

Department of Administrative Services



Workday Wednesday – 10/4/2023

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** Compensation Reminders
- 04** Workday Photo Guidelines
- 05** General Reminders



Release Updates





Updates to Production since 9/20/23

- **Ten updates have been completed in Production related to**
 - **CBA & policy updates**
 - **Title correction**
 - **Eligibility**
 - **Preparing of end-of-year reporting**

When needed communication was made directly with impacted agencies.

Updates Coming by 10/20/2023



Report Clean-up for Integrations

- Currently 5 items are being tested to enhance reporting related to integrations
- Result will be less manual monitoring/adjustments related to the integration increasing efficiency for all involved
- Tentative Prod date: **10/6/23**
- Communication is evaluated for each item and handled appropriately

Various CBA & Policy Updates

- 21 items related to CBA or Policy updates are included in this release
 - Rate changes
 - Eligibility updates
 - Paid Leave Oregon
 - Cap removals
- Tentative Prod date: **Ongoing until 10/20**
- Communication is evaluated for each item and handled appropriately

Updates Coming by 10/20/2023



Help Case Message Templates

- A handful of agencies have made requests to have Help Case Message Templates created for frequent responses to their cases
- The Central Support Team is actively using templates, can be a great time-saver when a standard response is appropriate
- There isn't a deadline, requests will be prioritized with other tasks moving forward
- Tentative Prod date: **Ongoing**

Recruitment Update

- Populate Suggested Skills for Internal Candidates
- Will not be available for External Candidates
- Internal skills are 'suggested' and must be selected to populate by the employee
- Applicable resources will be updated prior to the change happening in prod
- **Tentative Prod date: 10/20**

Payroll Updates



Payroll Updates



- AOCE one Time COLA will run for payment to that group of employees on Oct. 13, 2023, payroll
- For all SEIU, sick leave now counts as time worked for determining overtime in the week
- E-News was sent out this morning on Workday standard operation updates

Payroll Updates



September Off-Cycle (Run 2) payroll will process on Oct. 9, 2023

- September off-cycle payroll time entry cutoff is 5 p.m. on Oct. 6, 2023
- September off-cycle pay date is Friday, Oct. 13, 2023
- No off-cycle checks will be processed Oct. 9 and Oct. 10, 2023

Payroll Updates



- State Tax Withholding Update
 - State Tax update is in process with a target implementation Oct. 20, 2023
 - Oregon State Tax will be calculated using a flat rate for off-cycle pay
 - The flat rate tax will be included in the following On-Cycle payroll state tax deduction
- Updated module in process for "How to Read Your Payslip Guide"
 - This will include instruction on how to determine combined taxable wages
 - Total federal withholdings in a pay period
 - Definition of what makes up a pay period
 - How taxes are calculated for Federal and State Taxes

Compensation Reminders





Bargained and Policy Compensation Changes

- **Class Studies**
- **Salary Selectives**
- **New/Updated Allowances**
- **Abolishments**

Workday Photo Guidelines





Employee Profiles: Photo Guide

Basic Guideline

- Images cannot exceed 10 MB in storage size
- Each photo should be an appropriate, professional head shot (shoulders and above)
- The photo should be clear, of good quality and of a view that is close enough for you to be easily identified
- Examples of photos that do not meet the guidelines include, caricatures, group photos, vacation photos, sports/hobby photos, photos of pets, etc.

Example of Correct Photo



General Reminders





- **Worker Pay: Moving Workers to Off Season**
 - Review accruals to pay out
 - Complete pay before placing off season
 - If an adjustment needs to be made you may also change paygroup to make adjustment/pay input
- **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

General Reminders



- **Oregon1** is refreshing this Saturday
- **Case sharing bug** - we have a ticket with Workday Inc on the "View Shared Case" not showing in the notification
- 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

