

Work smarter  Workday@OK



**Go-Live
Handbook
for
AGENCY
DIRECTORS**



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Two years ago, in the midst of a pandemic, the State of Oklahoma embarked on the largest digital transformation effort in state history.

Throughout the last two years, agencies have come together to collaborate in ways we never have before. You dedicated hours and hours to Architect Sessions, Customer Confirmation Sessions, User Acceptance Testing and Parallel Payroll Testing, all while continuing to serve Oklahomans.

Workday@OK, the state’s first new HCM system in 16 years is the result of all that hard work and dedication. This system will allow us to serve our employees in new ways and gives employees access to manage their own careers.

Human Resource, Payroll and other agency staff will be able to shift from transactional processes to strategic service to their employees.

And for the first time, we have a living system. Workday will push updates, new functionality and fixes at least twice a year. We’ll never be out-dated again!

This transition affects every state employee and as such, it will be challenging. But we will tackle those challenges head on together.

The BrightPath team has put together this Go-Live Handbook as a guide to making this transition a success for your agency. It contains timelines, deadlines, critical information about payroll and time-tracking, best practices and tools. It is my sincere hope that this will guide you through the first few weeks and months of the new system.

It has been my honor to work with all of you and get to know your agencies and your employees. I look forward to continuing to work with you as we mature this system and make being a state employee the best experience possible.

Liz Bandoa

Go-Live Timeline

Mon

Tues

Wed

Thurs

Fri

1

PeopleSoft
Freeze (July 31)

2

3

4

5

8

9

10

11

12

System Validation and Catch-up Transactions

15

GO LIVE

16

17

! Last day for
Bi-Weekly
time entry

18

19

! Last day
for Monthly
time entry

22

! Bi-Weekly
Payroll Due

23

24

! Monthly
Payroll Due

25

26

\$ Bi-Weekly
Pay Date

29

30

! Last day for
Bi-Weekly
time entry

31

\$ Monthly
Pay Date

September 1 – Bi-Weekly Payroll Due
September 2 – Supplemental/Off-cycle
Payroll Due

August

Go-Live Timeline Cont'd

Mon

Tues

Wed

Thurs


Fri

29


30

31

1

 Bi-Weekly Payroll Due

2

 Supplemental Payroll Due


5

6


7

8

9

 Bi-Weekly Pay Date

12

 Supplemental Payroll Due


13

14

15

16

19


 Last day for Bi-Weekly time entry

20

21


22

23

 Bi-Weekly Pay Date

 Monthly Payroll Due

26

 Last day for Monthly time entry

27

28

29

30

 Monthly Pay Date

September



Change Impacts

What you need to know to go live

Preparing Your Teams

As an agency director at the State of Oklahoma, your role is critical to successfully adopting Workday@OK. Your agency's HR and Payroll staff are equipped with the change impacts, trainings and tools they need to make the system work for your agency. You can empower your teams to make changes to policies and procedures so they better align with Workday@OK.

Growing the Workday@OK Platform

As you know, Workday@OK is a cloud-based software rather than a static system. Twice a year, the system will receive updates, new functionalities and new tools. Additionally, we will work together as a state to identify new ways to grow and mature the system via our monthly governance meetings. Start incorporating Workday@OK into your agency's vision for the future – the more you make Workday@OK a part of your agency's mission, the more it will evolve to benefit your teams.

Ensuring Everyone Gets Paid

The transition from PeopleSoft to Workday@OK will be most challenging for payroll and payroll accounting due to the complexity of the system and the unique needs of each agency. Here are key dates you need to know that affect both areas of work:

Payroll Deadline: On Aug. 5, all agencies must submit payroll documents by 3 p.m. and process accruals by 6 p.m. in PeopleSoft. If your agency payroll is not complete in PeopleSoft by this time, you must wait to process payroll in Workday@OK on Aug. 15 and the accruals will need to be manually updated in Workday@OK. Here are a few steps your payroll team needs to take:

- Aug. 15: **Go-live!** Agency employees and managers should access the system and review their personal information, payroll information and most importantly, enter their time.
- Aug. 17: The last day for employees and managers to enter/approve time for bi-weekly agencies.
- Aug. 19: The last day for employees and managers to enter/approve time for monthly agencies.
- Aug. 22: Bi-weekly payroll due. **Remember, late payroll could affect other agencies and may result in employees not being paid.**
- Aug. 24: Monthly payroll due. **Remember, late payroll could affect other agencies and may result in employees not being paid.**
- Aug. 26: First bi-weekly payday in Workday@OK.
- Aug. 31: First monthly payday in Workday@OK.

Setting Expectations for Employees

During Parallel Payroll Testing, the OMES Payroll team and agency representatives worked to identify payroll discrepancies between PeopleSoft and Workday@OK. **Employees may see slight changes to their paycheck after Workday@OK go-live.** These changes occur because of the calculation engine used in Workday@OK and will be no more than a few cents. Paycheck changes are most likely the result of one of the following reasons:

- **Workday@OK pay calculation differences.** Hourly employee gross pay calculations may change by a penny (+ or -).
- **Tax calculation differences.** Workday@OK references the most up-to-date tax tables. As a result, employees may see the tax calculation on their paycheck in Workday@OK is slightly different than what is currently reflected in PeopleSoft.
- **Rounding differences between Workday@OK and PeopleSoft.** Paychecks would only change by a few cents (+ or -).
- **Employee pay slips in Workday@OK will have a different format.** The new format includes the same information currently shown in PeopleSoft. Pay slips in Workday@OK will also include data on employee leave accrual.

The employee handbook includes comparison images of a PeopleSoft paystub and a Workday@OK paystub to help navigate the changes. SEE NEXT PAGE.

Mgmt and Enterprise Services
 2401 N Lincoln Blvd
 Oklahoma City, OK 73120


Pay Group: B21-GPC Biweekly Nonexempt Sun Business Unit: 09000
 Pay Begin Date: Advice #:
 Pay End Date: Advice Date:

Employee ID:		Department:		Location:		Pay Rate:		TAX DATA:		Federal		OK State	
Oklahoma City, OK 73120						\$1,846.87 Biweekly		Marital Status: Single		Single		Allowances: 1	
								Addl. Pct.: 1		1		Addl. Amt.:	

HOURS AND EARNINGS						TAXES					
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD	Description	Current	YTD
Regular	23.085904	74.00	1,708.36		42,991.73	Fed Withholding	310.95	4,455.59	Fed Withholding	310.95	4,455.59
Annual Leave Taken Hours Paid	23.085904	2.00	46.17		1,748.76	Fed MED EE	39.11	738.64	Fed OASDI EE	167.20	3,158.30
Sick Leave Hours Paid	23.085904	4.00	92.34		850.00	OK Withholding	102.00	1,773.00			
Longevity			850.00		5,847.12						
Benefit Allowance			0.00		323.21						
Comp Time Taken Hours Paid			0.00		2,031.57						
Holiday Hours Paid			0.00		2,071.68						
Remaining Benefit Allowance			0.00								
Total:		80.00	2,696.87		56,787.49	Total:	619.26	10,125.53			

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SoonerSave	50.00	1,300.00				SoonerSave	11.54	300.04
OPERS	94.39	1,710.39				OPERS	444.98	8,063.30
SROP	78.48	1,421.98						
Vision Service Plan Before-Tax	0.00	104.64						
EE Health Choice HDHP	0.00	5,067.12						
HealthChoice Dental Before	0.00	500.64						
EE Disability Before - Tax	0.00	124.32						
EE Basic Life Before - Tax	0.00	50.40						
Total:	222.87	10,279.49	Total:	0.00	0.00	Total:	457.52	8,363.34

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:	2,696.87	2,474.00	619.26	222.87	1,854.74
YTD:	56,787.49	46,508.00	1,255.53	10,279.49	36,382.47



OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES ACCOUNTS RECEIVABLE PO BOX 249984 OKLAHOMA CITY, OK 73124-8984

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES						

	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	2,696.91	222.89	619.27	0.00	1,854.75
YTD	54,610.71	9,867.50	9,744.60	0.00	34,998.61

Earnings						Employee Taxes			
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount	Description	Amount	YTD
Annual Leave	12/12/2021 - 12/18/2021	2.00	23.086	46.17	2.00	1,673.73	OASDI - Taxable Wages	167.21	3,038.45
Benefit Allowance		0.00	0.000	0.00	0.00	5,603.48	Medicare	39.10	710.60
Comp Time - Take		0.00	0.000	0.00	0.00	323.21	Federal Withholding	310.96	4,289.55
Employer Expense	12/05/2021 - 12/18/2021	0.00	0.000	100.00	0.00	100.00	State Tax - OK	102.00	1,706.00
Employer Expense	12/05/2021 - 12/18/2021	0.00	0.000	-100.00	0.00	-100.00			
Holiday Pay - Hour		0.00	0.000	0.00	0.00	1,662.20			
Longevity	12/05/2021 - 12/18/2021	0.00	0.000	850.00	0.00	850.00			
Project - Hourly Pa	12/05/2021 - 12/18/2021	74.00	23.086	1,708.39	74.00	1,708.39			
Project - Salary		0.00	0.000	0.00	0.00	39,880.90			
Remaining Benefit		0.00	0.000	0.00	0.00	1,985.36			
Sick Leave	12/12/2021 - 12/18/2021	4.00	23.086	92.35	4.00	923.43			
Earnings				2,696.91		54,610.71	Employee Taxes	619.27	9,744.60

Pre Tax Deductions		
Description	Amount	YTD
EE Basic Life Pretax - Biweekly		48.30
EE Dental Pretax - Biweekly		479.78
EE Disability Pretax - Biweekly		119.14
EE Medical Pretax - Biweekly		4,855.99
EE Vision Pretax - Biweekly		100.28
OPERS Step-Up	78.49	1,366.25
OPERS	94.40	1,645.76
SoonerSave - Monthly	50.00	1,250.00
Pre Tax Deductions	222.89	9,867.50

Employer Paid Benefits			Taxable Wages		
Description	Amount	YTD	Description	Amount	YTD
OPERS (Employer)	445.00	7,758.50	OASDI - Taxable Wages	2,696.91	49,007.22
SoonerSave (Employer)	11.54	288.50	Medicare - Taxable Wages	2,696.91	49,007.22
Employer Paid Benefits	456.54	8,047.00	Federal Withholding - Taxable Wages	2,474.02	44,743.21
			State Tax Taxable Wages - OK	2,474.02	44,743.21

Federal		State		Absence Plans			
Marital Status	Single	Single	Single	Description	Accrued	Reduced	Available
Allowances	1	1	1	Admin Comp Leave Plan	-80	0	480
Additional Withholding	0	0	0	Annual Leave Plan (Biweekly)	85.53848	2	395.79848
				Compensatory Leave Plan	0	0	240
				Holiday Comp Leave Plan	-80	0	480
				Sick Leave Plan (Biweekly)	84.61536	4	500.13036

Time Tracking and Absence

Time tracking and absence are the two most varied areas of Workday@OK at the State of Oklahoma. This means that agencies have different configuration reflecting specific needs such as exception reporting, check in/out, 28-day cycle and much more.

Based on the variance across state agencies, it is crucial that every agency take time to train and inform their employees on how they are expected to report their time. The project team has provided several general videos and user guides on entering and approving time; however, agencies will be responsible for assisting employees with choosing the right schedules, time codes or project codes.

Open Enrollment

Using Workday@OK, employees will have more access to their benefits information than ever before. They will be able to make changes to their beneficiaries, initiate a life event and more.

Open enrollment will continue to occur in October. State employees will now use Workday@OK instead of the EBD website to enroll in their benefits. More training on open enrollment will come after go-live.

Learning

Workday@OK Learning offers a new frontier in state employee development. Workday@OK Learning links with LinkedIn Learning (LIL), providing a fully populated learning management system for all state employees. Employees will still use their LIL login, however, they will be able to access content through Workday@OK. Training completion will be recorded on individual transcripts.

Employees will be able to enter the Learning module on their own and sign up for LIL and Statewide Learning Services (SLS) courses on their own. SLS courses will still require manager approval.

For agencies interested in using Workday@OK Learning for their agency's own training, they will have their own topic where employees can exclusively access training. To get started as a content creator in Workday@OK Learning contact SLS and they will walk you through the process.

Performance Management

Managing employee performance and development is easier than ever in Workday@OK. More training on performance reviews and calibration will be coming in late August. Until then, here are some general guidelines on what's changing in Workday@OK.

Transitioning from PMP to Workday@OK performance

- To make the transition from the Performance Management Process (PMP) to Workday@OK performance reviews, agencies using a state fiscal year cycle should close out the PMPs ending June 30.
 - Agencies who are not currently using the fiscal year cycle are encouraged to use this as the time to switch by using the same plan.
 - Agencies who need to remain on federal fiscal year or calendar year cycles should close out PMPs at the regular time and open the new performance reviews in Workday@OK.
- Agencies should then wait until Workday@OK go-live to start up the new fiscal year performance reviews in Workday@OK.
- Supervisors should start employee reviews by Sept. 16 in Workday@OK.

New components of the performance review process:

- The HR partner role will have the ability to initiate performance reviews for the entire agency or specific supervisory organizations within the agency. Managers also can initiate performance reviews for their direct reports.
- Employee self-evaluations will be done prior to the supervisor's evaluation.
- Supervisors will assign weights as percentages on both responsibilities and competencies.
- Auto calculation of the overall rating will be used.
- Development plans will be a separate process from the performance review.
- Goals will be an optional section of the performance review. Goals will also be used for the development plan and can be stand-alone.

Performance management cont'd

New performance review features:

- Performance review sections include: Responsibilities, Competencies, Goals, Overall Rating, Supporting Documentation, and Employee and Manager Acknowledgement and Optional Comments.
- Competencies will automatically pull into the performance review based on the employee's assigned management level. The competencies will have standard definitions. Additional competencies can be added to the worker profile by the employee or the supervisor, but they cannot be added to the performance review.
- New five-level rating scales will be used.

Some things that will remain the same:

- Supervisors will write responsibility statements that include a performance standard with input from the employee and reviewer.
- Reviewer role will have approvals on setup and closeout. Midyear review will have only an overall rating.

Quick Links

Helpful Documents

[Competencies and Definitions](#)

[Management Levels and Definitions](#)

[Competencies by Management Level](#)

[Workday Rating Scales](#)

Workday@OK Support for Agency Employees

Just-in-Time Resources

An employee's first stop for Workday@OK support will be the wealth of training resources accessible at any time. This includes:

- User guides.
- eLearning videos.
- Recorded trainings.
- Frequently asked questions.
- Help text.
- Guided tours.

Agency HR/Payroll Staff

If an employee does not find an answer to their question in the training resources, they should direct their question to agency HR, Payroll, Recruiting, Talent or Learning staff. Many of the features in Workday@OK are unique to a particular agency, especially around time tracking and absence. Employees should make HR their first stop for support.

Service Desk Online

If HR or specialized agency staff are not able to answer your question, employees can visit the OMES Service Desk to log a ticket online or use the chat feature to reach out for questions. The OMES Service Desk will be equipped to handle access issues, navigation issues and questions about general functionality.

Service Desk by Phone

Employees can call the OMES Service Desk for navigation or access issues at 405.521.2444.

OMES Functional Teams

For more complex issues, we recommend employees to contact their HR team first. However, we have staff ready to handle issues for employees in all areas of the system.

Workday@OK Support for Agency Staff

Just-in-Time Resources

Online training resources: Agency staff's first stop for Workday@OK support will be the wealth of training resources accessible any time. This includes:

- User guides.
- eLearning videos.
- Recorded trainings.
- Frequently asked questions.
- Help text.
- Guided tours.

Step-by-step demos: Agency staff can soon access comprehensive demonstration videos for the following processes:

- Payroll.
- Payroll Accounting.
- Recruiting.
- Hiring.
- Performance.
- Discipline.

Service Desk

Agency staff can contact the OMES Service Desk by visiting the website, using the chat feature or calling 405.521.2444. If you have access, security or navigation issues, they can help. For more complex issues, they will escalate your ticket to assist you.

Requests vs. Issues

In some cases, the solution to your problem may require a change to configuration, changes to reports or a major data upload. Your ticket will become a request and the team will work with you to prioritize those changes.

Governance

OMES will host regular governance board meetings with agency representatives to gather feedback about system functionality and discuss changes that affect all agencies. These will then inform our roadmap for making Workday@OK better.



Appendix A – Key Resources

Quick Links

- [Workday@OK Training Resources SharePoint](#)
- [Glossary of Workday Terms](#)
- [Commonly Used Terms](#)
- [Employee and Manager training: Teams Live links](#)
- [Training recordings](#)
- [Employee and Manager eLearnings](#)
- [User guides](#)
- [Agency Training Resources](#)
- [Security Role Descriptions](#)
- [How to request a security role change](#)
- [Template to request access to Gov5 Training Tenant](#)

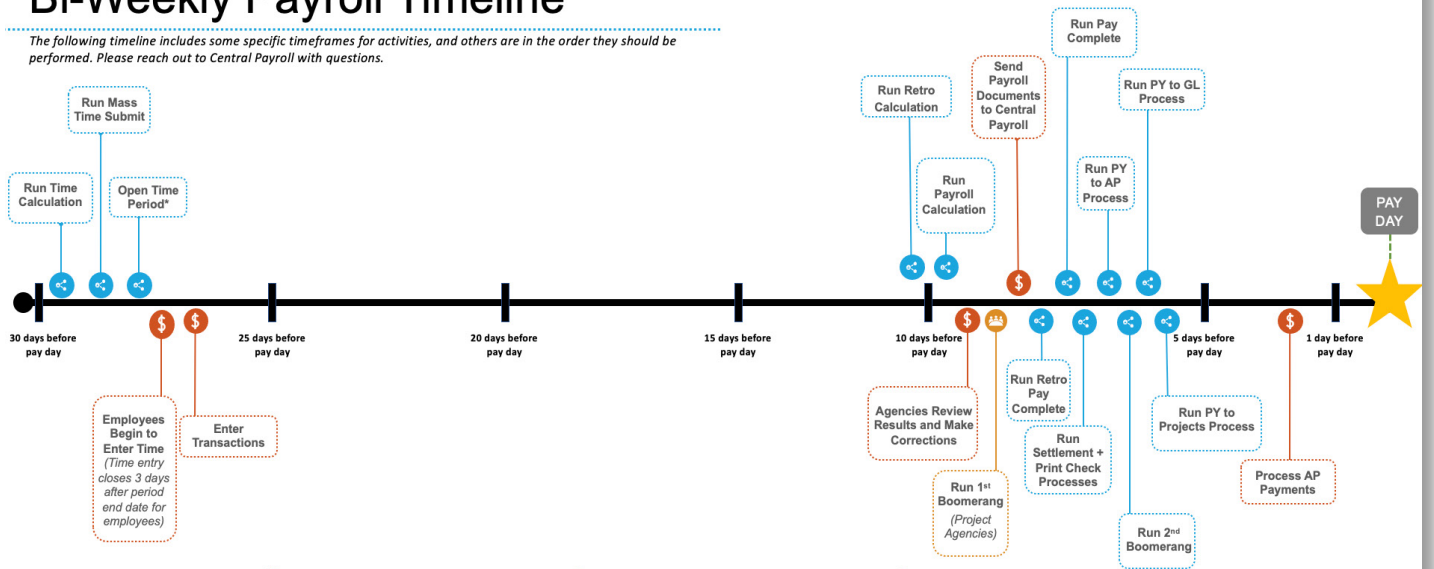
Appendix B – Payroll

Quick Link

[Payroll Checklist](#)

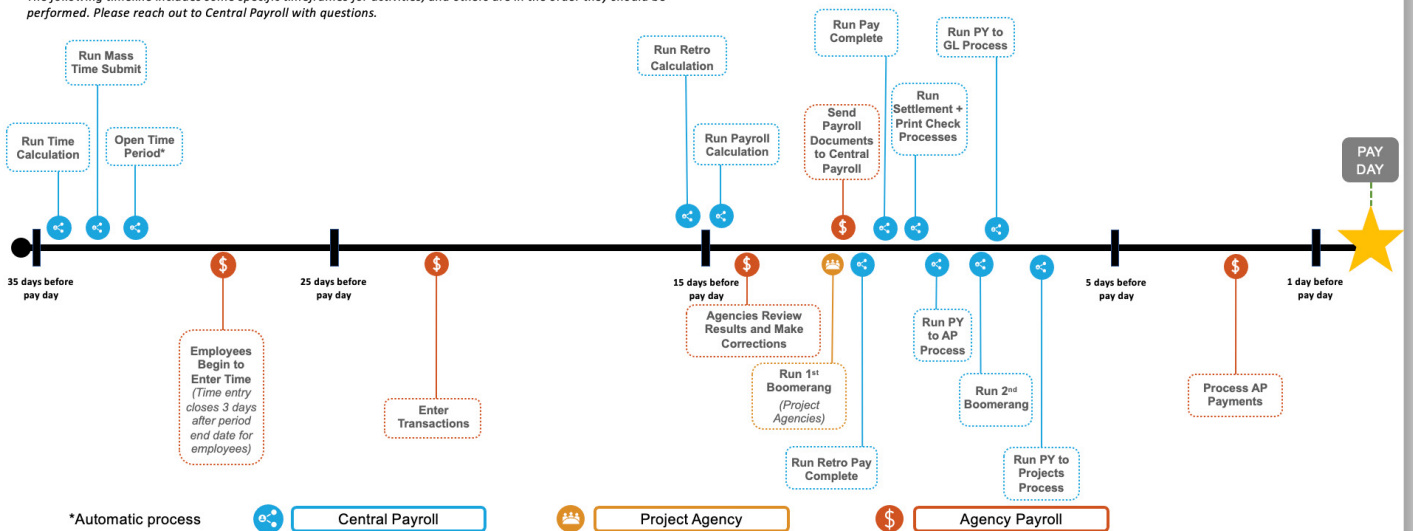
Bi-Weekly Payroll Timeline

The following timeline includes some specific timeframes for activities, and others are in the order they should be performed. Please reach out to Central Payroll with questions.



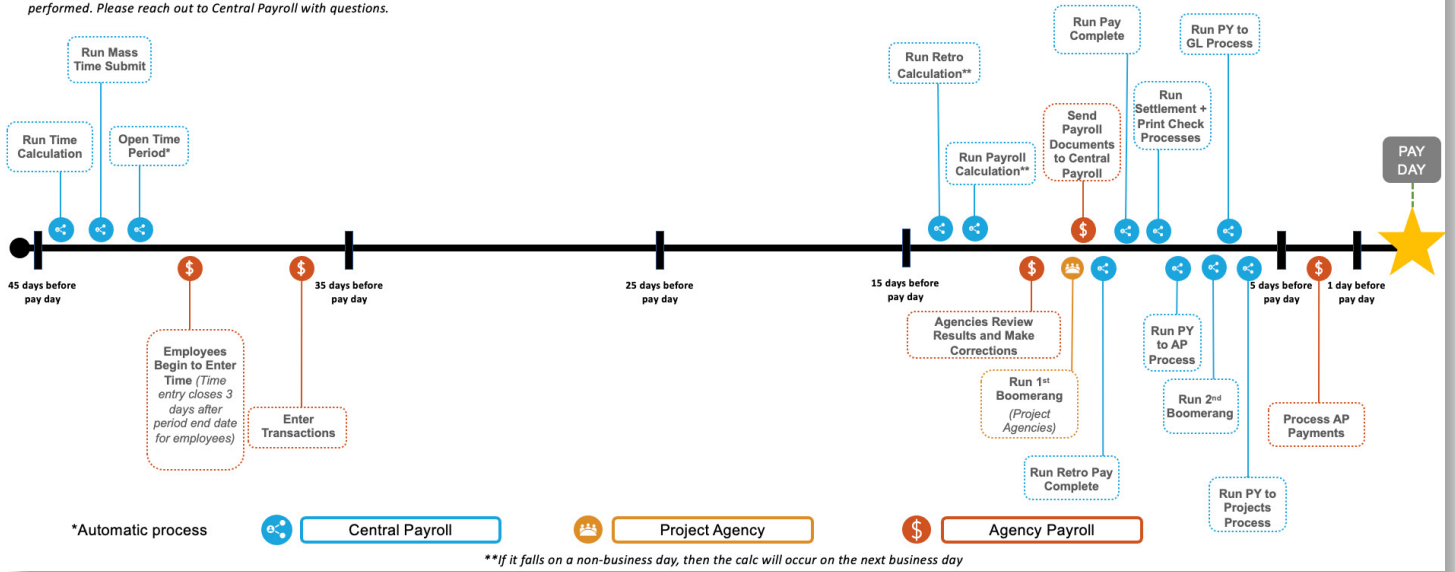
Monthly Payroll Timeline

The following timeline includes some specific timeframes for activities, and others are in the order they should be performed. Please reach out to Central Payroll with questions.



Supplemental Payroll Timeline

The following timeline includes some specific timeframes for activities, and others are in the order they should be performed. Please reach out to Central Payroll with questions.



Payroll Processing Journey Map

