Department of Administrative Services

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

Workday Wednesday – 10/18/2023

Agenda

01 Release Updates
02 Payroll Updates
03 General Reminders

Release Updates

Updates Coming by 10/20/2023

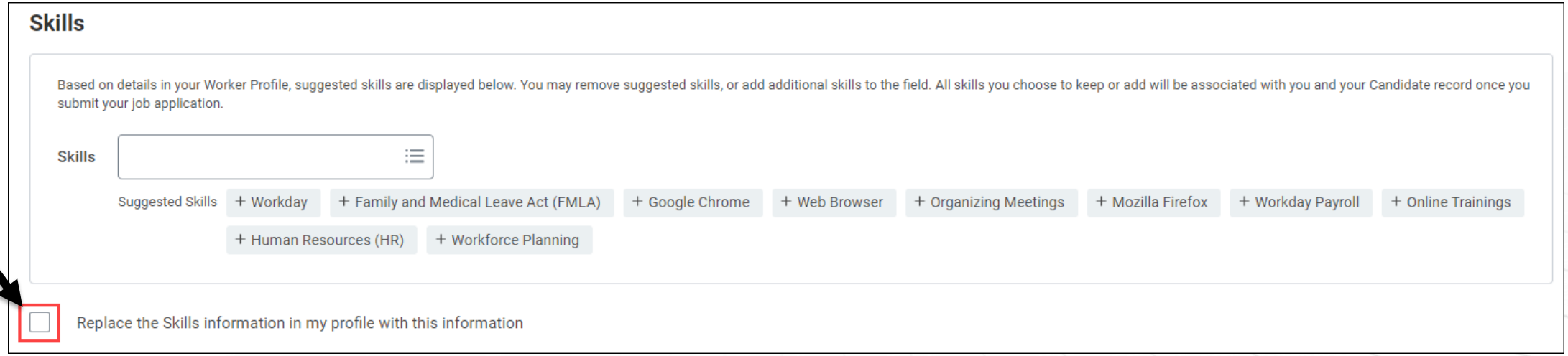
- **W2 Configuration**
- **1 Recruitment update**
- **State Tax withholding update**
- **7 CBA/Policy related updates**

Communication will happen with appropriate agencies/groups directly.

Updates Coming by 10/20/2023

Suggested skills for internal candidates

- Skills
- Current job title and job description
- Job History
- Projects
- Public feedback
- Completed Learning courses



Payroll Updates

Payroll Update

- State Tax Update
  - Target implementation date - Oct. 20, 2023
  - Testing is complete
  - Employees with mid-month payroll will have state tax calculated at flat rate of 8% for the mid-month earnings
  - The mid-month tax will be added to the following on-cycle payroll
  - Employees will see an increased state tax starting with the Nov. 1 payroll
  - Initial communication to employees is projected to go out today

Payroll Processing Reminder

October on-cycle (run 1) payroll will process on Oct. 26, 2023

- October on-cycle pay date is Wednesday, Nov. 1, 2023
- October on-cycle time entry cutoff is 5 p.m. on Oct. 25, 2023
- No time entry in Workday from 5 p.m. on Oct. 25 until 8 a.m. on Oct. 27, 2023
- No daily check processing on Oct. 25 and Oct. 26, 2023
- No off-cycle checks will be processed Oct. 26 and Oct. 27, 2023

General Reminders

General Reminders

Data Integrity Team -

- PERS Corrections and entries
- Corrections to prior segments
- Hire date changes – Do's and Don't's
- Job Changes – Review worker prior to entry

***Don't forget the audit series available in Workday in System Announcements**

General Reminders

- **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.**

Thank you for attending!

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