



**STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES**

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GOVERNOR

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November 18, 2025

TO: Agency Human Resources Directors
CC: Agency Workday Point of Contacts
FROM: Kristin Siemek, Talent Acquisition Manager *KS/200*
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 not 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 auto-generated 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:

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- 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.