



City of Dallas

Workday Department Support Weekly Chat

Tuesday, July 7

10 AM Microsoft Teams





City of Dallas

Topics

- Updates
- Delegation
- Promotion Process
- Q&A



Updates

- As we finish up the clean up on sup org, please ask Managers to route their changes through you
 - This will cut down on 1234 tickets
- Make sure your department's managers know your role and how your department will utilize the Department Support Role
- WDDS Roles Assignees can update which manager an employee reports to using the Move Workers Task
 - Managers do not have access to this task



Delegation

- Allows users to delegate tasks and approvals to others
- All delegations must be approved by the manager's manager
- Does not remove responsibility for the task from the user initially assigned



Promotion

A **Promotion** is any job profile change that involves a compensation increase

The Change Job: **Promotion** reason must be selected and the employee must be moved to a different position, which has been assigned the appropriate new job profile, to reflect the promotion.

Current Manager

- Initiates by selecting **Change Job > Promotion**

Receiving Manager

- Initiates by selecting **Change Job > Request Transfer > Promotion**



End of Process – Change Job

WHEN CHANGE JOB PROCESS IS COMPLETE

- If applicable, Receiving Manager confirms with Sending Manager when process is complete, and they work together to finalize transition (e.g., performance, goals, development)
- If applicable, Manager(s) communicate change to team (e.g., announce promotion or change in staff)
- If applicable, Sending Manager creates **Job Requisition** and contacts Recruiter to begin backfill process
- If applicable, employee enrolls in or changes benefits



Q&A