DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

PAYROLL PARTNER FORUM

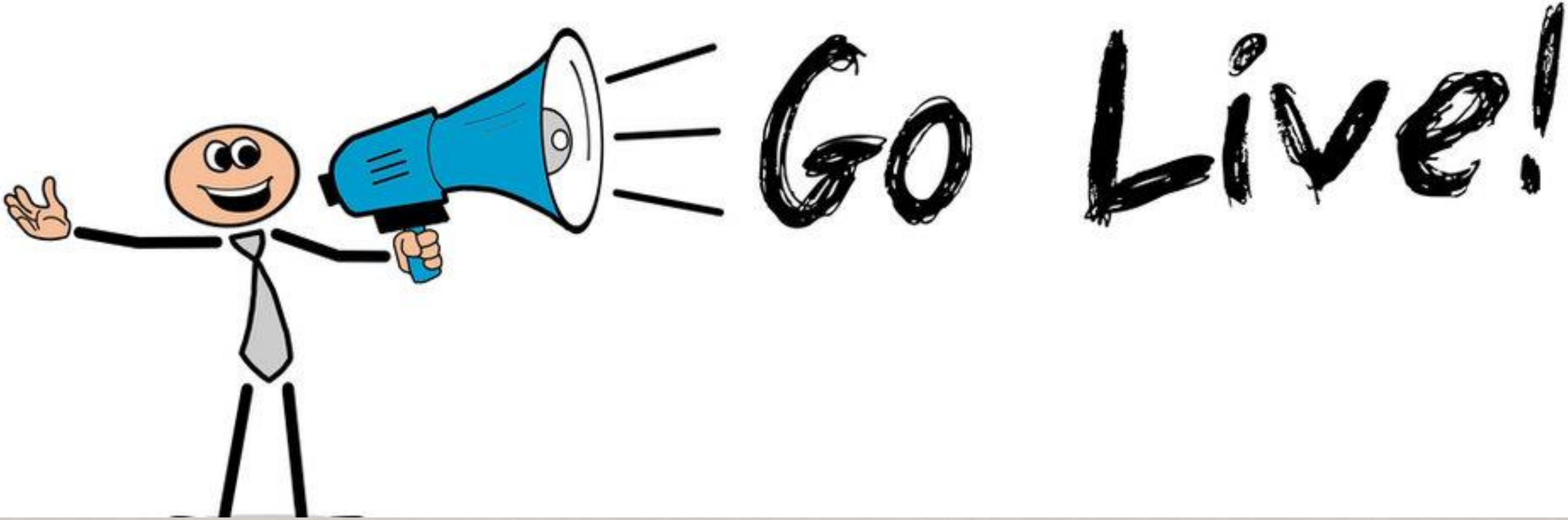
NOVEMBER 29, 2022

WORKDAY OREGON

PAYROLL AND TIME TRACKING
REPLACEMENT PROJECT

AGENDA

- Welcome
- December Separations
- OSPS Information
- Workday Payroll & Time Tracking Information
- Q&A



THURSDAY!


Thank You!

DECEMBER SEPARATIONS

DECEMBER TERM PROCESS

- If the separation business process is not in Workday
  - The agency will open a case asking to Open a segment to enter time
  - The employee must be in the salaried pay group to have it sent to OSPA
  - When the BP is complete, agency will respond to existing case and send the term date/sep code over
- If the separation business process is in Workday
  - The agency will open a case to have the employee’s record refreshed over to OSPA
  - The employee must be in the salaried pay group to accomplish this. Agency or WD support needs to update pay group before refresh occurs
- Can send in excel list in one ticket, does not have to be one ticket for each person
- Off seasonals if owed a final December check will be treated the same as separated employees

DECEMBER TERM PROCESS

- Agency payroll
  - Keep a list of separating employees
  - Verify they are in the salaried pay group
    - Must be in salaried pay group to feed to OSPA
  - Cancel payroll calculation in Workday if generated before separation
- P070 Entries
  - Enter in December P070 as ongoing
  - Delete out of January P070
  - No ACH entries; will be manual checks for final checks in OSPA

OSPS INFORMATION

OSPS INFORMATION

- November 30th
  - Final file from Workday to OSPA at 3pm
  - File from Workday to ePayroll ends
  - All employees outdated on P030
  - Remove December time from ePayroll
  - PEBB Interface to OSPA turned off
  - Outdating P050/P070 entries
    - Terms will need to be rekeyed in December P050/P070
  - Load 2023 PEBB rates for terminating employees

WORKDAY PAYROLL & TIME TRACKING

COMMUNICATIONS

- Enterprise Comms announcing Go Live – Dec 1
  - Employee Resource Guide – link to access on WD
  - Verify My Information App – PDF on how to use the App
  - Go Live Checklist – PDF
  - PTT 7th Edition Newsletter – Go Live Edition

WORKDAY PAYROLL AND TIME TRACKING

- PERS Status Check Process
  - New hires in December need to go through the new process and contribution start date will be entered into Workday
  - Only one status check should be done per employee
    - Information needs to be shared between HR and Payroll
  - Whoever performs status checks now should continue
  - Communication on the new process in Workday will be coming from CPERS tomorrow 11/30
    - Process is available to agency payroll partners in Workday Drive

WORKDAY PAYROLL AND TIME TRACKING

- Agency Learning Partners
  - Can manage completions for the required training courses for learners who have taken the training
  - Will send an email to Agency Training Partners with some helpful hints for launch and adding resources to the ATP folder in Drive
  - Can assign the required training to new hires or add the training to their onboarding campaign/program
- Playground will remain available through end of December
  - Limited support as team will be focused on supporting production questions

WORKDAY PAYROLL AND TIME TRACKING

- Payroll configuration is being moved to production
- Blackout 5pm-5am this week and next
- Changes you may start seeing
  - Assign pay group for new hires (HR Partners)
    - Agency specific pay groups for ongoing employees in Workday (no more salaried pay groups)
    - No pay group for off season and 2nd job for job rotation employees
    - Will need salaried pay group to feed to OSPA (December terms only)
  - Assign work schedule with new hires (agency payroll partner role)

WORKDAY PAYROLL AND TIME TRACKING

- Time Tracking
  - Will go live on December 1 for employees and managers
  - Employees can begin to enter time
  - Employees can view and request new work schedules
  - Payroll partners can assign work schedules (both existing and custom)
- Time off
  - Balances will be updated after December 15 in Workday
    - Must wait until after November R2 in OSPA to get final balances
  - Employees can request time off now
- Manager for time entry and time off is based on supervisory org structure

WORKDAY PAYROLL AND TIME TRACKING

- Self Service
  - Employees locked out of W-4 / Payment elections until December 2nd
- Payroll
  - Configuration won’t be complete until December 9
  - Do not make any payroll entries until given the go ahead by the project team
  - When given the go ahead, enter….
    - Catchup ongoing deductions
    - Catchup entry ongoing gross pay adjustments
    - Wage withholding orders received after October 24th

WORKDAY PAYROLL AND TIME TRACKING

- HCM BP changes adding payroll interaction
  - Hire: at hire completion 'Assign Work Schedule' task is sent to Agency Payroll Partner
  - Job change: New 'To Do' step added for Agency Payroll Partner to adjust Time Off balance when a worker's company is changing
  - PERS Status Check: Agency Payroll Partner can Edit the PERS eligibility date field
  - Notifications: Agency Payroll Partners will receive appropriate notifications with the status of some HR business processes
    - Example: notification is sent when a termination is initiated
  - Situations where HR partner may get a task to 'Assign Pay Group'
    - Edit Position for Seasonal worker type
    - Add Add'l Job BP

GO LIVE SUPPORT

- If agency payroll/HR/PPCs have questions about OSPA or ePayroll including December terminations, please contact OSPS.Help@das.Oregon.gov

- If agency payroll/HR/PPCs have questions about Workday Payroll and Time Tracking including training related questions, please contact OSPS.Workday@das.Oregon.gov

- If agency payroll/HR/PPCs have questions about Workday HCM including December terminations feeding to OSPA please contact Workday Oregon through case management
- **Do not reach out or email individuals directly**
- **Do not include individuals in your emails**

GO LIVE SUPPORT

- Employees logging into Workday
  - For assistance logging into Workday using a state issued device, contact your agency IT support.
  - For assistance logging into Workday and using MFA on a non-state issued device, contact your agency HR Workday Support
- Sending separations from Workday to OSPA
  - Workday case management (see earlier slide)
- Request final check on or before December 23rd
  - OSPS Helpdesk

GO LIVE SUPPORT – PAYROLL AND TIME TRACKING

- Tier 0:
  - Employee & Manager Support
  - Use knowledge articles and job aids first
  - Work with agency payroll, human resources, payroll project champion or agency training partner
  - If employees reach out to project team directly
    - Will answer question (and copy agency in email)
    - Will ask employees to reach out to agency support first in the future
- Tier 1:
  - Agency payroll, human resources, PPC or ATP
  - Unable to resolve employee/manager questions
  - Reach out to project team via OSPS.Workday@das.Oregon.gov
  - Agency payroll partners can reach out through standup chat

GO LIVE SUPPORT – PAYROLL AND TIME TRACKING

- Tier 2:
  - Agency payroll partner/timekeeper support
  - Reach out to project team via OSPS.Workday@das.Oregon.gov
  - Agency payroll partners can reach out through standup chat
  - Twice daily standups
- Tier 3:
  - Unresolved questions or issues at lower tiers
  - Integration support
  - Administrative actions
  - Contact through Workday | Payroll Admin

GO LIVE SUPPORT

- Agency support of employees and managers
  - Does your agency have a plan to support employees and managers at go live?
  - Use FAQ's to answer questions
  - Project team to create template to send out on where to get support
  - Reach out to agency training partners
- If you get questions that is not in the FAQ, send it into the project team to add

UPCOMING MEETINGS…

- December/January Standups
  - Twice daily to help support go live (8:30am and 2:30pm)
  - December meeting invite
    - Same Teams meeting/chat for morning and afternoon meetings
- December
  - Meetings as needed if we need more than 30 minutes to communicate information