

# Workday Wednesday 12/7/2022

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## Payroll & Time Tracking Replacement Project Update

Workday Help (HR & Payroll Case Management)

Leave With-Out Pay (LWOP)

Time Off (Absence)

Dual Access

Data Integrity Update

Reminders/Info

Seasonals Discussion

**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.
- The "Absence" app has changed to the "Time Off (Absence)" app as of December 1st.
  - It is 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 Time Off Calendar instead of the Absence Calendar.
    - 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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## Dual Access

- Payroll roles now have access to make updates on an employee's payroll. We have also added the view that HR had in OSPA (P30) now within Workday. As a result, our dual access provisions for OSPA had to be moved to Workday.
- Dual Access is defined as an individual with elevated role access, within the agency, who is granted additional security roles with general update authority for employee records in both Workday HCM and Workday Payroll/Time Tracking.
- The following HCM roles are considered a conflict with Payroll update access:
  - \* Board Admin Partner
  - \* Compensation Partner (supervisory)
  - \* Security Partner
  - \* HR Assistant (Supervisory)
  - \* HR Partner (Supervisory)
- The following Payroll roles will be considered a conflict with HCM update access:
  - \* Agency Payroll Partner
  - \* Agency Timekeeper
  - \* Timekeeper
  - \* Payroll Partner
- If any agency is found to have conflicting roles, the agency must fix the conflict immediately. If necessary, the Workday Security Administrator will remove the role that is found to be least appropriate based on the employee's job duties as defined in their position description. [Knowledge Article](#)

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## Data Integrity Group

- Payroll Run 2 Push Requests – Please send complete requests including Name, OR, Effective Date, and type of action or business process
- Terminations – We will be pushing these over for December until 12/23/22. We only need to 'open' a segment for special checks and TSR. For any we have opened, we need to close them as well, so please complete your terminations as soon as possible and notify us when they have been completed. We do not need to be notified of pending terminations unless a special check is needed.
- Keep an eye on your cases (Help tickets). We have many out there that we have responded to asking for additional details or letting you know that additional action is required on your part
- In progress actions will be cancelled after Friday so we can assign Agency Pay group (except Terms)

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## Reminders/Info

- Onboarding Application Disposition
- Next Workday Wednesday: December 7<sup>th</sup> 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 (12/10/2022)



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