

ABSD Meeting



April 25, 2024

CAB April Release Approved



Release Item Title	Release Item Title
Part-time Employees with monthly Allowances: not paying add'l money when working over FTE%	Hide instant messenger and web address fields for emergency contacts
Employees not receiving HEM while out on an unpaid leave of absence	OSPOA: Safety Release Time
Wage Withholding Orders (including Child Support) do not deduct when an employee comes back from extended leave of absence	Trial Service Performance Review Template Update
Holidays to populate and pay while employee out on leave of absence	Safety Partner access to Safety Incident BP Comments
Reorder Time Calculations Related to OT (Fixes costing error)	Grant Compensation Partners Access to Certifications Document Category
Verify My National ID (Employee as Self)	Report: Add output field to Employee Search Report (API)

Payroll Updates



Retro date is set to 12/1/23

- Any HR and payroll actions with an effective date prior to 12/1/23 will be manually calculated

W-2 reminder

- 2023 W-2s available in Workday
- Corrected W-2s: agencies submit form to DAS
- 2024 W-2s DAS Workday Payroll will have comms for employees to enroll in electronic only

Learning & Development

- Workshops 1, 2 & 3 – available in Workday Drive
- Workshop breakout sessions – April 2 - 18: overpayments
- Upcoming Workshops – June & July, train the trainers: Employee & Manager
- Twice a month payroll stand up meetings: demo workshop content & key reports

Payroll Updates



Payroll Costing (Labor Costing)

- OPE (Other Payroll Expenses) – reallocate those costs to align with time tracking changes done in retro
- Phase 1 & 1b is manually loading reallocated costs from March of 2023 through November of 2023. Phase 1c (December – March 2024) currently being worked on.
- Phase 2 agency testing to automation of this reallocation (Goal migrate PROD in June)
 - All agencies to participate and sign off on testing
 - Completed two payroll runs (2 more runs to go)

Office Hours: 1-hour Teams mtg

- Tuesday – Thursday: payroll partners hands-on support from Workday team

New Reports (Existing data, more user friendly)

- 1 payroll exception report done, 3 more including Time Audit Report being finalized

Thank you!

DAS Workday Team

