

Department of Administrative Services



Workday Wednesday – 11/01/2023

Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** General Information/Reminders



Release Updates





Updates to Prod since last meeting

All Oct Release items:

- 1 End-of-year report
- 1 Recruitment update
- State Tax withholding update
- 7 CBA/Policy related updates
- New App: Release Management

Create new earning code to use for Gross Up wages at year end

- The purpose of this earning code is to increase the taxable wages but does not increase the PERS subject wages and for the employee to not receive additional cash
- Training/information for this change is scheduled to happen on Nov 2nd during the End of Year Forum



November Release Items

- **Work regarding temporary hourly employees**
- **2 Integrations**
- **PEBB Open Enrollment Updates**
- **December COLA preparation/testing**
- **Approximately 12 CBA/Policy updates**

Payroll Updates



Payroll Updates



- **October off-cycle (run 2) payroll will process on Nov. 8, 2023**
 - October off-cycle pay date is Wednesday, Nov. 15, 2023
 - October off-cycle time entry cutoff is 5 p.m. on Nov. 7, 2023
 - No time entry in Workday from 5 p.m. on Nov. 7 until 8 a.m. on Nov. 9, 2023
 - No daily check processing on Nov. 8 and Nov. 9, 2023

Year End Forum



- Workday Payroll will host the 2023 Year End Forum on **Nov. 2, 2023, from 2 – 4 p.m.**
- Please use this meeting link: [Workday Payroll Year End Forum 2023](#) to add the forum to your calendar and access the meeting
- The meeting will be recorded for those who are unable to attend
- We look forward to seeing you there

Year End Forum



YEAR END DATES

- All 2023 tax year NON-CASH related entries or adjustments must be in the November pay period by **November 22, 2023**.
 - Non-cash taxable reimbursements
 - Overpayment gross ups (a new earning code)
- Cash taxable reimbursements must be completed by November run 2 **December 8, 2023**

SEPARATIONS and TRANSFERS

Separations in December

- If the off-cycle (run 2) payment date is in December 2023 it will be included in the current year's W-2 (2023)
- All final payment requests for tax year 2023 must be completed by December Run 1 > changing from Dec. 22, 2023
- Similar to OSPA, no off-cycle payments will be issued from Dec. 26 - 29, 2023
- Any late separations will end up with a 2024 W-2

Transfers in December

- No special action needed

General Information/ Reminders





- **Our audit of the Accrual/Time Off Adjustments is complete. Please review and monitor your agency adjustments going forward. We will continue to audit Accrual Overrides.**
- **Workday has added the new federal I-9 Form.**
- **A new report is available to HR and Emergency Coordinators titled: COOP Contact List, for updating the new COOP contacts**
- **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

