

# Department of Administrative Services



Workday Wednesday – 12/06/2023

# Release Updates



# Agenda

- 01** Release Updates
- 02** Payroll Updates
- 03** December 2023 COLA
- 04** General Information & Reminders



# November Release Items



**All November Release items presented to our Change Advisory Board (CAB) where approved and have been added to Production:**

- 2 CPERS Integration Updates
- PEBB Open Enrollment Updates
- December COLA preparation/testing
- Various Differential, Time Entry code, and other CBA updates
- Allowances updated to pay temporary hourly employees correctly in pay results
- Establish a PTO Leave Bank for IAFF and KFFA
- Added a validation to all time off plans that will only allow the use of up to 2 digits after the decimal

**No issues have been reported due to the items being updated in Production.**

# December Release Updates to Prod since last meeting



## End of Year Reports

- The required data for 5 EOY reports is available in Production
- As part of the December release the data has been verified to meet the requirements
- Completed reports:
  - Preliminary Deceased Report
  - Annual filings - Not state of Oregon
  - Form WR – Annual Withholding Reconciliation Report
  - Form 945 Annual Return for Backup Withholding
  - File 1099 with Social Security Administration

## Premium - Pay at Half Time

- Labor Relations requested this update happen prior to the holidays in November
- Make time entry code Premium - Pay at Half Time (0.5) to all employees who are eligible for holidays
- Change - adding eligibility for the appropriate employees to an existing time entry code
- For employees who work over 8 hours on a holiday
- Comms: Let Labor Relations know when the eligibility for that code was updated as requested

# December Release Items



**31 items are included in the December Release, in addition to the 6 already discussed other items include:**

- PEBB Open Enrollment – Process 2024 Elections File
- RPT: Custom BIRT Report for Payslip
- 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
- CPERS: OT/AST Net Negative adjustments & Return of Overpayment
- Creation of Longevity Leave Time Off Plan, Accrual and Time Off
- Protected Leave (Previously referred to as Family & Medical Leave) Update for 1/1/2024

# December Release Items



## Continued:

- SB128 Clergy Allowance
- AFSCME Physicians need to be eligible for comp time accrual rate .3334
- Change PERS Additional contribution rate for the PANG IAP back to 2%
- Review and build FLSA Work period calendars for 2024 (yearly task) and New Monthly period schedule
- Inactivate DEQ Time calculation that does not calculate shift differential on overtime hours
- Nurses represented by ONA should earn compensatory time (CT) and not straight time (ST)
- Update the Emergency Contact Cards (Timely Suggestion) to display on a custom schedule
- CPERS: Create new reasons to be able to determine monthly eligibility
- CBA: Education Differential for Doctorate in Nursing - 12% (ONA)
- CBA: Establish 2% Financial Investigator Differential (CIA)
- CBA: Compensation Allowances - SART Differential (AAOS/AOCE)

# Payroll Updates





# Payroll Processing



- **November on-cycle (run 1) payroll was processed on Nov. 27, 2023**
  - Pay day was Dec. 1, 2023
- **November off-cycle (run 2) payroll will process on Dec. 11, 2023**
  - November off-cycle time entry cutoff is 5 p.m. on Dec. 08, 2023
    - Cutoff for 24/7 agencies is Dec. 10 at 5 p.m.
  - No time entry in Workday from 5 p.m. on Dec. 10 until 8 a.m. on Dec. 12, 2023
  - No daily check (off-cycle) processing on Dec. 11 and Dec. 12, 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

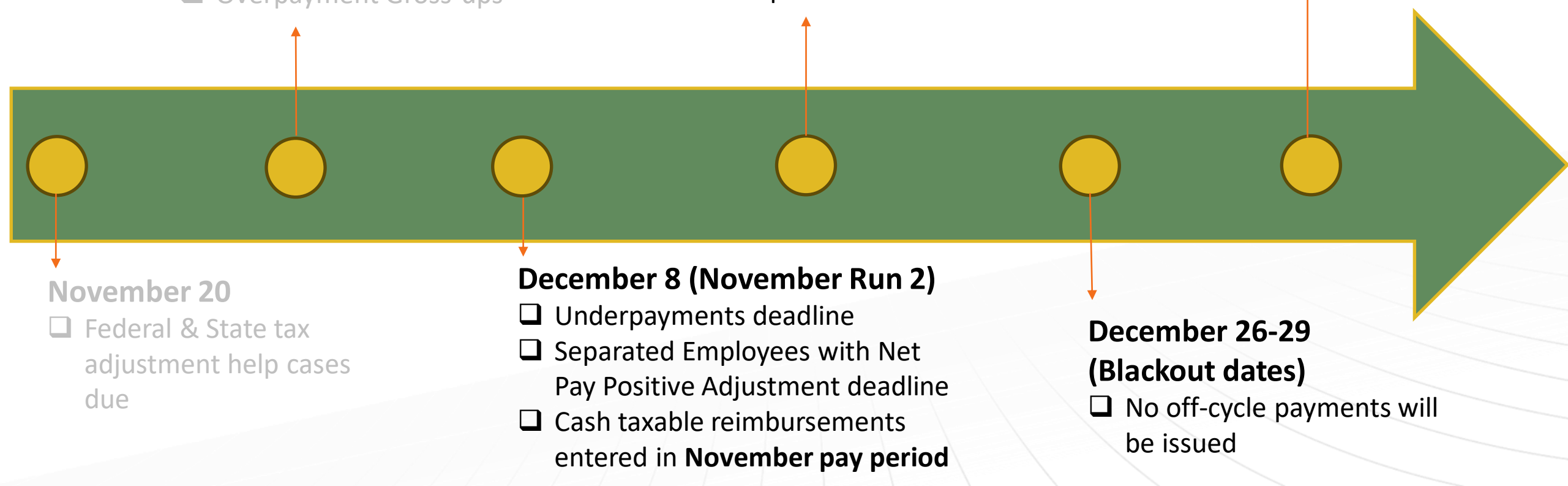
- Federal & State tax adjustment help cases due

## 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



# Clearing November Negatives



To find negatives for November, follow the steps below:

- Run the “PAY | Retro Summary Report by Pay Group” report
  - Sort the “Total Difference Column” to “Ascending”
    - If the employee wants to let the negative deduct from the December pay period, paid January 1, no action is needed.
    - If the employee repays it (outside of Workday) by the end of the year, a BT must be submitted to Central Payroll by **December 6**.
    - If the employee is unable to repay by the end of year: gross up the wages in the November pay period. This must be completed by **December 8**. (If it nets to zero in retro, the DAS Workday Payroll team will complete the retro to include in the 2023 tax year.)
- If you did a gross up and MARA and need to reverse it:
  - Make the reversing entry for the MARA and the gross up in the November pay input and if it nets to zero in retro, centrally the Workday team will complete the retro to have a 2023 date.
- For November run 2 we will be completing retro for \$0.00 results and above (not negatives) to ensure they are part of 2023 tax year. This is different that other run 2 when we completed payroll for \$10 or more.

# PEBB Open Enrollment Files



PEBB Open Enrollment files are targeted for load to Workday after November Off Cycle(Run 2) Payroll Processing

- The daily PEBB integration files have been on hold since Nov. 17, 2023, to allow time for processing the 2024 Open Enrollment PEBB files
  - Open Enrollment PEBB files are targeted for load Dec. 15, 2023
  - All daily files from Nov. 17, 2023 through Dec 15 will be loaded by Dec. 16, 2023.
- As a result of PEBB daily integrations being held, any December terminations (if the employee is eligible) will need to have PEBB benefits entered in Pay Input for premiums owed by the employee
- PEBB Open Enrollment communication is targeted to go out via E-News Dec. 8, 2023

# 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 W2's will reflect the correct address.
- **W-2 Related Communication:**
  - Initial W-2 communication for Payroll Partners and HR is targeted to go 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

## General guidance on what can be done between now and December on-cycle(run 1)

- If the entry will pay cash to the employee or if the employee will receive a November run 2 payment, corrections can still be made in November pay input provided the NRPPT date is not set to Dec. 1, 2023
- If the entry will generate a negative amount it will not pick up with a December payment date and will process with December run 1 in 2024
- DAS will be processing ZERO dollar payroll results as part of November run 2



# 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.





# Year End Resources

## **All Year End Forum Resources are in Workday Drive:**

- **Drive>Payroll and Information Resources>Year End Forum**
  - Workday Year End Resources Document
  - Recording of the Year End Forum from Nov. 2, 2023
  - Year End Forum Power Point presentation

## **Year End Forum Resources Document:**

- Important Reminders
- Checklists & Timelines
- Report Overview & Instructions
- Over Payments Process Overview & Gross Up Instructions

## **Year End Forum Slides:**

- Year End Reminders Slides 7 – 13 includes PEBB Arrears
- Overpayments Slides 15 – 21
- Important Dates Slides 24 – 31 Includes Separations and Transfers in December

December 2023  
COLA



# December 2023 COLA



- **Phase 1**: includes the majority of representations (Executive Branch, Judicial Branch, Legislative Branch (except those outlined in phase 2)).
  - This phase has been completed as of 12/1/2023, agencies can proceed with validations, and allowance updates.
- **Phase 1 numbers:**
  - 3804 grade profiles
  - 36466 grade profile steps
  - 42587 worker records
  - ≈105 Errors
  - ≈45 manual updates

# December 2023 COLA



- **Phase 2**: will include Judicial Branch Judges (JE REPR), Psychiatric Security Review Board, Legislature Elected Officials (LE REPR).
  - This phase has been completed as of 12/5/2023, agencies can proceed with validations, and allowance updates.
- **COLA Reminders**:
  - COLA is effective December 1, 2023 which is paid January
  - Validation
  - Hires/Job Changes
  - Variable Dollar Allowances
  - Freeze Codes/Above Max

# General Information & Reminders



# General Information & Reminders



- 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.
- Please carefully review effective dates, as some effective dates are already populating with 2024.
- If you need help with staffing actions related to Agency Head, please work with Amber Daniels in DAS Employee Relations. Agency Heads sit above the Agency level in the Supervisory Structure and must be supported by DAS HR Roles.
- Please do not reassign agency employees (or create cases on the employee's behalf) to the Workday Team. Our role is to support you, as HR & Payroll professionals, so you can support them as your employees.

# Thank you for attending!

Please submit a help case in Workday if you have any questions about the information provided today

