

Admin Use for Salary – April and May 2026

What Occurred as Part of April Run 2 Processing:

Prior to processing the April mid-month payroll, a routine system update was made by Workday, Inc., on May 1, 2026, that unintentionally impacted the “Admin Use for Salary” worktag.

With this change, there were some “Admin Use for Salary” time blocks that had a new “Position Worktag”. The position worktag was not applied consistently across all **Admin Use for Salary** time blocks. This was impacting April mid-month payroll for some employees.

The inconsistency in the use **Admin Use for Salary and Position Worktags** created a scenario where some employees were going to be double paid based on the time entry codes in the table below.

Table of Time Entry Codes that now have an associated Admin Use for Salary - Position Worktag for any multiple job workers:

Time Block Name	Agency Use	Time Entry or Auto Generated
Competency Training	All Agencies	Employee Time Entry
Costing Worktags (Cost Center, Project or Grant)	All Agencies	Employee Time Entry
Flex Time Worked	All Agencies	Employee Time Entry
Light Duty Worked	All Agencies	Employee Time Entry
Paid Holiday	All Agencies	Auto Generated
Safety Release Time	Oregon State Police	Employee Time Entry
Show Up Time Worked	All Agencies	Employee Time Entry
Time Worked Career Development	All Agencies	Employee Time Entry
Travel Time	All Agencies	Employee Time Entry

The DAS Workday team researched the issue and determined that the feature added by Workday Inc. could not be backed out or turned off.

A case was also created with Workday Inc. to research this issue and determine how this may impact time entry going forward. Employees with multiple jobs continue to have an

issue related to the **Admin Use for Salary - Position Worktags**. We will share information on this specific group of employees as soon as we know more.

Action Taken to Prevent Overpayments for April Mid-Month Payroll:

May 9, 2026, we ran a time calculation that included pay periods December through April for 843 employees to prevent employees from being overpaid. We mass approved time for this group to prevent potential overpayments.

Action Taken to Ensure May Run 1 Processing Did Not Result in Overpayments:

May 16, 2026, we ran a time calculation for the month of May to ensure that employees would not be overpaid for time entry in May due to the inconsistent application of the Admin Use for Salary and Position Worktag.

May 18, 2026, we learned that Workday Inc., made a correction to the implementation of the admin use for salary position worktags to limit the use of the position worktag to multiple job workers. After researching the time entry for December through May, we discovered there were employees that needed position worktags removed from time entry.

Action Taken to Remove Admin Use for Salary Position Worktags:

May 20, 2026, we ran a time calculation for December through April 2026 to remove the Admin Use for Salary Position Worktags for all employees that had this time block in the retro periods.

- We ran time calculations on 1718 employees and any employees that had changes were mass approved.

May 21, 2026, we ran a time calculation remove position worktags for the month of May.

- We ran time calculations on 1543 employees and any that had changes were mass approved.

May 21, 2026, all employees with admin use for salary time blocks were mass approved in December through May pay periods.

- 2600 employees had admin use for salary in unapproved status and were mass approved.

A list of employees with time entry mass approved is shared in Workday Drive:

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- Drive>Payroll Resources>Reports>Admin Use For Salary>Admin Use For Salary April and May 2026

Action for Agency Payroll Partners prior to May Run 1 Payroll Processing:

Continue to work your exception reports to identify any potential issues. Suggested reports to run are listed below and can be found in the Pay Cycle Command Center.

Run the following reports to review time entry and pay results. You will want to look for employees that have multiple jobs in the December to May pay periods. Multiple jobs include, work out of class, job rotations or someone that has more than one job.

- Retro Summary Report
- Payroll Audit Exceptions Report
 - Select Audit Rule: Pay Variance Greater than 5% or 10%
- TT|Calculated Time Tracking Hours and Allocation
 - Filter on **Status** and **Date Submitted**
 - Date submitted or approved after May 1

TT | Calculated Time Tracking Hours and Allocation

View Report Definition

Calculated From * 12 / 01 / 2025

Calculated To * 05 / 31 / 2026

Submitted From MM / DD / YYYY

Submitted To MM / DD / YYYY

Status

Calculation Tags x Admin Use for Salary

Worktags

Worktag Types

Agency

Supervisory Organization

Include Subordinate Organizations

Cost Center

Grant

Project

Worker

Cancel OK

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- If you see multiple lines of the same employee and all of the lines are not blank for the “Position for Worker’s Time” please create a case.
 - In the example below you see three different employees. This is their only **Admin Use for Salary** line for the month so there is not a problem.

		Calculation Tags	
Calculation Tags	Position	Position for Worker's Time	Time Calculation Tag
Admin Use for Salary		Learning & Development Specialist 1 - SR24 - Non Exempt	Admin Use for Salary
Admin Use for Salary		Parking Services Representative - SR14 - Non Exempt	Admin Use for Salary
Admin Use for Salary			Admin Use for Salary

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If you have questions regarding this communication, please submit a Workday Help Case.

Thank you for your continued partnership.

DAS Workday Oregon Program