

Workday@OK ALERT



Workday Alert 23-10

Date: March 30, 2023

To: Agency Directors, Agency Human Resources and Agency Payroll Officers

From: Jake Smith, HCM Administrator and Liz Brandon, Director of Workday Operations

Re: Monthly agency April time entry

ATTENTION MONTHLY, LEGISLATIVE AND SUPPLEMENTAL PAYROLL AGENCIES:

As a reminder and to assist with your planning purposes, please note that due to the first business day of April falling on a Monday, **monthly, legislative and supplemental payroll agencies will only have until midnight on Monday, April 3 to enter all time for the month of March.**

Time entry will be locked for monthly and supplemental employees at **midnight on April 3.** Timekeepers and supervisors can still enter/approve time as needed past this time. Please notify your employees and plan accordingly.

If you have questions, contact Liz Brandon at liz.brandon@omes.ok.gov.

Workday@OK Alerts

Workday@OK alerts are intended to serve as a resource for agency leaders with regards to actionable items within the Workday@OK system.
