

Workday Wednesday 12/21/2022

Payroll & Time Tracking Replacement Project Update

Workday Help (HR & Payroll Case Management) Update

PERS Updates

Important HR Business Process Reminders/Updates

Time Off (Absence)

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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- Make sure to be checking your cases in your case solving teams daily
- Knowledge Articles available for Creating Cases:
 - Case Types for Workday Help/Case Management
 - Create Case for Central Workday Support by Elevated Role
 - Create a Case for Documentation
 - Create Case for Agency Support
 - Creating a Help Case – Employee Instructions

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PERS Updates

- Reminder: PERS pickup's for December
- New PERS Status Check Report

PAY | Status Check Retirement Start Date in Selected Date Range

Company: [Redacted] Start Date: 01/01/2023
Include Subordinate Organizations: No End Date: 01/31/2023

7 of 76 items

Company ID	Worker	Employee ID	Status Check Date / PERS Contribution Start Date	Union ID	Service Type Code	Job Profile ID	Employee Type	Time Type	Job Classification Group Pay Basis	Payroll Benefit Package Code	PERS Class Plan Code	Representation	Supervisory Organization
[Redacted]	[Redacted]	[Redacted]	01/01/2023	OAH-H1-2-Represented	C - REPRESENTABLE CLASSIFIED (06. Service Type Code)	0104-SR15-N	Permanent	Full time	S - Salaried (01. Pay Basis Code)	H1	G - General Service OPSRP (05. PERS Class Plan)	Service Employees International Union	[Redacted]

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- Additional jobs for job rotation need to be in the no pay group
- Make sure terms/off seasons have had tickets created to push to payroll (and make sure they get completed in WD)?
- Complete assign work schedule from inbox - holding up new hire i-9's
 - Please don't do a one-off task of "Request Work Schedule" on new hires, just current employees
 - Great Knowledge Article: [Work Schedule FAQs](#)
- Remote Work Agreements
 - Now on the Verify My Information App

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- Workday is now the system of record as of December 1, 2022.
 - The final starting point for balances is December 1, 2022.
 - December accruals will be calculated on December 31st but not available for use until January 1, 2023.
 - Part Time employee Vacation accrual rate is dynamic, will change monthly depending on their schedule and LWOP.
 - $((\text{Scheduled Hours} - \text{LWOP}) / \text{Full Time Hours}) * \text{Vacation Rate} = \text{Vacation Accrual}$
 - $((80 - 0 = 80) / 176) = 0.4545 * 16 = 7.27$
 - $((95 - 2 = 93) / 176) = 0.5284 * 16 = 8.45$
 - Full Time employee Vacation accrual rate is dynamic, will change depending on LWOP.
 - $((\text{Scheduled Hours} - \text{LWOP}) / \text{Full Time Hours}) * \text{Vacation Rate} = \text{Vacation Accrual}$
 - $((176 - 0 = 176) / 176) = 1 * 16 = 16$
 - $((176 - 6 = 170) / 176) = 0.9659 = 15.45$

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Data Integrity Group

- Terminations – We will be pushing these over for December until 12/23/22. Any outstanding 'open' segments will receive an end segment of 11/30 like other records in OSPA. You need to complete these in WD as a priority do avoid a double payment.
- Keep an eye on your cases (Help cases). 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.
- For any change in employment within the state with the exception of a Retirement then a Temp Position (as a Retiree), we DO NOT term and rehire. It is not considered a break in service to change assignments or positions. Please use the lateral or other job change reason for these moves. In the same vein, we do not term on Friday and hire on Monday. This includes on/off season moves. You need to use the lateral job change reason for these. Any break in service that is less than 2 weeks is considered a job change by practice and policy.
- We will be changing all seasonal job change reasons soon, as we do not need the majority for processing to OSPA any longer, all changes in WD will be ready to go! On/Off/Temp/Perm all OK! We will be having a seasonal agency work group session as soon as the dust settles! We will send out details as soon as possible

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- Workday lockout:
 - 5 am December 27th through 5 am December 28th
- Oregon1 Updating this weekend 12/24/2023



Workday Payroll is Here!

Notice

In preparation for our first payroll run since implementing Workday Payroll, it will be necessary to lock all users out of Workday for a 24 hour period:

Starting at 5:00 a.m. on December 27 through 5:00 a.m. on December 28.

This will include the Employee Site, External Career Site, and Extended Enterprise Learners. Please plan any required training, or Workday actions accordingly.

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