

# Department of Administrative Services



Workday Wednesday – 01/03/2024

# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Retiree temps and processing
- 04** General Information & Reminders



# Release Updates



# Prod Update Since Last Meeting



- Workday eligibility has been updated for Special Day, it was granted to unrepresented employees per the Governors Office for calendar year 2024.



# January Release Items

- Payslip Updates - using a BIRT Custom Report
- Correct downloaded print (PDF) version of Position Descriptions - BIRT Report
- VOYA deferred comp want % to deduct every payment but not flat amounts
- Analyzing multiple Leave Payout Requests – Approx 5
- Agency Time Review, View Access to Worker Schedule
- 3 updates to streamline processes for the central Workday team
- 2024 Governor’s State Employees Food Drive
- Job Change – Help Text for HR Partner
- 3 CPERS Integration related updates
- 2 HCM Hours Worked reports
- Additional option for drop down in building PD's on position restrictions for Work Contacts
- Approximately 14 CBA related updates
- Multiple Compensation updates related to CBA/Policy

# Payroll Updates



# Payroll Processing



- **December off-cycle (run 2) payroll will process on Jan. 8, 2023**
  - December off-cycle time entry cutoff is 5 p.m. on Jan. 5, 2023
    - Cutoff for 24/7 agencies is Jan. 7 at 5 p.m.
  - No time entry in Workday from 5 p.m. on Jan. 5 until 8 a.m. on Jan. 9, 2023
  - No daily check (off-cycle) processing on Jan. 8 and Jan. 9, 2023
- **Note: Payroll Processing calendar 2024 is located as follows**
  - Workday Oregon Website: [workday.oregon.gov](https://workday.oregon.gov)
  - Workday Drive: Drive>Payroll Information and Resources>Workday Processing Calendar
    - [https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$23407/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$23407/rel-task/2998$33471.html)

# PEBB Open Enrollment Files



PEBB Open Enrollment files were loaded to Workday Dec. 15, 2023

- The daily PEBB integration file has been on hold since Nov. 17, 2023, to allow time for processing the 2024 Open Enrollment PEBB files
  - Open Enrollment & the Daily files were loaded by Dec. 15, 2023
- For December terminations (if the employee is eligible) please validate their benefits in PEBB's system and then compare it to Workday
- If there are differences, then create a case so DAS' Workday support team can make those benefit changes
  - If needed, the Payroll Partner can also make the entries via pay input
- Communication was sent out Dec. 19 via E-News regarding the "Verify My Information" app in Workday
  - Payroll/HR Partners can share this information now for employees to verify their Workday Profile information including PEBB Benefits



# W-2 Printing and Distribution



DAS Workday Payroll is working with DAS Printing and Distribution (PnD) on the 2023 W-2 file this year, which will require a change in distribution and billing

- **Distribution Change:** DAS PnD will print and distribute all employee W-2s for 2023
- **Billing Change:** Agencies will be invoiced based on the total FTE count
- **Action Item:** Please remind employees to update any address changes by January 10, 2024, so the W2s will reflect the correct address.
- **W-2 Related Communication:**
  - W-2 communication for Payroll Partners went out via E-News Dec. 8, 2023
  - Communication around access to copies of online W-2 and general W-2 related information will be shared with employees by mid-January
  - Payroll, Human Resources and Agency Leadership will have access to W-2 Resources in advance of communication going out to employees



# Year End W-2 & W-4 Reminders

## W-2s

- For printed W-2s all employees will have the same employer displayed
  - State of Oregon
- W-2s will use the address in Workday as of **Jan. 10, 2024**

## W-4s

- Employees filing as exempt must complete a new W-4 each year
  - Feb. 15, 2024 is the deadline for completing new W-4 for exempt status
- If agency does not receive a new W-4, employee is reset to Single and 0

# Retiree temps and processing



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- The need to wait until Run 2 completes went away with OSPA
- BUT!
- As soon as you know a retiree will be coming back as a temp, notify your payroll partners
- **DO NOT** process the temp hire until payroll has given you the green light that they have completed all retirement related tasks on their end. Once you have their OK, you can process the temp hire at any time

# General Information & Reminders



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- Audit your service dates and merit increases monthly, we know there are some refinements needed to the integration and we are hoping to focus on that after stability is complete.
- 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.

# Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today

