Workday@OK Frequently Asked Questions (FAQs)

- **What will employees be able to do themselves once Workday is launched?** Employees may have the ability to: Make changes to address, bank account, and other personal information; update or change benefit elections; review and update income tax withholding for federal and state taxes; view pay slips and W-2s; review PMPs, PIPs, or other disciplinary documentation; request time off; review absence balances; time tracking. See "A Day in the Life".

- **Why is DAC requiring us to convert?** The entire State is transitioning away from PeopleSoft and into Workday; this change affects all state employees, and participation was voted/approved during an official District Attorneys Council meeting.

- **What end date should we use for leave balance reporting?** Report each employee's leave balance as of July 31, 2022 (i.e., do not include August accruals).

- **Do I use separate spreadsheets for annual and sick leave?** NO, put all annual/sick/shared leave balances on the same spreadsheet; you will have multiple rows for each employee.

- **Are we reporting shared leave for the donating employee or the recipient employee?** Report the shared leave hours balance for the recipient employee on the spreadsheet.

- **Do I report Child Support employees' leave balances on the same spreadsheet as all other district employees?** YES, regardless of employee's schedule (5 eight-hour days, 4 ten-hour days, other), put their information on the same spreadsheet as all other employees.

- **Do I report part-time employees' leave balances on the same spreadsheet as full-time employees?** YES, if your district has part-time employees that accrue leave, put their information on the same spreadsheet as all other employees.

- **After conversion, will I need to enter time on timesheets and into Workday?** NO, for the majority of your employees; YES, for grant-funded employees.

- **What's happening with employees on a 28-day schedule?** As soon as possible, please send us a list of all employees working a schedule other than standard (e.g., 28-day schedules, 4 ten-hour days, etc.); we are determining how to address this issue moving forward.

- **Who needs to attend the three-hour payroll training offered by the BrightPath team?** Only DAC payroll employees (not district employees) need to attend that training.

- **Will DAC offer a step-by-step training?** YES, on August 16 at 10:00AM, via Teams, for all Finance Coordinators, District Attorneys, and First Assistants. This will include a demo as well as time for questions.

- **Aren't we required to have our timesheets signed due to an audit finding?** Timesheets were required to be signed **because** we weren't using an automated system that showed where a Supervisor approved an employee's time. When we have time approval occurring in Workday, the signature requirement will be satisfied with that approval.

- **What are "exception reporting" and "positive time reporting"?** Exception reporting means regular hours will show in the system as already entered for the employee; s/he need only enter his/her leave into Workday. Positive time reporting is for hourly employees, who must physically enter all of their hours.

- **How will I know when employees make changes to their withholding or benefits?** Only DAC Payroll staff will be notified of each change for approval. We recommend developing a policy within your districts for how you will receive this notification from your district employees.