



City of Dallas

Workday Department Support Day 1 Results

June 23

10am via Microsoft Teams





Agenda

- Day 1 Results
- Move Workers
 - Support your Department's Managers by completing MW
 - Reports – org chart report – use index to review hierarchy
- Role Assignments Updates



Your Role



As Department Support you will be supporting managers and employees in your department.

Day 1 you will need to be ready to:

- Answer questions
- Help employees locate job aids
- Know who your department Timekeeper is
- Be positive about Workday



Employee & Manager Support

1. General Questions, Job Aids, Employee Self Service

City of Dallas Website

for step by step Job aids and Videos on Business Processes

<http://bit.ly/DallasWorkday>

2. Department Contacts for Support

Questions about Time Entry, Approval, Absence Schedules?



Timekeeper

Questions on HR Business Processes (*Move worker, Termination, Comp Change*)?



Workday Department Support

Need help with Project(activity)Codes?



Projects Manager

Fund or Cost Center related issues?



Budget Manager

3. Workday Team Support

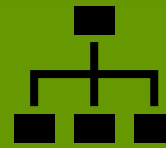
Call: 214-670-1234

Email: 1234@dallascityhall.com





Supervisory Org



- Reports to use to review which employees report to which managers
 - *Position Listing* or
 - *Positions by Sup Org OCWG*
 - Each manager should be able to run for their own team but may need assistance
 - You may need to Move Workers to correct Sup Orgs
- Review Employee Schedules
 - Run the *Time Tracking - Config Audit* report to view schedules and time entry types



City of Dallas

Org Chart Index Report

The screenshot shows the Workday interface for a 'Supervisory Organization' in the City of Dallas. The organization details include:

- Type: Supervisory
- Organization ID: COD_0001
- Availability Date: 01/01/1900
- Type: Supervisory
- Subtype: Department

The 'Actions' menu is open, listing various options such as Supervisory Organization, Audits, Business Process, Compensation, Favorite, Hierarchy, Hierarchy Structure, and Integration IDs. The 'Org Chart' option is highlighted with a red box.

The 'Supervisory Organization' details panel shows:

- Type: Supervisory
- Manager: (empty)
- Total Headcount: 0
- Subordinates: Elected Officials ()
- Primary Location: 1500 MARILLA

Buttons for 'Org Chart' and 'Navigate Hierarchy' are visible at the bottom of the details panel. The 'Org Chart' button is highlighted with a red box.

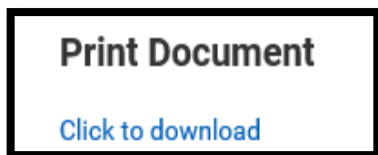
After selecting the sup org you wish to view, click Actions and Org Chart





Org Chart Reports

- Navigate to the top of the hierarchy that you would like to report on
- Click the printer button
- Complete the form and click Print



- [Click to download](#) will open the file in the applicable program



Print Org Chart

File Name * Procurement Services (Chhunny Chhe)

File Format * PDF

Levels * All

Text Size Medium

Shrink Text to Fit

Print Cancel



Procurement Services (Chhunny Chhean)

(5)

Chhunny Chhean
Procurement Services...
Director
1500 MARILLA

Perfecta Gallegos
Express Business Ce...
Manager III - Business
1500 MARILLA

2  See Page 2

Juanita Ortiz
Procurements (Juani...
Asst Dir
1500 MARILLA

4  See Page 5

Stephanie Mullen
Vendor Support and...
Manager II
1500 MARILLA

5  See Page 9

Patti Dathe
Sr Buyer
1500 MARILLA

PM001694 Buyer...

Displays one level per page with links and index of sup orgs at end





Index from Hierarchy Report



- Office of Arts and Culture (Jennifer Scripps) Page 1
- Business Operations (Anne Marie Gan) Page 2
- - Community Arts (Rhonda Ivery) Page 3
- - Cultural Programs (Glenn Ayars) Page 4
- Community Services (David Fisher) Page 5
- - Bath House Cultural Center (Marty Van Kleeck (On Leave)) Page 6
- - Latino Cultural Center (Benjamin Espino) Page 7
- - Oak Cliff Cultural Center (Rafael Tamayo (On Leave)) Page 8
- - South Dallas Cultural Center (John Spriggins) Page 9
- - WRR Radio (Mike Oakes) Page 10
- - - WRR Business/Administration (Nelda Russell) Page 11
- - - WRR Sales and Marketing (Suizan Schacherer) Page 12
- Cultural Affairs Unknown Page 13
- Cultural Venues (Russell Dyer) Page 14
- - Majestic Theater (Michael Schwedler) Page 15
- - - Majestic Ushers (Jack Thomas (On Leave)) Page 16
- - Moody Performance Hall (Stacey Flores) Page 17
- - - Moody Technical (Jason Wagner (On Leave)) Page 18
- - - Moody Ushers (Rhiannon Martin (On Leave)) Page 19
- Facilities & Capital Projects (Nikki Christmas) Page 20
- Public Art (Kay Kallos) Page 21

Use the Index at the end of the report to more easily view the hierarchy for your department





Change Job vs Move Worker

Change Job Business Process

- Select Data Change > Manager Change Only
- Can move team with a manager
- Can create a new sup org
- Can update location, costing, shift
- Approvals from current and receiving manager, HR Partner
- Transfer Checklist sent to current manager for completion

Move Worker Task

- Change the Manager within the department
- Can move more than 1 employee at a time
- Change Org Assignments
- No approval from current/receiving manager
- No Transfer Checklist
- Does not update location or shift pay
- Can use for vacant position – has approval from HR Comp Team

Job Aids for both are on the Website





Submit Questions to:
1234@dallascityhall.com