

Department of Administrative Services



Workday Wednesday – 11/15/2023

Agenda

- 01** 11/2 Workday Outage Debrief
- 02** Release Updates
- 03** Payroll Updates
- 04** December 2023 COLA
- 05** General Information & Reminders



Workday Outage Debrief



11/2/23 Workday Outage



Workday's Official Summary Statement: "Resolution Date Thu, 11/02/2023 - 09:16pm America/Los_Angeles (GMT-0700)

As of November 2nd, 9:16 pm PT, this issue is resolved. All WD5 Production and Non-Production tenants are available as expected. A Root Cause Analysis document will be available by Nov 10th and will be attached to this alert.

In summary, at **4:49 am PT on November 2nd 2023**, Workday identified a large-scale service disruption impacting both WD5 Production and Non-Production environments comprising approximately 10% of Workday customers. Immediate response was initiated by our internal teams, our co-location vendor, and the power utility. The cause was confirmed to be a catastrophic power outage in the WD5 data center disabling primary, secondary and backup power systems.

Even after power was restored, an initially unstable power environment created additional challenges, and service restoration was more difficult and took longer than expected.

At the beginning of the incident, Workday immediately initiated parallel recovery efforts including Disaster Recovery (DR) pre-checks as well as continuing with protocol to restore in place. A fix-in-place restoration was determined to be the quickest approach for tenant availability and to minimize data loss. **Greater than 99.6% of Production tenants were restored by 2:22 pm PT. The remainder of Production tenants were restored by 4:09 pm PT** and all Non-Production tenants by 9:16 pm PT. No case of customer data loss was identified.

We understand the significance the Workday service has to your operations and your business. And for this, we sincerely apologize for the disruption. Customer service is a core value at Workday, and we remain committed to supporting our customers' needs with the highest level of urgency."

Release Updates





Updates to Prod since last meeting

2023 Equal Pay Profile Update

- Launched the 2023 Equal Pay Talent Review for Executive Branch, excluding the Secretary of State.
- Updated language for a current process in Career and Development Planning functional area.
- Comms: CHRO Class Comp provided communication regarding this item.

RPT: NRPPT (No Retro Processing Prior To) Report Update

- Replaced the PAY | NRPPT report to be the **HCM | Employee NRPPT Dates** report.
- We added the Supervisory Organization and the PDC field.
- Comms: Communication happened directly with agencies that made the request & Workday Wednesday

November Release Items



- **2 CPERS Integration Updates**
- **PEBB Open Enrollment Updates**
- **December COLA preparation/testing**
- **Various Differential, Time Entry code, and other CBA updates**



November Release Items

Allowances not paying temporary hourly employees in pay results

- Currently allowances are not paying correctly to temporary hourly employees, after the change the impacted population will be paid their allowances correctly.
- This item will only address allowances currently in use, any allowance plan that is not currently in use will be addressed later when it is appropriate/necessary.
- Comms: Workday Wednesday

Establish a PTO Leave Bank

- New bargaining Agreement for IAFF and KFFA. Both CBAs have agreed to this change. Per the KFFA CBA, this does not apply to 40 hour per week employees.
- Currently impacted employees have separate leave balances for the leave times identified in the description, after the change they will have one PTO Leave Bank.
- Comms: Directly with impacted Labor Units

November Release Items



Time-off validations

- Currently employees can request time off in increments that are not supported by the state, once this update happens time off requests and balances will be maintained the same as Time Tracking and reported correctly.
- Need to add a validation to all time off plans that will only allow the use of up to 2 digits after the decimal.
- An error message will be used to notify employees when trying to take an action that is no longer supported.
- Comms: Workday Wednesday

Payroll Updates





Payroll Updates

The Federal and State Tax Visual resource will be distributed via E-News and on Workday Drive for Payroll Partners to share with their agency employees.

FEDERAL TAX WITHHOLDING UPDATE

WHAT IS THE FEDERAL TAX WITHHOLDING UPDATE?

The federal income tax update will **not** change the amount of federal tax deducted from an employee's mid-month pay. Federal taxable wages are now based on the new first of the month combined federal taxable wages earned in a single pay period (calendar month) based employees W-4 in Workday.

For example, employees that receive a mid-month pay, the federal tax that is deducted from the mid-month pay will be reduced from the total federal tax on the first of month pay. See the graphic below for an example of the federal tax update.

FEDERAL TAX WITHHOLDING UPDATE EXAMPLE



Payroll Updates



STATE TAX WITHHOLDING UPDATE

WHAT IS THE STATE TAX WITHHOLDING UPDATE?

The state income tax update will **not** change the amount of state tax deducted from an employee's mid-month pay. This update will calculate an 8% flat rate state tax amount for earnings paid on the mid-month pay date. If the 8% flat rate state tax is more than the amount that was deducted on the mid-month pay, then that difference will be added to the state tax deducted on the employee's first-of-the-month pay.

As a result, the employee may see an increase in state tax deductions for the first-of-the-month pay. See the graphic below for an example of the state tax update.

STATE TAX WITHHOLDING UPDATE EXAMPLE

8% FLAT STATE
TAX AMOUNT



\$48

8% OF MID-MONTH
TAXABLE WAGES

-

MID-MONTH
STATE TAX



\$38

WORKDAY CALCULATED
MID-MONTH DEDUCTION

=

STATE TAX
DIFFERENCE



\$10

MID-MONTH STATE
TAX DIFFERENCE

+

FIRST OF MONTH
STATE TAX



\$317

WORKDAY CALCULATED
FIRST OF MONTH
DEDUCTION

=

NEW FIRST OF
MONTH STATE TAX



\$327

TOTAL DEDUCTED
ON FIRST OF
MONTH PAYSリップ

Payroll Updates



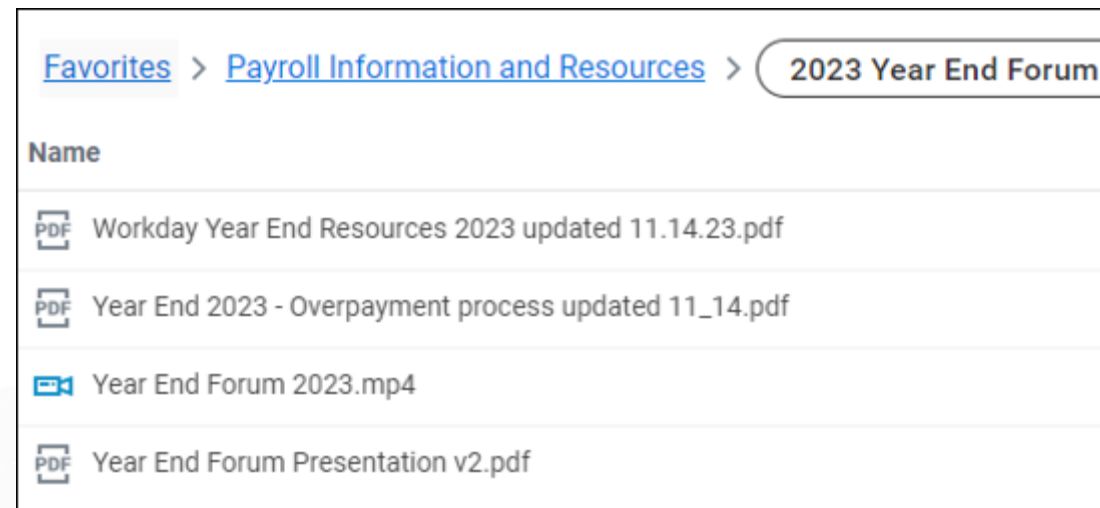
- **October off-cycle (run 2) payroll processed on Nov. 8, 2023**
 - October off-cycle pay date is Wednesday, Nov. 15, 2023
- **November on-cycle (run 1) payroll will process on Nov. 27, 2023**
 - November on-cycle time entry cutoff is 5 p.m. on Nov. 22, 2023
 - Cutoff for 24/7 agencies is Nov. 26 at 5 p.m.
 - No time entry in Workday from 5 p.m. on Nov. 26 until 8 a.m. on Nov. 28, 2023
 - No daily check (off-cycle) processing on Nov. 27 and Nov. 28, 2023
- **Note: Payroll Processing calendar for 2023 and 2024 are located as follows**
 - Workday Oregon Website: 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)

Payroll Updates



Workday Payroll Year End Forum was held Nov. 2, 2023

- Year End Forum Resources sent out via E-News Nov. 8 and an updated E-News went out Nov. 14 with updated Resources including Year End Overpayments Process Updated
 - Year End Resources can be accessed on Workday Drive:
 - Drive>Payroll Information and Resources>2023 Year End Forum



Complete 2023 Timeline



November 22 (Run 1)

- Non-cash taxable reimbursements entered in **November pay period**
- Overpayment Gross-ups

December 21 (December Run 1)

- December terminations cutoff date for all final payment requests for tax year 2023
 - All information must be entered on the spreadsheet

End of December/ Early January

- Review Deceased Report

November 20

- Federal & State tax adjustment help cases due

December 8 (November Run 2)

- Underpayments deadline
- Separated Employees with Net Pay Positive Adjustment deadline
- Cash taxable reimbursements entered in **November pay period**

December 26-29 (Blackout dates)

- No off-cycle payments will be issued

December 2023
COLA



December 2023 COLA



- **Includes the majority of representations**
- **Currently working on:**
 - **Testing/Validation**
 - **Implementation timeline**
 - **Workday Announcement**
- **Reminder:**
 - **In progress actions**
 - **In flight/future dated actions**

General Information & Reminders



General Information & Reminders



- **Time Off | Compensatory Time | Above 0 Hours report, added Time Off Balance (greater than) prompt. Reminder, you can search for representation / union in a Organization prompt.**
- **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

