

Workday Wednesday – 9/06/2023

Agenda

- **Workday Release Updates**
- **Role Request Application – LIVE**
- **Payroll updates**
- **Recruitment Updates**
- **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 – 9/06/2023

Enhancements that went into Production since last meeting:

- Aggregated Federal Tax Withholding
- Replace all calculated fields within time off plans with native logic calculations
- Created one-time payment earning code for CBA's that agree to the payment
- Inactivated the non-cash – housing taxable value (used only for Jan & Feb 2023)
- Various overtime and differential updates for specific bargaining units
- 'Holiday Adjustment' and 'Straight Time Adjustment' codes are available for employee use
- Deceased Payout – employee estate earnings
- Assign Work Schedule – approval by agency Payroll Partner regardless of initiator
- Payroll & HR Partners can adjust Comp Time accruals
- Updated Short- & Long-term Disability Insurance additional data section on the employee to comply with Paid Leave Oregon law
- Role Request App
- OFLA Update | Change the name of one OFLA Time Offs to "Other" and add additional reasons with that time off - Paid Leave Oregon law

Workday Wednesday – 9/06/2023

Workday 2023R2 Release Items:

WD03	Goals Redesign
WD04	Email Attachments in Candidate Communications
WD05	Skills Section in Job Requisition and Evergreen Requisition Tasks
WD07	Multi Select for Pronouns & Gender Identity
WD10	Unlimited Enrollment Capacity for Blended Course Offerings

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Goals redesign

Target implementation date: 9/9

- Mainly a look and feel change for employees that take advantage of setting goals for themselves
- Functionality will not change
- Knowledge Articles will be provided at the time of the change
- Information provided during the 8/16 WD Wed Meeting

Multi select for pronouns & gender identity

Target implementation date 9/9

- Workers and candidates will be able to select multiple pronoun and gender identity options on their profile – change is from radio button to check box.

Workday Wednesday – 9/06/2023

Email Attachments in Candidate Communications

Target implementation date: 9/9

- Allow email attachments in some candidate communications.
- Communicated to state-wide recruiters
- Additional information during this meeting

Skills Section in Job Requisition and Evergreen Requisition Tasks

Target implementation date 9/9

- Moved the Skills section from being a sub-section of the Qualifications section to being its own section
- Communicated to state-wide recruiters
- Additional information during this meeting

Workday Wednesday – 9/06/2023

Unlimited Enrollment Capacity for Blended Course Offerings

Target implementation date: 9/9

- Automatically updated by Workday
- Especially for virtual courses, this will allow agencies to not specify a maximum capacity for classroom courses when that is appropriate

Workday Wednesday – 9/06/2023

Upcoming planned Enhancements:

R28	Time Entry Approval by Management chain
R29	OFLA and FMLA eligibility year is changing to a 52-week rolling forward calendar year
R30	AFSCME DOC - Security Plus employees who are exempt chaplains are not receiving shift differential when they should be per the CBA
R31	CBA: Per DEQ AFSCME CBA, all employees including exempt need to be eligible for the time entry code On Call
R32	Employees covered by the Oregon Nurses Association CBA (ONA) should not have shift differential rounding
R33	Employees covered by the Oregon Nurses Association CBA (ONA) should not have shift differential rounding
R34	Equipment Operator Differential

R35	Need to add allowances to the calculation of the earning code Premium-half-time rate
R36	OSPOA: Field Investigation/Crime Scene Rotation and Response comp time accrued at 2.5 rate
R37	Return of overpayment deduction is not set to recalculate during retro
R38	Secretary of State's work week and FLSA period should be Mon-Sun
R39	Transportation Differential (TD) is not tied to an earnings code
R40	Tie the existing time entry code SSD for ODOT to the existing earning code for Differential - Sand and Snow
R41	Time entry code CTY is not accruing to comp time balances
R43	OFLA Update Change the name of one OFLA Time Offs to "Other" and add additional reasons with that time off

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Time Entry Approval by Management chain

Target implementation date 9/15

- Adding management chain to the business process security policy to approve will allow the approval of submitted time to be reassigned to the upline manager to approve

OFLA and FMLA eligibility year is changing to a 52-week rolling forward calendar year

Target implementation date: 9/15

The Paid Leave Oregon law will require several system updates as the process is identified and rolled out

September 2023 hours will start to populate OFLA / FMLA hour load for calendar year 2024

Change the calculation with a 0 that way no employee will receive eligibility hours in 2024

Workday Wednesday – Role Request App is LIVE

- Review Selected Position
- Review Selected Organization
- Review Roles – Do they align with responsibilities of position??

Request Supervisory Organization Roles

Position
Workday Security & Reporting Administrator/Lead - Tracy Posey

Organization
CHRO Workday Reporting and Security Team - DAS

Search Results (4)

- Administrative Services
- Administrative Services - Volunteers - DAS
- EIS Administrative Services - DAS
- Financial & Administrative Services Division - PERS

Effective Date
09/05/2023

Please describe your job duties requiring for selected role(s) *

OK Cancel

The organization the requestor sits in is auto-populated by application

Selected Role Descriptions / Role Group

IMPORTANT! prior to approving, it is the Security Partner's responsibility to review and correct the selected organization if it is incorrect. Be sure to remove the incorrect organization

Request Supervisory Organization Roles

Position
Workday Security & Reporting Administrator/Lead - Tracy Posey

Organization
Administrative Services

Supervisory Organization Roles *

- HR Partner (Supervisory)
- HR Analyst (Supervisory)

Selected Role Descriptions / Role Group

- HR Analyst role grants view only access to all data and business processes pertinent to the function of HR within the core Human Capital Management (HCM) module. The recommended assignment is to anyone who has been given HR Partner, HR Executive, HR Assistant, Compensation Partner, or Recruiter. / HR
- HR Partner: Performs HR management functions for assigned organizations. Examples include creating and approving new positions, job assignments, and managing the job profile framework. Approval authority for HCM business processes. People in these groups will be receiving notifications and approval requests for staffing actions. / HR

Workday Wednesday – Payroll Updates

- **August Off-Cycle (Run 2) Payroll will be processed Sept. 11 , 2023**
 - August Off-Cycle pay date is Friday Sept. 15, 2023
 - August Off-Cycle payroll time entry cutoff is 5 p.m. Sept. 8, 2023
 - No Time entry in Workday from 5 p.m. Sept. 10 until 8am Sept. 12
 - No Daily check processing Sept. 11 and 12

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Workday Wednesday – Payroll Updates

Federal Tax Withholding Update

- List of employees uploaded to WD Drive for payroll partners
- Update in process for "How to Read Your Payslip Guide" - New Module
 - How Federal Tax Withholding is calculated
 - Definition of what makes up a pay period
 - How to determine total combined taxable wages in a pay period
 - How to determine total federal withholdings in a pay period

Remove 6 month wait for New Hires

- Discussing options, finalize soon

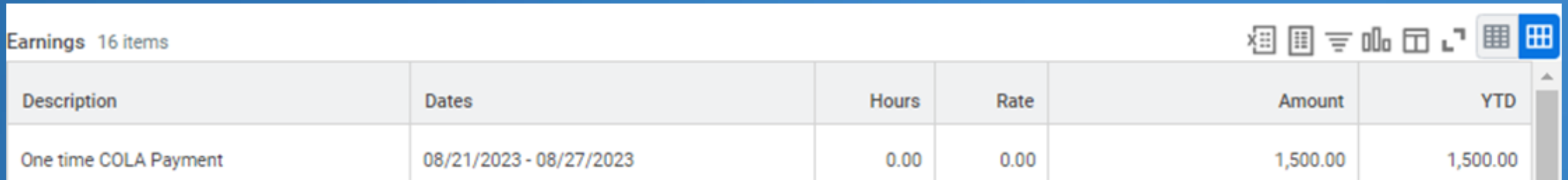
Reminder: While we have these meetings open to all interested, it is important to remember that the ARC's (who are in many cases the agency's HR Director) must ensure this information gets disseminated throughout your agency as is appropriate.

Workday Wednesday – Payroll Updates

One Time COLA's were loaded into Aug. 28 payroll run for the following CBA's and:

- SEIU, AFSCME, PANG, KFFA, FOPPO, OSPOA, OPSA and Central Table Units

Employees will see their one time COLA payment in a separate line item under earnings on Sept. 1, 2023 payslips.



The screenshot shows a table titled "Earnings 16 items" with a toolbar on the right containing icons for search, list, filter, print, and other actions. The table has the following columns: Description, Dates, Hours, Rate, Amount, and YTD. A single row is visible with the following data:

Description	Dates	Hours	Rate	Amount	YTD
One time COLA Payment	08/21/2023 - 08/27/2023	0.00	0.00	1,500.00	1,500.00

- We found 17 employees who's pay input did not process. Payments were made to these employees
- If you find anyone who was not paid the COLA but is covered by an eligible CBA/policy was employed as of August 23rd, confirm with HR they are eligible then add the earning into pay input to pay on the next payroll run
- Additionally, COLA's were loaded for Management/Executive Service and unrepresented employees, Legislative and Judicial Branches, Secratray of State and a handful of small boards and commissions

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Workday Wednesday – Recruitment Updates

Add attachment(s) to candidate communications “send message” or “invite to apply”. (up to 7 MB)

Current

Send Message

Send To 1

Job Application

Contact Method * Email

Message Template

Email

Subject *

Body *

From Display Name

From Email Address oregon@myworkday.com

Reply To Email Address

OK Cancel

Send Message

Send To 1

Job Application

Contact Method * Email

Notification Template

Message Template

Email

Subject *

Body *

From Display Name

From Email Address oregon@myworkday.com

Reply To Email Address

Attachments

Attachments are only sent through email with a maximum size of 7 MB.

Drop files here

or

Select files

OK Cancel

Workday Wednesday – Recruitment Updates

Attachment is viewable from the Candidate Communication tab.

Activity Stream view vs Candidate Communication

The image displays two overlapping screenshots from the Workday recruitment system. The top screenshot shows an activity stream for August 15, 2023, with two entries: 'Message Sent' and 'Automatic Message Sent'. The 'Automatic Message Sent' entry includes details about the email text and date, and a red box highlights the attachment 'Background Check.docx'. The bottom screenshot shows the 'Candidate Communication' tab for candidate Jesse Stone (CAND-271823). It features a table with one row of communication data and an activity stream below it. A red box in the table highlights the 'Background Check.docx' attachment. The activity stream shows a post from Margo Hammonds mentioning the email and the attachment.

2023

15 Aug Message Sent
Margo Hammonds sent "Background Check Form" Email for REQ-129539 Training & Development Specialist 1

15 Aug Automatic Message Sent
System sent "A Task Awaits You: Get Ready to Start" Email for REQ-129539 Training & Development Specialist 1

Email Text: "Please complete this form and fax it to 503-555-5555."
Date Sent: Aug 15, 2023, 12:54:51 PM
Email Attachment: Background Check.docx

Jesse Stone (CAND-271823)
For: REQ-129539 Training & Development Specialist 1

Overview Personal Information Duplicates Application Changes Candidate Communication

Timestamp	Email or Push Notification Successfully Sent?	SMS Successfully Sent?	Email Subject	Email Body	Sender	Attachments
08/15/2023 12:54 PM	Yes	No	Background Check Form	Please complete this form and fax it to 503-555-5555.	Margo Hammonds	Background Check.docx

Activity (4)

Type "@" to tag someone. Post

Margo Hammonds sent the following Email 5 seconds ago

Background Check Form - "Please complete this form and fax it to 503-555-5555." and the following attachment: Background Check.docx

Workday Wednesday – Recruitment Updates

Skills and Qualifications sections are separated in job and evergreen requisitions

Current

This screenshot shows the 'Qualifications' section of the Workday interface. On the left is a navigation menu with items: Start, Recruiting Information, Job, **Qualifications** (highlighted), Organizations, Attachments, Assign Roles, and Summary. The main content area is titled 'Qualifications' and contains three sections: 'Skills' with sub-sections 'Required Skills' and 'Optional Skills', 'Education' with an 'Add' button, and 'Language' with an 'Add' button.

This screenshot shows the 'Skills' section of the Workday interface. On the left is a navigation menu with items: Start, Recruiting Information, Job, **Skills** (highlighted), Qualifications, and Organizations. The main content area is titled 'Skills' and contains two sections: 'Required Skills' and 'Optional Skills'. The 'Required Skills' section features a search bar with the text 'Search' and a list of skills, including 'Microsoft Excel'. The 'Optional Skills' section features a list of skills, including 'Microsoft Publisher'. There are also icons for undo and confirm in the top right of the 'Required Skills' section.

Workday Wednesday – Recruitment Updates

Job Application – Recruiters will be able to create a job application for internal candidates without the job requisition currently being posted. No need to post just to get a candidate application on a requisition.

Create Job Application

Candidate *

Jobs *

How would you like to fill out this job application?

Manually

Parse Information from a Resume/CV

Workday Wednesday – Recruitment Updates

Confirm Opt-In – Resend notifications. Once an external candidate opts in, up to 20 of the most recent messages, Job Alert and Recruiting Marketing email communications will resend. Note: Subject to routing rules and user preferences at the time of resend.

- Job Alerts sent within 2 weeks
- Invite to Apply sent within 4 weeks
- Send Message without the context of a job application sent within 3 months

Workday Wednesday – Recruitment Updates

Internal applicants – Update Talent Profile from Internal Job Application: Job History, Education, Skills.

This allows workers to keep their talent profiles up-to-date via their application updates and prevent them from having to go different places. The profile is updated and available for future internal job applications.

*If the worker deletes an entire section and indicates they would like their talent profile updated, the job application will be submitted with the empty section, but the talent profile will not be updated. Worker will receive a message informing them.

Current

Skills

- × Build Positive Relationships
- × Collaborative Communications
- × Collaborative Problem-Solving
- × Communications
- × Communication Tools

[MORE \(38\)](#)

Skills

- × Collaborative Communications
- × Collaborative Problem Solving (CPS)
- × Communication
- × Communication Tools
- × Computer Training

[MORE \(35\)](#)

Replace the Skills information in my profile with this information

Workday Wednesday – Recruitment Updates

Personal Information Multi-Select – Candidates sent the personal information task at offer will have the ability to multi-select Gender Identity designation. This is not a required field and can be left blank.

Employees will have the ability to multi-select Gender Identity and Pronouns when editing their Personal Data. This is not a required field and can be left blank.

Gender remains single select Male/Female for federal reporting compliance.

The screenshot shows two multi-select dropdown menus. The first is labeled 'Ethnicity*' and contains two selected items: 'American Indian or Alaska Native (United States of America)' and 'White (United States of America)'. The second is labeled 'Gender Identity' and is highlighted with a red border. It contains three selected items: 'Male', 'Female', and 'Nonbinary/Other'. A search bar is visible at the top of the 'Gender Identity' dropdown.

The screenshot shows the 'Personal' information section of a user profile. It includes an 'Edit' button at the top. The fields and their values are: Gender (Female), Date of Birth (03/18/1967), Age (56 years, 5 months, 5 days), Hispanic or Latino (blank), Race/Ethnicity (White (United States of America)), Gender Identity (Female, Male, Nonbinary/Other), and Pronoun (He/Him/His, He/They, Per/Per/Per, She/Her/Hers, She/They, More (2)). The 'Gender Identity' and 'Pronoun' sections are highlighted with a red border.

Workday Wednesday – 9/06/2023

General Reminders/Info:

- Bargained compensation changes (salary selectives, allowances, job profiles, etc.)
- Dynamic Candidate Pools are up and running for recruiters. To have a designated pool created for your agency use, please submit a help case.
- 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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