worker History by Category -> Hire -> Process : this should show where the process is awaiting action (i.e. agency payroll partner: assign work schedule).

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Workday Wednesday – Hire date corrections

Other reminders:

- Agency HR Partners have the ability to correct Probation Period.
 - However, please be careful to not create an additional Probation Period.
 - If we need to correct a hire for you, the system will see them as overlapping and it will require us to rescind the extra one created.
- If a new hire has a hire date error, please do not correct service dates as that will block us from being able to correct. For a new hire date correction, we will correct service dates for you. If we are unsure about certain dates, we will ask you to review once we have corrected the hire date.

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Workday Wednesday – Help Case & Case Management

Reminders:

- When moving a case to a different Case Solving Team, please use the "Update Type" field, and not the "Assign" field.
- Agency level cases: Please do not assign, share, or tag Workday Team members in agency level cases. The central Workday team are not members of the agency case solving teams. Please create a new case, with the elevated role user as the customer, and send to the appropriate Workday Team.
- Please do not reassign (or create "on behalf of") agency employee cases to the Workday Team. The Workday Team supports you, so you can help your employees. You, as our elevated role users are our customers.
- There are several Knowledge Articles available for understanding and managing cases to help you (search "case"). If you need to set up time to learn more on how to manage your Help cases, please let us know.

The screenshot displays a Workday case management interface. At the top, it shows the user 'Jeff Vidal' and the case ID '40090: Reassigning a case to a different case solving team'. Below this, there are tabs for 'Show in Timeline', 'Activity', 'Notes', and 'Messages'. A 'Case created through Desktop 08/15/2023, 3:07 PM' timestamp is visible. A 'Change case type' dialog box is open in the center, showing a search bar for 'Case Type' and a list of categories including 'General Human Resources Support', 'Reporting', 'Talent and Performance', 'Technical/Integrations', 'Recruitment', 'Worker Data Changes', 'Chief Human Resource Office', 'CHRO | Policy', 'Workday | Confidential', 'Roles/Security', 'Investigations', 'Learning Admin', 'General Help', 'Confidential', 'Class Comp', and 'Labor Relations'. A red arrow points to the 'General Human Resources Support' option in the dialog. On the right side, the 'Case Actions' panel is visible, showing options like 'Assign', 'Change Status', 'Update Type', and 'Add Flag'. A red arrow points to the 'Update Type' field, which is currently set to 'General Human Resources Support'. The 'Assign' field is currently set to 'No assignee (CHRO Client Agency)' and has a red 'X' icon next to it. The 'CREATED FOR' field is set to 'Employee'.

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Workday Wednesday – Security Role Request App

- Target Implementation 08/31
- Security Partner meeting on 08/17
- Announcement in Workday
- Articles
 - **Archive**
 - Security Roles, Request and Remove
 - Security Partner Role, Request and Remove
 - Appointing Authority Role, request and remove
 - Assigning Roles
 - **Publish**
 - Request Security Roles (Manager, HR, Learning, etc.)
 - Manager Approval of Security Role Request
 - Security Partner Approval & Assignment of Security Roles
 - Security Partner Assignment of Manager Role
 - Removal of Security Roles

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Workday Wednesday – WD2023R2 Release

Items to be aware of:

- New Goals user interface coming with Workday 2023 R2. Look and feel is updated, but the functionality remains very similar.
- Learning updates will be shared with Learning Partners during the monthly LP Meeting later today.
- Recruitment updates will be shared with Recruiters during the Statewide Recruiter's meeting 8/22.

***If needed a special Workday Release WD Wed will be held on 8/30/2023**

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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.
- Please check for and complete outstanding 'assign work schedule' tasks for hire business processes. The union assignment will not assign to the worker until this step has been completed.
- 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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