OKLAHOMA

Work smarter with Workday@OK

Go-Live Handbook for AGENCY STAFF

TABLE OF CONTENTS

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 allows 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 Brandon

Go-Live Timeline

August

Mon	Tues	Wed	Thurs	Fri
1 Peoplesoft Freeze (July 31)	2	3	4	5
8	9	10	11	12
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		

System Validation and Catch-up Transactions

September 1 – Bi-Weekly Payroll Due

September 2 – Supplemental/Off-cycle Payroll Due

Go-Live Timeline cont.

September

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	$ Bi-Weekly Pay Date ! Monthly Payroll Due
26 ! Last day for Monthly time entry	27	28	29	30 $ Monthly Pay Date

Recruiting

Recruiting and onboarding will be easier than ever using Workday@OK. Workday@OK Recruiting replaces our current recruiting system, JobAps. Below are a few key dates and deadlines to be aware of related to this transition.

- **July 15 –** Last day for agencies to submit requisitions in JobAps to HCM.
- **July 22 –** Last day HCM will post jobs in JobAps. HCM will not post anything received after the July 15 deadline.
- **Aug. 7 –** Job applications no longer accepted in JobAps. All jobs posted in JobAps will close.
- **Aug. 8 –** HCM begins sending lists of applicants from closed positions in JobAps to agencies. Agencies may use these applications to continue the hiring process. In order to receive a list of applicants, agencies should continue the normal process of requesting a list from Applicant Services.
- **Aug. 15 –** Workday@OK go-live. Agencies can start creating requisitions in Workday Recruiting.
- **Sept. 30 –** Final day for agencies to access JobAps to print outstanding lists or applications.

Quick Links

User Guides

Getting started for recruiters

Workday@OK Recruitment

Trainings

Getting started for recruiters (VIRTUAL)

Videos

Recruiting Demo

HCM and Compensation

HCM functions are the core of our new Workday@OK system. On Aug. 15, the state transitions from PeopleSoft, our legacy HR system, to Workday@OK for all core HCM needs. Refer below for important information and requested actions related to this transition.

July 31: PeopleSoft Freeze

- After July 31, transactions completed in PeopleSoft will no longer be automatically loaded into Workday@OK.
- Transactions entered before July 31 but effective after July 31 (future dated) will not be automatically loaded into Workday@OK.
- All transactions in PeopleSoft after July 31 must be manually loaded into Workday@OK as catch-up transactions beginning Aug. 4.

Edit Position Restrictions in Workday@OK

This process is used to change the characteristics of a position like job profile and default compensation in Workday@OK. This process takes the place of the current reallocation process which will be initiated at the agency level and includes the approval chain from the 92 process.

- Position characteristics cannot be changed once the job requisition process begins and must be accurate before a job requisition is created.
- Editing position restrictions does not affect current incumbents; changes are applied to future hires or transfers into the position.

Supervisory Organizations (Sup Orgs)

This is the term used in Workday@OK for the system's reports-to structure. Sup Org functionality will work most effectively for your agency when there is accurate data in the system. Accurate agency data will also allow you to utilize the Organization Chart function in the system.

If you see errors in your organization's chart, please contact the help desk and provide a spreadsheet of all changes.

Locations

In Workday@OK, location simply reflects physical location. It is important to verify the system has accurate information about all physical addresses associated with your agency, including training locations.

If you see errors in your organization's locations, please contact the help desk and provide a spreadsheet of all changes.

Day 1 in Workday@OK

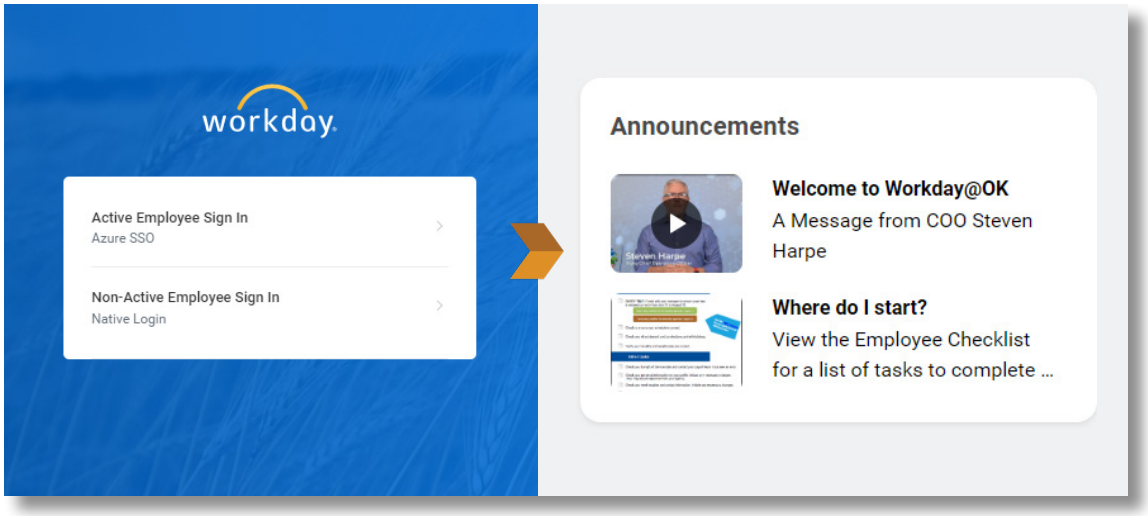
On Monday, Aug. 15, at approximately 8 a.m., all state employees will receive an email containing the Workday@OK URL and instructions on downloading and signing in using the Workday mobile app.

All employees, whether part of the OMES network or not, will use the Active Employee Sign In link. Only pre-hires, terminated employees and retirees will access using the Non-Employee Sign In.

Employees will also receive a checklist of tasks they can do when they first log into Workday@OK. This is also available on the Workday@OK homepage under Announcements.

This checklist will encourage employees to validate their payroll data, leave balances, personal information and more.

However, the most important thing employees and managers will need to do is enter and approve time to meet the short payroll deadlines.



Quick Links

User Guides

Getting Started for Agency HR

Employee Lifecycle

Employee Pay and Benefits

Workday@OK Recruitment

Trainings

Employee Lifecycle, Pay and Benefits for Agency HR (Classroom and Virtual) (coming soon)

Videos

From Hire to Separation Demo (coming soon)

Payroll and Payroll Accounting

The transition from Peoplesoft to Workday@OK brings many changes for payroll and payroll accounting staff due to the complexity of the system and the unique needs of each agency. Please refer to the information below and the payroll calendar provided in this handbook to be sure you are familiar with all deadlines and requirements.

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:

Important steps to prepare for payroll processing in Workday@OK:

1. Meet critical agency payroll deadlines outlined in the payroll calendar on Pages 3-4. After reviewing, coordinate with your team and other agency staff to develop an action plan for meeting these deadlines.
2. Create a payroll calendar for your department outlining all internal activities required to meet the deadlines on the payroll calendar.
3. Review the Workday@OK payroll checklist in Appendix B which replaces the PeopleSoft payroll checklist. We will review checklist details during payroll training.
4. Communicate to employees that upon Workday@OK go-live, they can validate or correct bank and tax election information in the system. We will provide them a checklist upon go-live to review all their personal information. Share this information early so that employees are prepared to access the data prior to completing the first payroll cycle in Workday@OK.
5. Review the payroll journey map and timelines in Appendix B that provide an overview of the future payroll process.

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.

Quick Links

User Guides

Payroll Checklist

Key Payroll Report Navigation

Costing Allocations – Job Mgmt

Costing Allocations – Position restrictions

Trainings and Videos

Payroll for Agency Partners

Payroll and Payroll Accounting Demo

Appendix B

Payroll Checklist

Payroll Timeline — Bi-Weekly

Payroll Timeline — Monthly

Payroll Timeline — Supplemental

Payroll Processing Journey Map

PeopleSoft

Mgmt and Enterprise Services
2401 N Lincoln Blvd
Oklahoma City, OK 73105-3324

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

[redacted]
Oklahoma City, OK 73120

Employee ID:	[redacted]
Department:	[redacted]
Location:	[redacted]
Pay Rate:	$1,846.87 Biweekly

TAX DATA:	Federal	OK State
Marital Status:	Single	Single
Allowances:	1	1
Addl. Pct.:		
Addl. Amt.:		

HOURS AND EARNINGS

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular	23.085904	74.00	1,708.36		42,991.73
Annual Leave Taken Hours Paid	23.085904	2.00	46.17		1,748.76
Sick Leave Hours Paid	23.085904	4.00	92.34		923.42
Longevity			850.00		850.00
Benefit Allowance			0.00		5,847.12
Comp TIme Taken Hours Paid			0.00		323.21
Holiday Hours Paid			0.00		2,031.57
Remaining Benefit Allowance			0.00		2,071.68
Total:		80.00	2,696.87		56,787.49

TAXES

Description	Current	YTD
Fed Withholdng	310.95	4,455.59
Fed MED/EE	39.11	738.64
Fed OASDI/EE	167.20	3,158.30
OK Withholdng	102.00	1,773.00
Total:	619.26	10,125.53

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
SoonerSave	50.00	1,300.00
OPERS	94.39	1,710.39
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

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Total:	0.00	0.00

EMPLOYER PAID BENEFITS

Description	Current	YTD
SoonerSave	11.54	300.04
OPERS	444.98	8,063.30

* Taxable

	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	125.53	10,279.49	36,382.47

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1,854

Workday@OK

OFFICE OF MANAGEMENT AND ENTERPRISE SERV ACCOUNTS RECEIVABLE PO BOX 248984 OKLAHOMA CITY, OK 73124-8984

[redacted]

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
[redacted]	OFFICE OF MANAGEMENT AND ENTER	[redacted]	[redacted]	[redacted]	[redacted]	

	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

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Annual Leave	12/12/2021 - 12/18/2021	2.00	23.086	46.17	2.00	1,673.73
Benefit Allowance			0.000		0.00	5,603.49
Comp Time - Take			0.000		0.00	323.21
Employer Expense	12/05/2021 - 12/18/2021	0.00	0.000	100.00	0.00	100.00
Employer Expense	12/05/2021 - 12/18/2021	0.00	0.000	-100.00	0.00	-100.00
Holiday Pay - Hour			0.000		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			0.000		0.00	39,880.90
Remaining Benefit			0.000		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

Description	Amount	YTD
OASDI	167.21	3,038.45
Medicare	39.10	710.60
Federal Withholding	310.96	4,289.55
State Tax - OK	102.00	1,706.00
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	1,368.25
OPERS	94.40	1,645.76
SoonerSave - Monthly	50.00	1,250.00
Pre Tax Deductions	222.89	9,867.50

Employer Paid Benefits

Description	Amount	YTD
OPERS (Employer)	445.00	7,758.59
SoonerSave (Employer)	11.54	288.50
Employer Paid Benefits	456.54	8,047.09

Taxable Wages

Description	Amount	YTD
OASDI - Taxable Wages	2,696.91	49,007.22
Medicare - Taxable Wages	2,696.91	49,007.22
Federal Withholding - Taxable Wages	2,474.02	44,743.21
State Tax Taxable Wages - OK	2,474.02	44,743.21

	Federal	State
Marital Status	Single	Single
Allowances	1	1
Additional Withholding	0	0

Absence Plans

Description	Accrued	Reduced	Available
Admin Comp Leave Plan	-80	0	480
Annual Leave Plan (Biweekly)	85.53848	2	395.79948
Compensatory Leave Plan	0	0	240
Holiday Comp Leave Plan	-80	0	480
Sick Leav an (Biweekly)	84.61536	4	500.13036

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Time-Tracking and Payroll Deadlines

In Workday@OK, agencies are grouped together for payroll processing. Therefore, any delay in agencies turning in their payroll could result in all agencies in that pay group not getting paid on time.

What this means for agency staff: It is critical that employees and managers are aware of these new requirements and the deadlines below so they understand the consequences of not turning in their time by your agency's set deadlines.

Bi-weekly employees will only have three days to enter their time and monthly employees will only have five days. What this means for HR and timekeepers:

- HR and timekeepers can run reports to determine which employees have not entered their time and view time that has not been approved by managers.
- HR and timekeepers can enter and approve time on behalf of employees and managers in Workday@OK.
- **Late time entry impact on agency payroll: If employees fail to enter their time prior to the payroll deadline, agencies MUST NOT delay payroll.**
- Employees will be paid on the next main payroll for any time they failed to enter by the deadline.

Agencies may choose to run an off-cycle payroll to pay the amounts, but this is not best practice and would be additional work for the agency.

Entering and approving time is simplified in Workday@OK and these new, streamlined processes will make collecting time and processing payroll faster and easier for everyone.

Quick Links

User Guides

Time Tracking

Accrual Adjustments and Payouts

Absence Management (LOA)

Trainings

Employee Lifecycle, Pay and Benefits for Agency HR (Classroom and Virtual) (coming soon)

Videos

Time Tracking (all Users)

Absence Management for Managers

Requesting Time off (All Users)

Reviewing and Approving Time for Managers

Time Tracking and Absence

There are many time-tracking and absence changes to become familiar with as we transition to Workday@OK. Keep in mind that state agencies may approach time tracking differently, so not all information will pertain to your agency.

FLSA Work Week

As most of you are already aware, the state is harmonizing within Workday@OK on a Sunday-to-Saturday work week for the purposes of FLSA and time tracking.

Holidays

Holidays will be auto-populated in the system for those eligible to receive them.

Leave Accruals

- Sick and annual leave will accrue at the end of the pay period. Leave accruals do not depend on payrolls to process.
- Comp time, holiday comp time and administrative comp time will be accrued on the Saturday of the week it is earned.
- Comp time is accrued once the employee has entered the time and the time has been approved by the manager.
- Employee leave balances will now be on the employee's pay slip/earnings statement instead of a separate leave statement. Their leave balances will also be available from the Workday@OK Absence worklet. Adjustments and changes to leave will reflect automatically in the leave balances.
- On July 30, all accrued employee comp time (including comp time, holiday comp and admin comp) will be set to expire 180 days from that date. This applies to both bi-weekly and monthly employees.
- Custom dynamic groups will not be supported in Workday@OK.

Tracking Time between July 31-Aug. 15

All agencies will need to devise a solution for capturing time between the PeopleSoft freeze on July 31 and go-live on Aug. 15. When the agency gains access to the system, the employee, manager or timekeeper will need to enter that time into Workday@OK prior to the time-entry deadlines listed in the calendars on Page 3.

Agency-Specific Time Information

The table below contains important time-tracking information that agencies need to prepare for Workday@OK go-live. It is imperative that each agency create a plan to carry out the requirements outlined in this table and communicate all applicable action items clearly to the workforce.

Find your agency type or the pay group that aligns with most employees at your agency; make note of all associated time-tracking requirements. If your agency has employees with differing time-tracking requirements, make note of the information for each applicable agency type or pay group.

Agency Type or Pay group	Important Time Tracking Information
All agencies and pay groups	• Agencies must determine and communicate a process for employees to track their time and absence from July or early August through Aug. 15. Beginning on Aug. 15, employees must enter their tracked time in Workday@OK. ◦ **Refer to the pay group that aligns with your agency for specific dates in late July or early August.** • Employees can track their time in PeopleSoft, however, all time tracked in Peoplesoft or via other methods must also be entered into Workday@OK upon go-live. ◦ Employees can reference their tracked time in PeopleSoft's Employee Self-service through at least Aug. 19. If an employee is using PeopleSoft to track their time, all time should be entered into Workday@OK prior to Aug. 19. • If your agency opts to not use PeopleSoft for time tracking, use methods like Excel time trackers or manual time sheets. ◦ **Whatever method you choose, it is critical that you clearly communicate the expectation to your agency workforce.**
Monthly Agencies Pay period 8/1 - 8/31	• Agencies must determine and communicate the preferred method for employees to **track their time and absence between Aug. 1-15.** • **Between Aug. 15-19, employees must manually enter all time and absence recorded** from Aug. 1 to Aug. 15 into Workday@OK. ◦ Aug. 19 is the monthly time submission deadline. • **Conversion codes must be used for employees who entered time on July 31.** ◦ Refer to the conversion code information below this table for additional context.
Bi-weekly agencies Pay period 7/31 - 8/13	• Agencies must determine and communicate the preferred method for employees to **track their time and absence between July 31 and Aug. 15.** • **Between Aug. 15-17, employees must manually enter all time and absence recorded** from July 31 to Aug. 15 into Workday@OK. ◦ Aug. 17 is the bi-weekly time submission deadline.

Agency Type or Pay group	Important Time Tracking Information
9/80 Schedules	• Agencies must determine and communicate the preferred method for employees **to track their time and absence between July 31 and Aug. 15.** • **Upon go-live, employees must manually enter all time and absence recorded** from July 31 to Aug. 15 into Workday@OK. • Once employee time is recorded in Workday@OK, representatives from agencies with employees on A, B, C or D schedules must review each employee time sheet to see if conversion codes are needed for that employee's time entry. ◦ A conversion code may be necessary if the employee has time that needs to be considered for FLSA calculations prior to go-live (bi-weekly: July 31, 2022; monthly Aug. 1, 2022). ◦ *Refer to the conversion code information below this table for additional context*
28-Day Cycle Employees	• All 28-day cycle employees: Agencies must determine and communicate the preferred method for employees to track their time and absence between Aug. 1-15. • Upon go-live, employees must manually enter all time and absence recorded from Aug. 1-15 into Workday@OK. **Cycle 1 employees** (Pay period: July 9 to Aug. 6) • **Employees must use conversion codes to enter all overtime/comp time accruals from July 9-31 into Workday@OK.** ◦ Manual adjustment to leave accruals can be made, if needed. ◦ Conversion code time may be entered in lump sum amounts in Workday@OK as long as they are entered in the corresponding FLSA period to which they are applied. ◦ Refer to the conversion code information below this table for additional context. **Cycle 2 employees** (Pay period: July 23 to Aug. 19) • **Employees must use conversion codes to enter all overtime/comp time accruals from July 23-31 into Workday@OK.** ◦ Manual adjustment to leave accruals can be made, if needed. ◦ Conversion code time may be entered in lump sum amounts in Workday@OK as long as time is entered in the corresponding FLSA period to which they are applied. ◦ Refer to the conversion code information below this table for additional context.

Agency Type or Pay group	Important Time Tracking Information
Legislative pay group employees Pay period: 7/21 - 8/20	• **Beginning on Aug. 15, employees must manually enter all time and absence recorded** from July 21 to Aug. 15 into Workday@OK. • **Conversion codes must be used for employees who entered time between July 17-20.** ◦ Refer to the conversion code information below this table for additional context. • Agencies must determine and communicate the preferred method for employees to **track in/out hours and leave taken between July 31 and Aug. 15.** • **Beginning on Aug. 15, managers and timekeepers must manually enter all employee time recorded between July 31 and Aug. 15.** Where applicable, see below for additional info regarding bi-weekly or monthly, check in/check out agencies.
Check in, check out agencies	**Bi-weekly agencies:** • All employees must track their time and absence between July 31 and Aug. 15. • On Aug. 15, managers or timekeepers must enter all employee time worked between July 31-Aug. 15 into Workday@OK. • On Aug. 15, employees will use the absence calendar to enter any leave taken between July 31-Aug. 15 and route to a manager for final approval. ◦ Agencies can also opt to have the manager or timekeeper make absence entries for employee time between July 31-Aug. 15. **Monthly agency:** • All employees must track their time and absence from Aug. 1-Aug. 15. • On Aug. 15, managers or timekeepers must enter all employee time worked between Aug. 1-Aug. 15 into Workday@OK. • On Aug. 15, employees will use the absence calendar to enter any leave taken between Aug. 1-Aug. 15 and route to a manager for final approval. ◦ Agencies can also opt to have the manager or timekeeper make absence entries for employee time between July 31 and Aug. 15.

Conversion Codes

Why do certain agency types/pay groups need to use conversion codes? For most employees, the FLSA work week that intersects with go-live begins on July 31 (exception: employees on 28-day cycle and some on 9/80*). While many employees will have already been paid for their July time and absence by go-live, those time and absence hours must also be recorded in Workday@OK so that accurate comp/overtime is reflected in Workday@OK calculations for that FLSA period.

- *28-day cycle and 9/80 employees will still need to use conversion codes. Refer to the table above for specific dates where conversion codes are required.

What conversion codes will employees use? Employees will use the following conversion codes in Workday@OK when entering their time:

- **Conversion Hours Worked:** To be used for hours worked.
  - Refer to the applicable agency type/pay group on the table above for the hours worked that need a conversion code.
- **Conversion Hours Leave:** To be used as Leave is taken (annual, sick, comp taken) etc.
  - This includes all employee leave taken in the time that employees tracked prior to go-live. Refer to the applicable agency type/pay group on the table above for these dates.

How will employees know how to use conversion codes? Each agency is responsible for instructing applicable employees on how to enter their time using a conversion code. The project team is currently developing a user guide with step-by-step instructions on how to manually enter a conversion code in Workday@OK.

How will conversion codes work? Conversion codes allow employees to enter time into Workday@OK under a different category than their typical hours worked. Refer to the example below for more information:

- **Example:** If a monthly employee worked four hours on July 31, they would enter that time under the **Conversion Hours Worked** code. Then they would enter their normal hours for that week. Using conversion codes allows the system to track all recorded comp and overtime.

	31- Jul	1-Aug	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug
Regular Time	0	8	8	8	8	8	0
Conversion Hours Worked	4	0	0	0	0	0	0

Is there a situation where employees don't have to use conversion codes? Yes. If agencies do not wish to have employees enter time using conversion codes, then agencies can manually review the time for the initial period and make manual adjustments to each employee's time. **Agencies using exception reporting will make manual entries for all conversion codes.**

Benefits

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

Open enrollment will occur in October, as always. Employees will now use Workday@OK instead of the EBD website to enroll in their benefits. More training on open enrollment will be available after go-live.

Learning

Workday@OK Learning will offer a new frontier in state employee development.

LinkedIn Learning:

- Workday@OK Learning is connected to LinkedIn Learning, 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 and completions will record on their transcript.

Enrolling in training:

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

Using Workday@OK learning for internal agency training:

- For agencies interested in using Workday@OK Learning for their own agency's training, you will have your own topic where your employees—and only your employees—can access training.
- Contact Statewide Learning Services to get started in Workday@OK Learning as content creators. The team 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 reviews:

- 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.

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

User Guides

Performance Management for Managers

Performance Management for Employees

Trainings

New PMP training (coming in September)

Helpful Documents

Competencies and Definitions

Management Levels and Definitions

Competencies by Management Level

Workday Rating Scales

Support and Governance

We know employees, managers and agency staff will have many questions upon go-live. Here's how to get support.

Workday@OK Support for 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 also call the 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 will be able to access comprehensive demonstration videos for the following processes:

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

We request that you do not contact subject matter experts directly for the first few months after go-live. It's important that you contact the Service Desk so we can monitor tickets and identify system-wide issues.

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

- 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

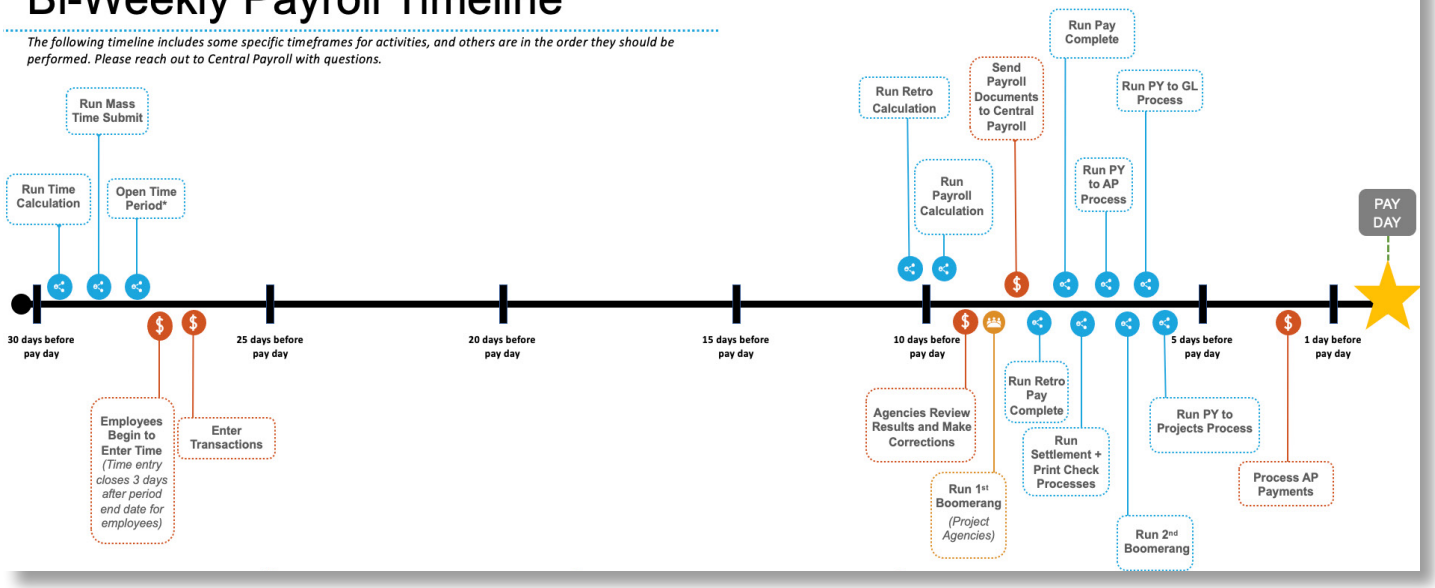
Appendix B – Payroll

Quick Link

Payroll Checklist

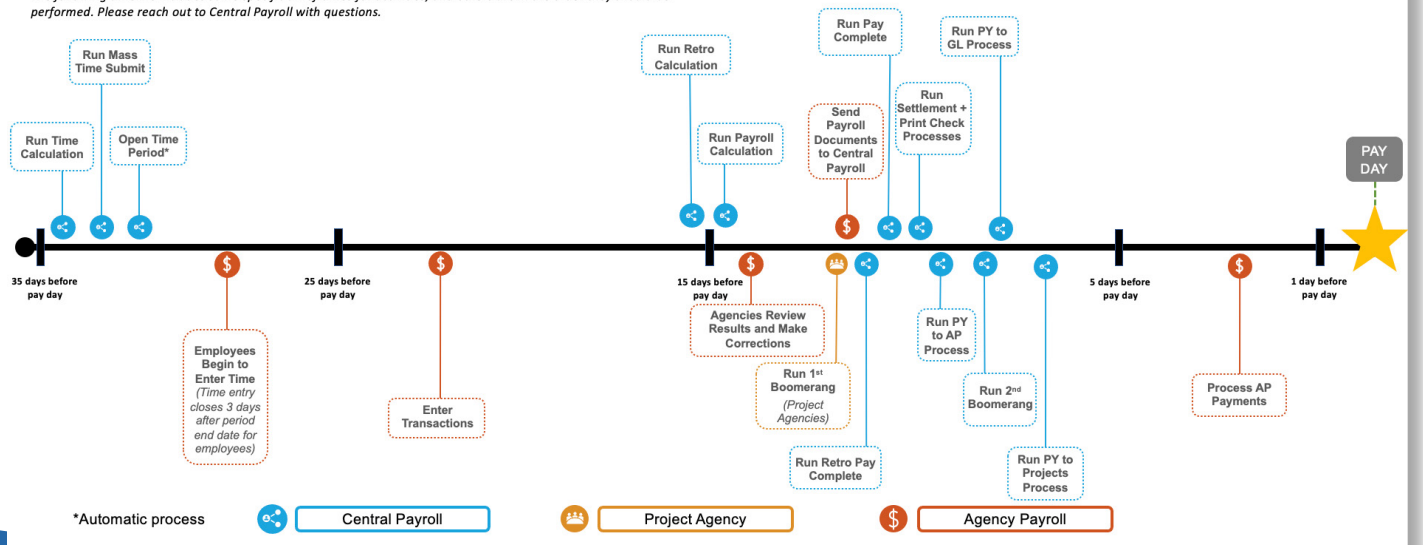
Bi-Weekly Payroll Timeline

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.



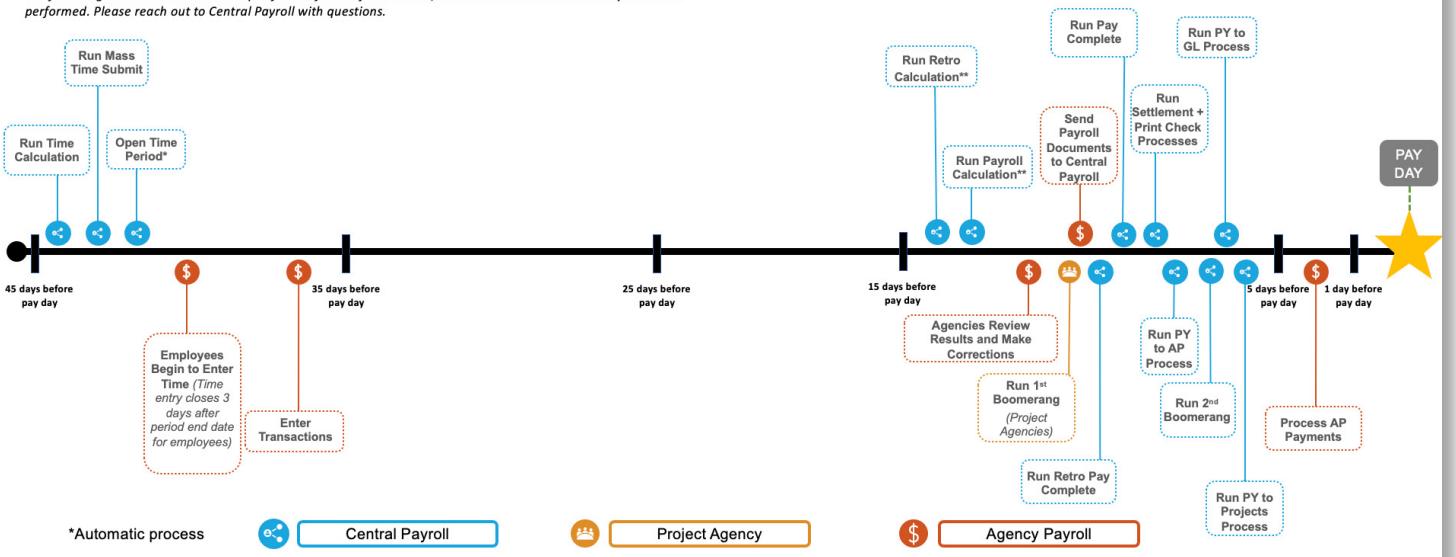
Monthly Payroll Timeline

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.



***If it falls on a non-business day, then the calc will occur on the next business day*

Payroll Processing Journey Map