

Workday@OK ALERT



Sept. 14, 2022

Update worker Workday@OK profiles to reflect exempted status

HR staff,

It is important that Workday@OK accurately reflects all exempted employees at your agency. **Agency HR staff with designated security roles in Workday@OK must update worker profiles to reflect exempt status.** Refer to the information below for examples of workers that qualify as exempted and instructions to change employee status in Workday@OK.

Exempted employee are determined by the agency director as:

- Executive management.
- Persons employed by the governor.
- Lieutenant governor.
- Oklahoma House of Representatives.
- Oklahoma State Senate.
- Legislative Service Bureau or Legislative Office of Fiscal Transparency.
- Elected officials.
- Political appointees.
- District attorneys.
- Assistant district attorneys or other employees of the District Attorney's Office.
- The state judiciary or person employed by the state judiciary exempted from the Civil Service and Human Capital Modernization Act. *This should not be more than 5% of an agency's employees.*

How to update a worker profile to reflect exempted status:

- On the worker profile, take a related action (...).
- Under Job Change, **select Transfer, Promote or Change Job.**
- The Start Page of Change Job will read "why are you making this change." Select **Data Changes > Change Job Details > then select Start.**
- Select Details, and under Job Classifications, select the edit button.
- Select the options button (blue), and then select "State of Oklahoma Classifications."
- Select the appropriate designation option: Executive Management or Exempted Employee detailed in 2021 HB 1146.
- To complete the action, select "Summary," verify the change was made and select submit.

Thank you for taking any necessary action to update worker profiles in Workday@OK. Please contact hcmclasscomp@omes.ok.gov with questions with questions related to this important request.

Thank you,

The Workday@OK team

Workday@OK vision

Unifying state HR to become a modern, efficient platform that supports teleworking and remote employee services.