Department of Administrative Services

Payroll and Time Tracking Replacement Project

Workday Payroll Implementation

Thursday, February 23, 2023

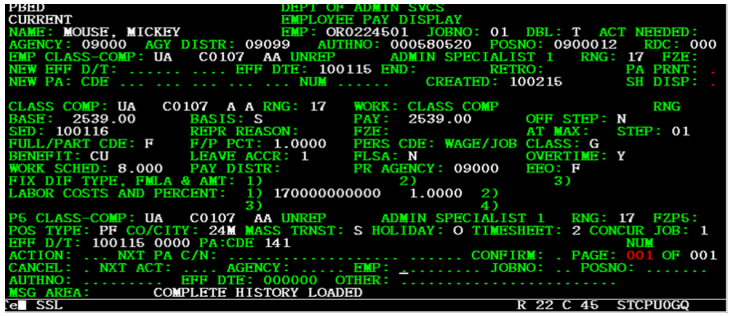
Payroll and Time Tracking Replacement Project

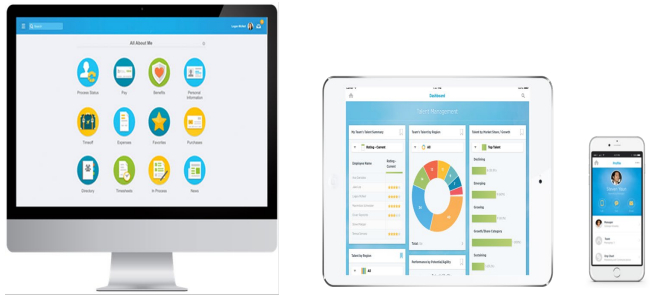
Berri Leslie, Interim DAS Director

Joyce Martinez, Project Manager

Background and Purpose

Payroll and Time Tracking Replacement Project
Background and Purpose





- 1980s: Oregon state government's enterprise HR and payroll systems were custom built and served employees until the 2020's.
- Technology advanced and the need to replace the 30+ year old legacy systems (PPDB and ePayroll) with a modern HR and payroll system (Workday Payroll) became apparent.
- 2019: The legacy HR system was replaced with Workday.
- 2021: Implementation of Workday Learning
- 2022: ePayroll replaced by Workday Payroll and Time Tracking

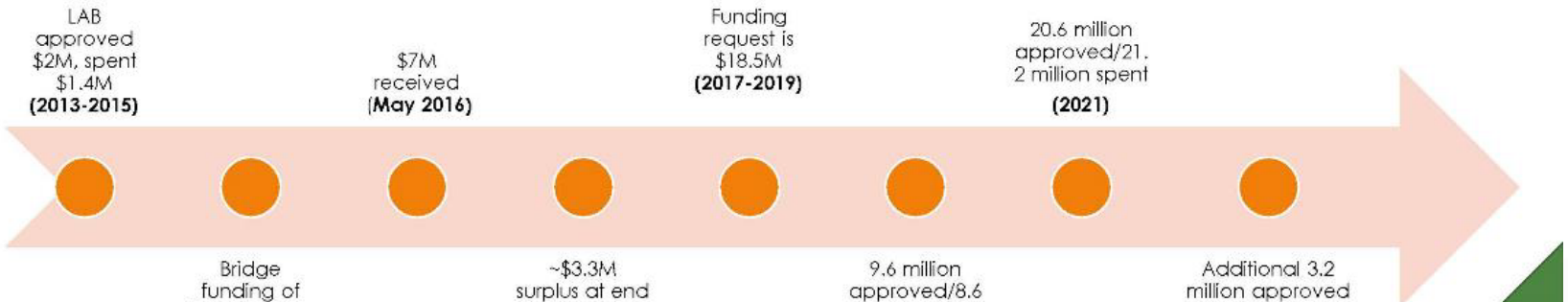
Payroll and Time Tracking Replacement Project
Background and Purpose

Integrated functionality on a single platform

Transparency + User friendly + Cloud technology + Mobile readiness + Role based security + No installed software

Payroll and Time Tracking Replacement Project
Background and Purpose

PROJECT FUNDING TO DATE



PAYROLL AND TIME TRACKING
Replacement Project
Moving Time and Pay to the 21st Century

Project updates improve HR, payroll, and employee recording keeping for approximately 45,000 employees across all three branches of state government.

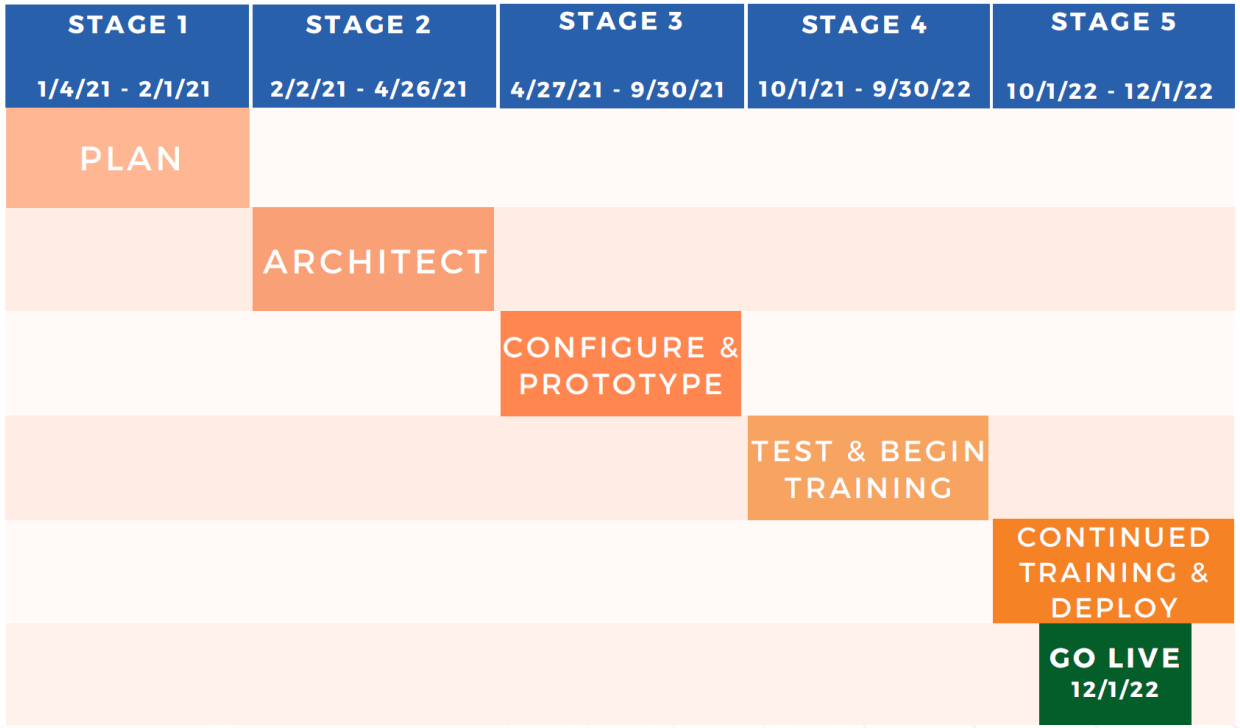
Planning Efforts

Payroll and Time Tracking Replacement Project Planning Efforts

PAYROLL AND TIME TRACKING
Replacement Project

Moving Time and Pay to the 21st Century

PROJECT TIMELINE



Assessments and Process

Enterprise Information Services
- Stage Gate Process

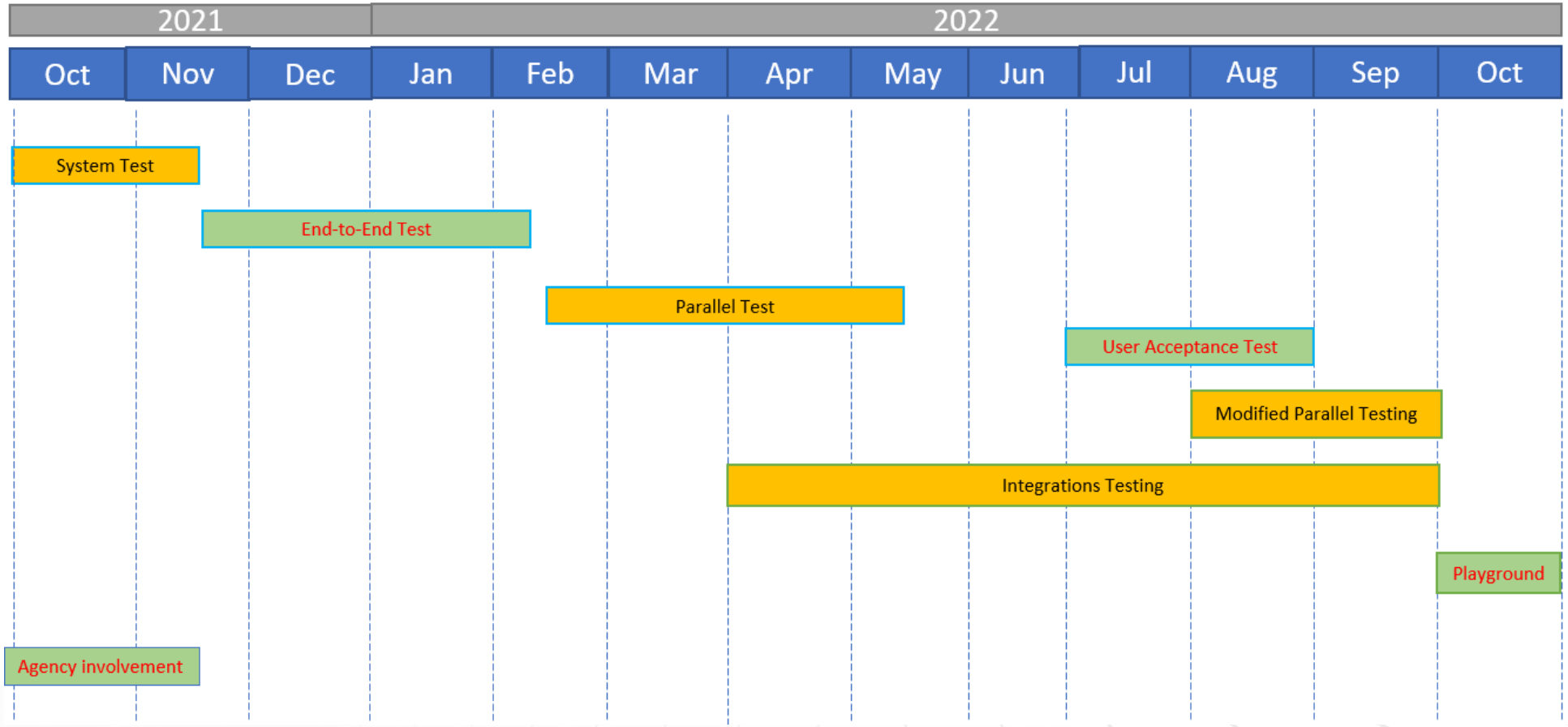
Workday and IBM
- Fit Gap Analysis

Gartner
- Readiness Assessment
- Independent Quality Assurance

Deloitte
- Independent Security Assessment

North Highland
- Change Management

Payroll Project Test Phases



Payroll and Time Tracking Replacement Project Planning Efforts

Statewide Coordination

- Steering Committee
  - Executive Sponsors from DAS and OHA
  - Representation from all Three Branches
- Payroll Project Champions
- Training Partners
- Continual Conversations with Labor
- Workgroups for 24/7 Agencies
- Regular updates to Directors, Deputy Directors, HR Partners, Payroll Partners, Communicators, Chief Information Officers

Statewide Communications and Training

- Employee Surveys
- Subscription-Based Newsletter (Referenced in Statewide Announcements)
- Training: UAT with agency involvement, Train the Trainer, Mandatory Employee and Manager-Specific Training
- Payroll Partner Resource Guide
- Employee and Manager Resource Guides
- Statewide Announcements

WORKDAY OREGON

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PAYROLL AND TIME TRACKING
Replacement Project

Moving Time and Pay to the 21st Century

Payroll and Time Tracking Replacement Project Go-Live Newsletter

Countdown to go-live!

JAN

First payment through Workday Payroll 1/3/23

We are live!

Workday Time Tracking is now live and you can begin entering time now!

Inside:

Countdown to go-live! • P1

Training details • P1 - P2

This just in! • P2

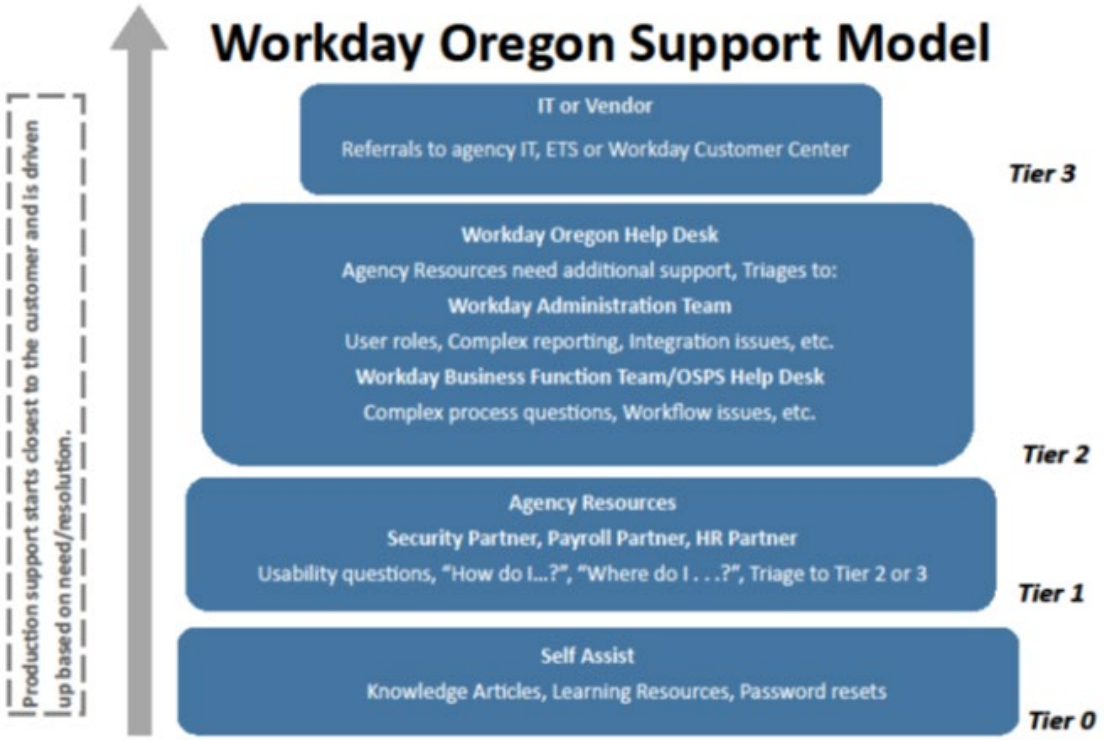
What's trending • P2 - P3

Employee resources • P3

Resources and Support

Payroll and Time Tracking Replacement Project
Resources and Support

Workday Support Model



Employee and Manager Tools

- Frequently Asked Questions
- Numerous Knowledge Articles
- Validate Your Data Checklist
- How to Read Your Payslip
- Employee Resource Guide
- Manager Resource Guide
- Direct Links to Payroll Partners, Training Partners
- Payroll and Time Tracking Rundown - for Payroll Champions

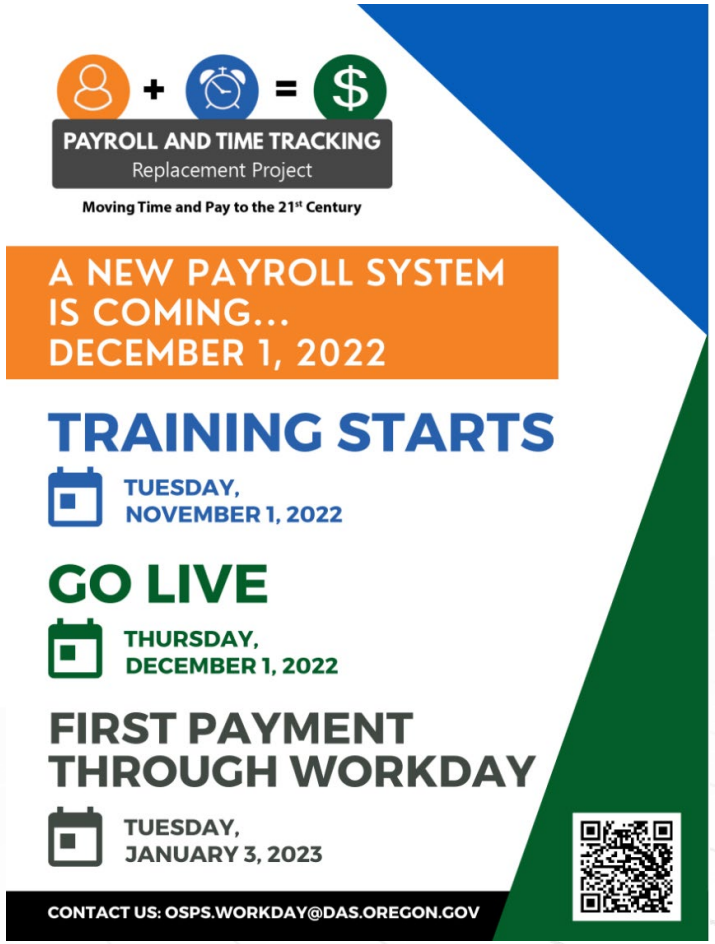
Go-Live Communications

- Daily Stand-Up Meetings
- Steering Committee Meetings
- Ongoing Updates to Directors, Deputy Directors,
- Statewide Announcements with Payroll Updates
- Weekly meetings with Payroll Advisory Group

Implementation and Go-Live

Payroll and Time Tracking Replacement Project Implementation and Go-Live

- December 1, 2022: Time Tracking Went Live
- January 3, 2023: First Pay Day from Workday Payroll
    - January 13, 2023: Mid-Month Run Two of Payroll
- February 1, 2023: Second Monthly Pay Day in Workday Payroll
    - February 15, 2023: Mid-Month Run Two of Payroll
- The vast majority of employees were paid accurately and on time on the first pay date out of the new system.



Payroll and Time Tracking Replacement Project
Implementation and Go-Live

System Issues

- System issues impacted a smaller percentage of employees; the vast majority were paid accurately and on-time.
  - Overpayment
  - Underpayment
- Prioritized corrections for underpayments
- Agency payroll offices fielded questions from employees and escalated questions to DAS Payroll

Other Issues

- Retroactive changes to timesheets
- Incorrect union member lists
- Account numbers erroneously changed
- Learning curve

Payroll and Time Tracking Replacement Project Moving Forward

As expected, there have been issues while modernizing.

As issues arise, payroll has been identifying those issues and finding solutions as quickly as possible.

Issue	Description	Status as of 2/23/2023
Overpayments	For various reasons, some employees received an overpayment, and will now have to work with their agency on repayment plans.	Corrected in the system, employees should work with agencies on repayment.
Direct Deposit Account Numbers	In the transfer of data to Workday, some bank account numbers were erroneously updated, dropping a number in the sequence.	Accounts have been corrected in the system, affected employees have been encouraged to re-verify information in Workday.
Long Term Care Deduction	December deduction for long term care election was not deducted from the Jan 3 pay.	The December deduction will be added to the January deduction in the Feb 1 pay. Affected employees have been notified.
Mid-Month Compensation or Position Changes	Some employees with a mid-month change were underpaid by eight hours.	The payroll team and the vendor found a solution for this issue before the second run of payroll in February.

Moving Time & Pay to the 21st Century

- Continued communications for employees
- Ongoing support for payroll teams
- Active partnership with vendors to resolve outstanding issues
- Lessons learned sessions with key stakeholders

Thank you
&
Questions