**To:** Enterprise

**Subject:** Workday Payroll Update

**Sub-Heading:** Updates, resources, deadlines and more

Dear Employee,

Thank you for your continued patience as the Department of Administrative Services (DAS) Workday Payroll and Time Tracking team continues to monitor existing issues and work with partners on resolutions. Our top priority is to ensure that every employee is paid correctly, and on time. Until we can do that, we are ensuring that underpayments are corrected immediately as we know those have serious consequences for employees.

I want to communicate with you ahead of the March 31 pay period to manage expectations. DAS is taking a more measured approach by pausing the implementation of fixes. This will allow for more time to identify, test and implement solutions we are confident will work. It will also allow more time to communicate in advance with payroll partners and employees whenever possible about what to expect, and when.

As such, we may continue to experience errors on March 31. As I shared in my email on March 17, our new IT resources are helping to diagnose issues and test fixes to create permanent system solutions. Our goal is to proactively communicate as soon as we know what issues have emerged and who has been impacted.

We anticipate that issues may continue for the next few months. That is an incredibly hard thing to tell you but we want to be fully transparent about where we are at with this system. Our goal is to continue to communicate proactively about issues as they arise. Please [read your payslip each pay period](https://wd5.myworkday.com/oregon/email-universal/inst/17816%246485/rel-task/2998%2429489.htmld). If you are certain there was an error in your pay, notify your agency payroll team with the details of the error. The majority of employees have been paid accurately each month so while I want to be transparent about system issues, I also want you to know that the majority of folks are being paid accurately.

If you reported a pay error after January 3 and it has not been corrected, please know that DAS and payroll partners are working diligently to correct previous errors where we can. This is going to require more patience but we are committed to proactively communicating what to expect in upcoming pay periods.

We know that this has put a strain on members of our workforce and we apologize for the stress this has caused. We are very grateful to our agency payroll partners for their commitment to supporting employees and resolving issues.

Included in this email are time entry reminders, overpayment information, upcoming payroll deadlines and resources. Your partnership in transitioning to Workday Payroll is critical and we hope you find these resources helpful.

Sincerely,

Berri Leslie

**Important time entry payroll deadlines**

All employees with overtime, shift differentials or other pay outside their regular salary, or who have exceptions to time entry, must submit time through Workday Payroll. Below is a list of upcoming time entry deadlines. Some employees may receive mid-month pay and those deadlines are also included.



**Tip:** Check out the [payroll calendar](https://www.oregon.gov/das/HR/Documents/Payroll-Deadlines-and-Important-Dates.pdf) and add a reminder to your calendar if you enter time (look at the grey and blue columns).

 *Note: Some agencies follow slightly different payroll deadlines. Please follow your agency’s deadlines if different from the above dates.*

**Important time entry reminders**

## Below are important reminders for all employees with overtime, shift differentials or other pay outside their regular salary, or have exceptions to time entry, who need to submit time through Workday Payroll:

## **Hourly employees:** Hourly employees continue to be paid twice a month. Hours that are entered, submitted and approved will be automatically applied to and processed in the next scheduled payroll run.

## **Job rotation:** If you enter time for a job rotation,please enter, submit and approve time *on your base position, NOT on the job rotation position*.

## **Flexing time:** Flex time hours must be entered, submitted and approved within the same work week that the flex time occurred.

## **Leave without pay:** Employees *must* enter any leave without pay (LWOP) by the payroll period deadline. If you enter LWOP after the payroll cutoff, please work with your manager and payroll office.

**Overpayments Update**

As part of the transition to Workday Payroll, some employees may have received an overpayment. If you received an overpayment, your payroll team should be reaching out to work with you on a repayment plan that works for your situation. DAS understands this is frustrating and is working diligently to ensure this issue is resolved, but it is going to take some time. Overpayments may continue to occur as DAS stabilizes the system.

If you notice that you received an overpayment, please alert your payroll team as soon as possible. If you submitted information to create a repayment plan and have not heard back, please continue to remain patient. DAS and payroll partners are working as quickly as possible to process repayment plans.

**Resources**

Below are several resources to bookmark as we continue to learn and transition to the new Workday Payroll:

* NEW! [How to Read Your Payslip Tutorial](https://wd5.myworkday.com/oregon/email-universal/inst/17816%246485/rel-task/2998%2429489.htmld)- (https://wd5.myworkday.com/oregon/email-universal/inst/17816$6485/rel-task/2998$29489.htmld)
* [Payroll Deadline Calendar](https://www.oregon.gov/das/HR/Documents/Payroll-Deadlines-and-Important-Dates.pdf)- (https://www.oregon.gov/das/HR/Documents/Payroll-Deadlines-and-Important-Dates.pdf)
* [Agency Payroll Offices](https://www.oregon.gov/das/financial/payroll/pages/epayagycontacts.aspx)- (https://www.oregon.gov/das/financial/payroll/pages/epayagycontacts.aspx)
* [Employee Resource Guide](https://wd5.myworkday.com/oregon/email-universal/inst/21037%2416286/rel-task/2998%2433471.htmld) - (https://wd5.myworkday.com/oregon/email-universal/inst/21037$16286/rel-task/2998$33471.htmld)
* [Manager Resources Guide](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTQsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMzAyMjMuNzIwNzQ2MDEiLCJ1cmwiOiJodHRwczovL3dkNS5teXdvcmtkYXkuY29tL29yZWdvbi9lbWFpbC11bml2ZXJzYWwvaW5zdC8yMTAzNyUyNDE3NjI3L3JlbC10YXNrLzI5OTglMjQzMzQ3MS5odG1sZCJ9.btUh4fMJPm9OIgx0PzjJcId_LaijH2iju5hJD_oiHF8/s/2891312349/br/154914545546-l)- (https://wd5.myworkday.com/wday/authgwy/oregon/login.htmld?returnTo=%2foregon%2fd%2finst%2f21037%2417627%2frel-task%2f2998%2433471.htmld)

We are here to help you through the Workday Payroll transition! Visit [Workday (https://wd5.myworkday.com/wday/authgwy/oregon/login.htmld)](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMzAzMTcuNzM1NDA0NTEiLCJ1cmwiOiJodHRwczovL3dkNS5teXdvcmtkYXkuY29tL3dkYXkvYXV0aGd3eS9vcmVnb24vbG9naW4uaHRtbGQifQ.CQn532Svv0a9ahnLf_DUUNIC4yy49MpowJZYFQqn4b4/s/1174381183/br/156348527908-l) to learn more.