

STATE OF NORTH CAROLINA OFFICE OF STATE HUMAN RESOURCES

JOSH STEIN GOVERNOR STACI MEYER
DIRECTOR

November 18, 2025

TO:

Agency Human Resources Directors

CC:

Agency Workday Point of Contacts

FROM:

Kristin Siemek, Talent Acquisition Manager

RE:

Workday Update: Workday Reporting Functionality

This memo is to inform you of an update to Workday reporting functionality that will impact staff with the HR Partner role in Workday. Starting this week, employees with the HR Partner role must take the actions listed below under the heading "Please share with HR Partners."

These actions are needed to avoid mismatches between Workday and the Integrated HR/Payroll System (IHRPS). Starting on November 19th, Workday will provide reports about data mismatches to your staff with the HR Partner role. A "mismatch" is an event where a personnel number in one system is <u>not</u> in the other system. The mismatch reports will be automatically sent from Workday to the HR Partner(s) assigned to the employee for action/resolution. The autogenerated email will contain specific information identifying mismatched employee data.

When agency HR Partners receive this report, they will be responsible for ensuring that the separations and/or hires are completed within the appropriate system to correct employee data and bring the systems into alignment. These actions are critical steps to ensure data integrity.

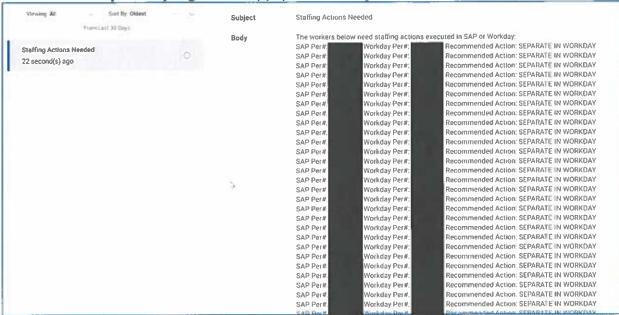
Please share this information with your HR staff, particularly those with the HR Partner role within Workday, so they can complete the action items listed below. If your agency has multiple HR partners assigned to a supervisory organization, your agency should establish internal guidelines to ensure it is clear which HR Partner holds the responsibility for correcting these errors.

Please share with HR Partners:

 On a daily basis, HR Partners must check email or the Workday Task box to confirm whether there are any employee data mismatches within their assigned supervisory organization.

Please note:

o HR Partners will receive **one** daily email notification, entitled "Staffing Actions Needed", with the full list of mismatches for their assigned supervisory organization(s). (See an example of this email below.)



- The notification will also be available within Workday, indicated by the bell icon in the upper right corner.
- Notifications will only be sent to an agency HR Partner if a mismatch is identified within their assigned supervisory organization.
- The daily email notification will include all mismatches; if a mismatch was not fixed on the first day it appeared, it will continue to show in all subsequent notifications until the mismatch is resolved.
- As soon as possible once the notification is sent, HR Partners must execute the appropriate action(s) to resolve the employee mismatches.
- If more than one HR Partner is assigned to the supervisory organization containing the
 mismatch, OR if an HR Partner does not have access to perform the required actions, the
 HR Partner must consult with appropriate staff to coordinate actions. HR Partners have
 the responsibility to avoid duplication of efforts and ensure necessary action is
 completed.

If you have any questions, please reach out to us at kristin.siemek@nc.gov | (984) 236-0853 or Tammy Penny at tammy.penny@nc.gov | (984) 236-0825. Thank you for your commitment to a better North Carolina for all.