

Workday Wednesday 11/30/2022

Payroll & Time Tracking Replacement Project Update

Workday Help Expansion (HR & Payroll Case Management)

Leave With-Out Pay (LWOP)

Time Off (Absence)

MFA for Workday

Data Integrity Update

Reminders/Info

Reminder: While we have these meetings open to all interested, it is important to remember that the ARC's (who are in many cases the agency's HR Director) must ensure this information gets disseminated throughout your agency as is appropriate.

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Time Off (Absence)

- OSPA is still the system of record through November 2022, the last leave balance load from OSPA will be on December 15th. We expect this load to go even better than the November load.
- Update to the Time Off (Absence) app, will be Time Off (Time Off (Absence)) app as of December 1st.
 - Make it more visually appealing, updating charts, moved Donate My Leave to an individual tab.
 - Request, Cancel or Correct Time Off will now take you to the Request Time Off calendar instead of the Time Off (Absence) calendar. This will change how an employee requests time off.
 - Consistent with the new Time Entry app.
 - Ensures that F&ML cannot be entered with time off request. (removes F&ML language)
 - Much easier to put comments on the request.
- Time off request daily hours will default from the employee work schedule.

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- Agencies are responsible for maintaining the accuracy of their Active Directory.
- Remember, the accuracy of the agencies Azure Active Directories (AADs) is a key to the success of the work device being able to log into Workday using Enterprise Identity.
- There are several reports and API's available to agencies to help ensure identity data is created with accuracy. One example, is that any IT employee can pull this report for their agency within Workday - "HCM Directory for Provisioning".
- If your agency discovers an OR # error in your AAD, please contact Workday immediately.

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Data Integrity Group

For the month of December, the only actions we are feeding over to OSPS are terminations. All other actions can be processed as usual and will be paid out of Workday payroll in January.

December Terminations:

- Tickets to request removal of the 11/30/22 end segment in OSPS only need to be sent in when agencies need to manually process a December final paycheck for someone that the termination has not yet been entered in Workday (involuntary terminations). We will keep the ticket open until you have actually entered the termination and have let us know when it's completed.
- All other terminations (resignation, retirement, end of season, etc) should be processed like normal and then a ticket should be submitted so we can push to OSPS for you. Nothing will feed over to OSPS without a push from us. Please make sure dates are accurate!

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We are still available to help with actions that you cannot do on your own:

- Corrections to hire date, job change date, term date
- Rescinding actions that are not correctable
- Union correction on hire or job change
- PERS pickup corrections not on 1st of the month
- Comp/other corrections on prior job segments
- Any other action agencies cannot process on their own

Retro Actions (anything prior to the current month)

It will be very important for any change in a prior month to be tracked and HR will need to work directly with Payroll to ensure payment/correctives are processed so the worker can be paid.

A great tool is the HR Report: [CMP | Compensation Changes by Completed Month](#)

You may filter for all actions entered in the current month/week/day as you wish with an effective date in a prior month.

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- Next Workday Wednesday: December 7th We will end the meeting with a focused discussion on Seasonals at the end of the meeting (that way agencies without Seasonals can exit the meeting if desired)
- Workday lockout periods 5PM to 5AM:
 - November 28 through December 9 - payroll configuration
- Oregon1 Updating this weekend (12/2/2022) - and likely again on 12/10/2022



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