

(Employees) Mid-Month Time Entry News - Update

Update - Please refer to the new "[Employee Time Entry Overview](#)" help article for a time entry overview. Watch the video to learn more about best practices for time entry.

All Employees: Submit your time for all time worked in July. All time worked for July must be submitted and approved before Aug. 11, 2025, to be paid mid-month on Aug. 15, 2025.

Refer to the Employee Stop Time Entry Auto Approve FAQ for more information:

[https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$38892/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$38892/rel-task/2998$33471.html)

Contact your agency payroll office if you have questions about time entry or payroll deadlines.

Note: *This message does not apply to Oregon Department of Transportation, Oregon State Hospital and parts of Department of Corrections that do not use Workday Time Tracking.*

(Managers) Mid-Month Time Entry News Update

Update- Please refer to the new “[Manager Time Approval Overview](#)” help article for a time entry review and approval overview for managers. Watch the video to learn more about resources available for managers to review and approve employee time entry prior to payroll deadlines.

Reminder, time must now be submitted and approved before the payroll processing deadline for employees to receive a mid-month paycheck. This month, all time must be approved before Aug. 11, 2025 to be paid mid-month on Aug. 15, 2025.

Refer to the Manager Stop Time Entry Auto Approve FAQ for more information:

[https://wd5.myworkday.com/oregon/email-universal/inst/21037\\$38883/rel-task/2998\\$33471.html](https://wd5.myworkday.com/oregon/email-universal/inst/21037$38883/rel-task/2998$33471.html)

Contact your agency payroll office if you have questions about time entry or payroll deadlines.

Note: *This message does not apply to Oregon Department of Transportation, Oregon State Hospital and parts of Department of Corrections that do not use Workday Time Tracking.*