

# Workday@OK ALERT



## **Workday Alert 23-13**

**Date:** June 22, 2023

**To:** Agency Payroll Officers

**From:** Director of Workday Operations

**Re:** Updating Workers' Comp Code before year end

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Agency HR staff:

**\*\*ACTION REQUIRED\*\***

All employees must have a Workers' Comp Code entered in Workday@OK to ensure FY 24 reporting will be accurate. To avoid manual entry and excessive approvals, the Workday@OK support teams will be performing a bulk upload. **All agencies must provide a spreadsheet with the Employee ID and accurate Workers' CompCode.**

BIWEEKLY AGENCIES must turn in their spreadsheet **no later than June 28.**

MONTHLY AGENCIES must turn in their spreadsheet **no later than July 7.**

We have recently updated the **Employee Information report (RPT00066)** to include the Worker's Comp Code so you can use this report to review your agency's positions and codes.

We recommend reviewing all Worker's Comp Codes to ensure accuracy; however, we are primarily concerned with correcting employees who have no codes entered at all. Prior to May 5, 2023, this code was not a required field in Workday@OK, but it is now a mandatory field in the Hire and Change Job processes. Future positions will require this code to be entered.

If you aren't sure what code to enter, please visit

<https://www.insurancexdate.com/classreport.php?search=&state=OK>.

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### **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.**

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