

Communication Topic: June Release Item 613 - Payslip Change – Details/rate of pay

Audience: Employees with Mid-Month Pay

Target Send Date: June 10, 2024

Method of Communication: Gov Delivery – Employees with Mid-Month Pay

E-News Email Subject Line: Workday Mid-Month Payslip Improvements

Preheader: Your mid-month payslip will contain new detail

Good afternoon,

The DAS Workday Team is pleased to announce an improvement to the Workday mid-month payslip that will launch with the June 14, 2024, payslip.

Agencies have been asking for additional details on the mid-month payslip to match the first-of-the-month payslip, specifically weekly views. Beginning with the June 14 payslip, hours, rate of pay and pay amount will display week by week on mid-month payslips instead of being summarized for the month.

Earning codes such as overtime, shift differentials, cost override worktags, on-call and holiday premium will all be displayed on a week-by-week basis.

Information in the improved payslip:



Department of Administrative Services
115 Cottage St NE
Salem, OR 97301-0000

Contact your agency payroll office with questions.

State of Oregon (93-1070707 for Tax Reporting)		1225 Ferry St SE FL2 Salem, OR 97301		Oregon Business Identification Number: 00500107-1		Pay Rate Type: Salary		
Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number		
	State of Oregon (93-1070707 for Tax Rep		05/01/2024	05/31/2024	05/16/2024			
	Gross Pay	Employee Pre Tax Deductions	Employee Taxes	Employee Post Tax Deductions	Net Pay			
Current	828.35	49.70	162.56	0.00	616.09			
YTD	71,208.15	7,495.57	17,128.48	859.47	45,724.63			
Earnings						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Differential - Essential Worker					144.00	OASDI	51.36	4,370.08
Differential - Third Shift					176.00	Medicare	12.01	1,022.03
Miscellaneous - Retro					139.00	Federal Withholding	93.44	7,010.49
Regular - Salary					30,376.07	State Tax - OR	0.00	4,231.00
Reimbursement - Clothing Allow:					800.00	OR WBF - ORWBF		8.26
Settlement - Wage Reimburseme					509.76	Oregon Statewide Transit Tax - OR	0.78	63.71
Time Off - Sick Taken					1,138.05	Paid Leave Oregon	4.97	422.91
Differential - First Shift	04/07/2024 - 04/13/2024	4	3	12.00				
Differential - First Shift	04/14/2024 - 04/20/2024	4	3	12.00				
Differential - First Shift	04/14/2024 - 04/20/2024	4	3	12.00	348.00			
Holiday - Time Worked 1.5 Non F					2,023.20			
Overtime - 1.5 FLSA	04/07/2024 - 04/13/2024	-52.5	64.19	-3,369.98				
Overtime - 1.5 FLSA	04/07/2024 - 04/13/2024	56.5	64.34	3,635.21				
Overtime - 1.5 FLSA	04/14/2024 - 04/20/2024	-32	63.99	-2,047.68				
Overtime - 1.5 FLSA	04/14/2024 - 04/20/2024	40	64.37	2,574.80	30,138.02			
Premium - Pay at Halftime (.5)					337.20			
Shift Differential - SDE					63.00			
Time Off - Holiday Taken					1,348.80			
Time Off - Vacation Taken					3,667.05			
Earnings				828.35	71,208.15	Employee Taxes	162.56	17,128.48

- The rate of pay and week-by-week totals for overtime and shift differentials are shown in the left column.
- Along with the new details, payslips will continue to display year-to-date information in the YTD column.

This update may increase the total number of pages if you create a PDF version of your payslip, especially when you make corrections for prior months.

After this update is implemented, all Workday payslips, including prior pay periods dating back to Dec. 1, 2022, will show the weekly details.

If you have questions regarding the details on your updated payslip, please contact your agency payroll office.

Thank you,

DAS Workday Team

