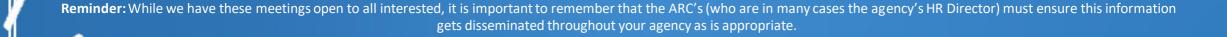# Workday Wednesday 10/19/2022

<u>Payroll & Time Tracking Replacement Project Update</u>

Workday Help Expansion (HR & Payroll Case Management)

Absence

MFA for Workday

Terminations w/Active Probation Period Fix

Reminders

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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Workday Help Expansion (HR & Payroll Case Management)

- Paused soft launch roll out to complete more training materials

- Remember full launch will make Knowledge Articles in Workday available to all employees and will occur as part of Payroll & Time Tracking launch.

- If you want to talk about your agency's teams, would like to meet and go over any questions and plan your soft launch, please go ahead and create a Help Case.

- Recommend you watch the video in the Workday Systems News Link if you have not yet done so

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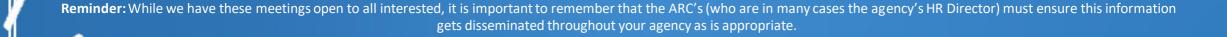
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As we shared via Workday Wednesday meetings time off plans were converted on October 15, 2022 as of October 1, 2022, from position based plans to person based plans, as well as multiple other smaller upgrades to insure a smooth transition to Workday Payroll. Because of this required upgrade, we removed all 92,000 individual time off requests from the old plans and inserted them into the new plans. All time off requests that had already been manager approved, were successfully uploaded into the new time off plans.

Action needed: Due to system limitations, time off request that were not yet approved (in submitted status or were in a sent back status) were also uploaded in an approved status. This equated to less than 12% of the requests. If the manager intends to approve the request, no action is needed as the request is already approved. If the manager intends to deny the request, the manager will need to cancel the request. **https://www.oregon.gov/das/HR/Documents/Absence_Absence%20%20Time%20Off%20on %20Behalf%20of%20Employee.pdf**

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Absence

We created a report, for HR roles, titled "Time Off Requests Conversion for Agency Review" for agencies to determine the requests involved. We ask that agencies communicate with their managers who have employee requests on this report.

Please note that OSPA is still the system of record through November 2022 and the majority of the pending requests that were systematically approved were between October 1st, 2022 and November 30, 2022.
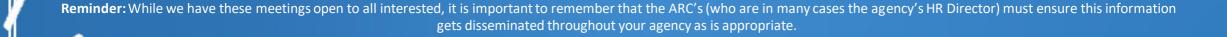
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MFA for Workday

- Workday MFA Resets will be completed by the Workday Support Team at the request of Agency Security Partners through a Help Request. We will be monitoring it closely for MFA Resets and will ask that the request have MFA Reset in the title.

- We are beginning launching Workday MFA with DAS & DCBS going first on 10/20/2022, the remainder of the enterprise will go live at 4 pm Sunday.

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Workday Wednesday 10/19/2022

<u>MFA for Workday</u>

Now - Message live in Oregon1

10/20/22 - Message goes live to enterprise

10/20/22 - Agencies HR & IT encouraged to draft agency email & intranet message to address agency specific information referencing Workday message.

Login to Workday with Multifactor Authentication (MFA)!

Multifactor Authentication (MFA) is being implemented as a critical component of increasing state government's cyber security posture. **Beginning October 24, 2022, Workday Multifactor Authentication will be required**.

State Employees with State-Issued Device:

Once you have completed the MFA on your state-issued device to access your Microsoft account, you will benefit from a single sign on experience with Workday by clicking on the following URL (https://wd5.myworkday.com/oregon/login-saml2.flex). Simply click on the Workday link and it will recognize you without requiring your username, password or challenge questions.

Volunteers, Contractors or State Employees without State-Issued Device:

If you are a contingent worker (volunteer or contractor) or state employee without a state-issued device, you will be required to authenticate directly into Workday using an authenticator app and one-time passcode. To set up the multifactor authenticator app, follow this job aid.

Even with MFA implementation, Workday will still have a session timeout, that is a requirement of the Workday system.

Need help?

For assistance logging into Workday using your state issued device, contact your agency IT support.

For assistance logging into Workday and using MFA on a non-state issued device, contact your agency HR Workday Support through https://www.oregon.gov/das/HR/Pages/wd-helpdesk.aspx.

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Workday Wednesday 10/19/2022

MFA for Workday

Sample Agency Message (Thank you DCBS!)
Good afternoon!

As you are all aware DAS will be implementing Multi-factor Authentication (MFA) for Workday. DCBS has been asked to be a PILOT agency and will go live on October 20th. Some things you should know:

- Use your state device, (phone or YubiKey)
- Plan to authenticate once a day. (The authentication requirement may be extended to a longer period of time, DAS will advise)
- The Citrix icon will be updated to use the new sign-on URL to get to workday. (See notification below)
- If you have any issues logging in contact DCBS IT Service Desk

This will really simplify logging into Workday, and we are excited to be moving in this direction. If you have any concerns please contact us.

Thank you,

Mary
Mary Pence
Human Resources Director
"Providing Individualized Support and Guidance"
Department of Consumer and Business Services | Employee Services
Cell 971-718-1544

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Workday Wednesday 10/19/2022

MFA for Workday

10/23/22 – 4 – 5 pm Workday MFA Launched

This will include updating the login page to be this:

Note: This language has been displayed in Oregon1 for several weeks

Workday Wednesday 10/19/2022

MFA for Workday

- If a user gets locked out of either Enterprise MFA or Workday MFA, it will lock all Workday access. They can wait until the Lockout period ends and will be able to go back in.

- Messaging has been intentionally brief as agencies may have different IT settings. Work with your IT on any questions related to Enterprise MFA access.

- The actual URL for our public facing page will not change, it will update to have both Work device and personal device access available with full launch. The app for your phone will also provide both.

- Forgot to mention in meeting: We are turning off the ability to use a pin with the workday app. This was a requirement of our security partners for Workday MFA launch.

- Discussion point:
  - ❖ Should we put the dual access login page early or with full launch? *With full launch was clear recommendation*
  - ❖ Should we remove the alert for Workday Native password resets? *Remove it was clear recommendation*

- If someone is locked out of either access they may get a message like this and should wait the lockout period and try again:

Workday Sign In Error

Invalid user name or password, please try again. Note: You may not be able to change or reset your password from Workday if your account uses a corporate password.

Please retry login here

- Any questions related to MFA?

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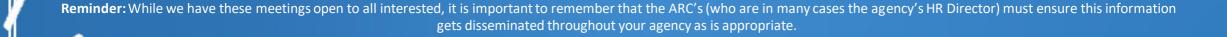
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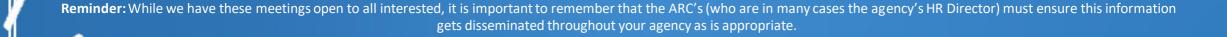
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Workday Wednesday 10/19/2022

Reminders/Info

- October Workday lockout periods were all cancelled on the second day that was announced. Working on any lockout periods for Nov & Dec with Payroll & Time Tracking Replacement Project Team to announce them via Workday announcements, jobs page and login pages, etc.

- Oregon1 Updating this weekend (10/22/22 10 pm)

- Current Form I-9 set to expire 10/31/2022 - we will continue to use this form until DHS/USCIS publishes the new version. The expiration date is found at the top of the I-9 where the employee fills out their information (in case anyone gets questions about an expiration date).

- Next (and last) in the DIG Audit Presentation series will be at our next Workday Wednesday on November 2nd

- When entering retro updates including reallocations and reclasses, please send in a case at the beginning of the work, and then touch bases when work is complete. This will help us when they come across on our daily/Fatal error report. Anything older than the 6 month date hook, which is currently April 1st, 2022.

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