

**WD Wednesday**  
**06/21/23**



## **PAYROLL AND TIME TRACKING**

**Moving Time and Pay to the 21<sup>st</sup> Century**

# Today's Agenda



COMMUNICATIONS  
UPDATE



PAYROLL UPDATE



CASE MANAGEMENT  
REMINDERS

# Communications Update

- **June 14** – System fix communication on Union Dues and PEBB Medical Opt Out sent to Payroll Partners only
- **June 20** – The final December True up Overpayments File uploaded
- **June 20** – "PERS Corrections, Payroll Partner" knowledge article
  - Updated to include "PERS Retro Guide"
  - Send questions to [Central.PERSServicesTeam@das.oregon.gov](mailto:Central.PERSServicesTeam@das.oregon.gov)
- **June 20** – Penalty Fee Reimbursement Communication posted to WD Drive
  - Went to all employees June 6, 2023
- **June 21** – Target date for "Tax Reimbursement" communication to employees

# Payroll Updates

## **June 30 Payroll Processing is Monday June 26, 2023**

- June month end BT cutoff is Wednesday, June 21 at 5pm
- All Time entered, submitted and approved by Friday June 23 by 5pm will be processed for payment on June 30
- No Time Entry from 5pm June 23 until 8 am June 27
- No daily check processing June 26 and June 27

## **Payroll Reports to Run:**

- Payroll Audit Exceptions – Current Month
- PAY | Retro Summary Report by Pay Group – Retro
- Payroll input not processed
- Retro unsupported unprocessed report
- Time Tracking | Time Entered On a Holiday

# Payroll Updates

- PEBB arrears Balance Transfers(BT) are on hold for now
  - When we resume there will be a new process communicated to agencies
- You can still send in BT's for over payments and insurances in the current pay period
  - We need a chance to catch up so we can start running the arrears report.
  - We also need to have a documented process going forward for what we do vs what payroll techs do.
- Termed Employees have a new process for leave payouts
  - Please do not use "Vacation Cash Out Current Month" going forward
  - Term checklist in WD Drive is updated with this new information
    - **WD Drive link:** Payroll Information and Resources>Processes and Checklists>Termination Checklist-WD Updated 5-23-23.docx
- December Overpayments spreadsheet was updated in WD Drive on Tuesday, June 20
  - **WD Drive Link:** Payroll Partner Resources>December 2022>Over and under payments>December True Up Overpayments

# Case Management for Payroll

- To create a case:
  - Please use new case type: **Workday | Central Payroll Support**
  - Please **DO NOT** submit cases to Workday | Payroll Admin
    - [OSPS.workday@das.oregon.gov](mailto:OSPS.workday@das.oregon.gov) automated response is setup on the inbox to direct you to open a ticket in case management
    - Central Payroll Team working through cases as quickly as possible
    - Automated notices will go out to case creators when the case is created, assigned, labeled and resolved
  - How to submit employee unresolved cases
    - Please submit these cases as new cases and **DO NOT** change the employee case type from "Payroll Support" to "Central Payroll Support"
    - Agency Payroll offices are first responders to end user payroll cases created in Workday
    - Central Payroll Support supports Agency Payroll and resolves their cases
    - Agency Payroll is responsible for communicating resolution to the end user

# Case Management for Payroll

- Case Management Reminders:
  - Please ensure that you are including the correct employee OR# and employee name on all new cases
    - To help with research on reported issues please include as much detail and example of what you are seeing on your case including the name of the employee
  - Cases requesting a new Labor Cost Code should go to "Workday General Help"
    - Attach a completed "*LCC Request Template*"
  - PEBB related cases require the following:
    - Screenshots from PEBB Benefits for verification of benefits
    - Changes cannot be made without verifying PEBB Benefits
    - Start date and end date and proof they are in PEBB Benefits

# Case Management

- Use Case Type: **Workday | Central Payroll Support**
- Please include the OR# and name of the employee
- Refer to Knowledge Articles about Case Management:
- **Working with Your Cases** -  
[https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/3b345167f34e100103285f7bec550000/rel-task/2998$40834.html)
- **Getting to Know Case Management** -  
[https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/b792fb561727100101404365b7e10000/rel-task/2998$40834.html)
- **Create Case for Agency Support**
  - [https://wd5.myworkday.com/oregon/d/inst/7f32b0d692781001b28074c11ce60000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/7f32b0d692781001b28074c11ce60000/rel-task/2998$40834.html)Add updates here
- **Create Case for Documentation**
  - [https://wd5.myworkday.com/oregon/d/inst/63d47d63e6471001b44c09dc0a8a0000/rel-task/2998\\$40834.html](https://wd5.myworkday.com/oregon/d/inst/63d47d63e6471001b44c09dc0a8a0000/rel-task/2998$40834.html)



Thank you!



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