

# Department of Administrative Services



Workday Wednesday – 12/20/2023

# Agenda

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



# Release Updates



# December Release Items



**The following updates were approved by the Workday Change Advisory Board and are now in Production:**

- PEBB Open Enrollment – Process 2024 Elections File
- 9 agency/union specific changes due to CBA or Policy updates
- Review and build FLSA Work period calendars for 2024 (yearly task) and New Monthly period schedule
- Remote Work - Update to BP for Paid Leave Oregon
- 4 end of year related reports/activities
- Assign Work Schedule - auto approval by agency payroll partner
- Military Leave hour update from 15 days (120 hours) to 21 days effective January 1st, 2024
- 3 CPERS Integration related updates
- Creation of Longevity Leave Time Off Plan, Accrual and Time Off
- Update the Emergency Contact Cards to display on a custom schedule
- Protected Leave (Previously referred to as Family & Medical Leave) Update for 1/1/2024

# Payroll Updates



# Payroll Processing



- **December on-cycle (run 1) payroll will process on Dec. 26, 2023**
  - December on-cycle time entry cutoff is 5 p.m. on Dec. 22, 2023
    - Cutoff for 24/7 agencies is Dec. 25 at 5 p.m.
  - No time entry in Workday from 5 p.m. on Dec. 25 until 8 a.m. on Dec. 27, 2023
  - No daily check (off-cycle) processing on Dec. 26 through and Dec. 29, 2023
- **Note: Payroll Processing calendar for 2023 and 2024 are located as follows**
  - Workday Oregon Website: [workday.oregon.gov](https://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)

# 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

# PEBB Open Enrollment Files



PEBB Open Enrollment files were loaded to Workday Dec. 15, 2023

- The daily PEBB integration file has been on hold since Nov. 17, 2023, to allow time for processing the 2024 Open Enrollment PEBB files
  - Open Enrollment & the Daily files were loaded by Dec. 15, 2023
- For December terminations (if the employee is eligible) please validate their benefits in PEBB's system and then compare it to Workday
- If there are differences, then create a case so DAS' Workday support team can make those benefit changes
  - If needed, the Payroll Partner can also make the entries via pay input
- Communication was sent out Dec. 19 via E-News regarding the "Verify My Information" app in Workday
  - Payroll/HR Partners can share this information now for employees to verify their Workday Profile information including PEBB Benefits



# W-2 Printing and Distribution



DAS Workday Payroll is working with DAS Printing and Distribution (PnD) on the 2023 W-2 file this year, which will require a change in distribution and billing

- **Distribution Change:** DAS PnD will print and distribute all employee W-2s for 2023
- **Billing Change:** Agencies will be invoiced based on the total FTE count
- **Action Item:** Please remind employees to update any address changes by January 10, 2024, so the W2s will reflect the correct address.
- **W-2 Related Communication:**
  - W-2 communication for Payroll Partners went out via E-News Dec. 8, 2023
  - Communication around access to copies of online W-2 and general W-2 related information will be shared with employees in January
  - Payroll, Human Resources and Agency Leadership will have access to W-2 Resources in advance of communication going out to employees



# Year End W-2 & W-4 Reminders

## W-2s

- For printed W-2s all employees will have the same employer displayed
  - State of Oregon
- Clear all net pay negatives before year end to ensure accurate W-2s
- W-2s will use the address in Workday as of **Jan. 10, 2024**

## W-4s

- Employees filing as exempt must fill out a new W-4 each year
- If agency does not receive a new W-4, employee is reset to Single and 0



# Year End Payroll Reminders

- For anyone who is leaving state service in December, you **MUST** request an off-cycle payment by December 21, 2023. You cannot let those run with December run 1.

# General Information & Reminders



# General Information & Reminders



- Compensation Reminders: COLA; job profile and compensation changes/updates; new/updated allowances
- Please carefully review effective dates, as some effective dates are already populating with 2024.
- 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

