

Workday Wednesday – 9/20/2023

Agenda

- **Workday Release Updates**
- **Payroll updates**
- **Templates for Case Management**
- **Reminders: Service date integration & I-9s**
- **Reminders: Compensation**
- **General Reminders/Info**

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Enhancements that went into Production since last meeting:

R28	Time Entry Approval by Management chain
R29	OFLA and FMLA eligibility year is changing to a 52-week rolling forward calendar year – Step 1 stopping 2024 entitlement hours
R30	AFSCME DOC - Security Plus employees who are exempt chaplains are not receiving shift differential when they should be per the CBA
R31	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 who are exempt and represented by the AFSCME Dentist CBA should be eligible for straight time for hours worked over 40
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
R45	Secretary of State - SL now counts as time worked for the purposes of determining OT
R46	Agency Payroll Partner Role Enhancement (going in effect by 9/20/23 End of business)

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Upcoming planned Enhancements:

October items are still being decided, here are a few that are being considered:

- **Jobs alert reporting**
- **Populate suggested skills for internal candidates**
- **Help Case message templates**
- **Integration items**
- **End-of-year reports**
- **More CBA clean-up**
- **Applying new CBA updates**

Workday Wednesday – Payroll Updates

- **September On-Cycle (Run 1) Payroll will be processed Sept. 25, 2023**
 - September On-Cycle pay date is Friday Sept. 29, 2023
 - September On-Cycle payroll time entry cutoff is 5 p.m. Sept. 24, 2023
 - Note: Sept. 24 is Sunday so for most employee's payroll cutoff is 5pm Friday Sept. 22, 2023
 - No Time entry in Workday from 5 p.m. Sept. 24 until 8 a.m. Sept. 26
 - No Daily check processing Sept. 25 and 26

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Workday Wednesday – Payroll Updates

- Workday CAB Approvals for September Sent via E-News Sept. 19, 2023
 - New Hire six month wait for vacation use removed for ratified agreements & policy
 - Time Entry Approval by Management Chain
 - Agency Payroll Partner Role Enhancement
 - All other September CAB items were communicated to agencies with specific cases open related to the items updated
 - Complete list of Sept. 14 CAB Approvals can be found on WD Drive:
 - WD Drive>Payroll Partner Information and Resources>E-News
- State Tax Withholding Update is in process
 - Testing to begin this week
 - Communication is in development and will go to target audience the week of October 20, 2023
 - Employees with multiple payments in a pay period are the target audience
 - Tutorial "How to Read Your Payslip Guide" being updated with information on Federal and State Tax Withholding updates in Workday

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Workday Wednesday – Templates for Case Management

New functionality in Workday – Case Management Response Templates.

Create Help Case Message Template

Template Name *

Service Teams *

Inactive

Message

Workday Attachment

Article

Workday Task

None of the above

File Attachments




Drop files here

or

Select files

Message Add Internal Note

Message

Templates

Find Templates

Filter by template name or message text

MFA Reset Successful Add Template

Hello, I have reset this user's Native MFA (personal device option). This user is ready to resync the QR code now.

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Workday Wednesday – Reminders

- **Monthly Service Date Changes**
 - Reminder to audit your service dates monthly
 - Integration still has minor changes needed, ETA to get them addressed is in 2024

- I-9s need to be completed within 3 business days of employee New Hire start date
 - The state of Oregon can be fined, or even lose our E-Verify license for late I-9s.
 - HCM Business Process Transactions of Type Awaiting Action (by Company) - filtered for I-9 business processes will show employees that are potentially late.

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- **CMP | Workers with Mismatched Job Profile/Grade Profile**
- **New and updated compensation allowances**

New:

American Board of Professional Psychology Certification – Percent (SEIU – Effective upon ratification: 8/22/23)

Sexual Offending Treatment Program – Percent (SEIU – Effective upon ratification: 8/22/23)

Open/Close Differential – Percent (AFSCME OLCC – Effective upon ratification: 8/21/23)

Drug Recognition Expert – Percent (OSPOA – Effective upon ratification: 8/18/23)

K-9 Handlers – Percent (OSPOA – Effective upon ratification 8/18/23)

Updated:

Critical need differential (AFSCME OSH Physicians – Effective upon ratification: 8/1/23)

Float pool (AFSCME SACU – Effective upon ratification: 8/11/23)

Digital Forensics (OSPOA – Effective upon ratification: 8/18/23)

Certified Alcohol and Drug Counselor SEIU (SEIU – Effective upon ratification: 8/22/23)

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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.
- 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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