



City of Dallas

# Manager Training Topics

Spring 2020





# Packet for Managers

- Job Aids and Videos are required watching and review before go-live
- A Manager quiz is required to take – it will be in Learning Zen prior to go live

# Manage Workday-Tools to review

- Job Aids:
  - Tools and Navigation
  - Manage Inbox
  - Manage Delegations
  - Approval process
- Videos
  - Tools and Navigation
  - Manage Inbox
  - Manage Delegations

# Manage Workday-Practice

## Do these tasks in Workday for Practice:

- Log into Workday
- Open your Workday Inbox for Actions or Archives
- Navigate to your Personal Profile
  - Notice what information you see about yourself
  - Navigate to an employee's personal profile- notice the differences
  - Use the Org Chart to find an employee's profile
  - Use Search to find an employee's profile
- Search for an employee (what you can see about yourself vs what you can see about others)
- Delegate your Inbox Tasks to someone on your team



# Employee Job Related

- Job Aids:
  - Create Job requisition
  - Job Change
  - One-time payment
  - Hire
  - Termination
- Videos:
  - Create Job Requisition

# Manage Employees-Practice

Do these tasks in Workday for Practice:

- Initiate the steps to create a Job Requisition for a vacant position
- Give one of your employees a one time payment
- Kick off and submit *Request Compensation Change* for an employee to receive
  - Interim Assignment Pay
  - Language Assignment Pay
  - Cell Phone Allowance
  - Review the Process tab. Who are the remaining reviewers and approvers in the BP for *Request Compensation Change*?
- Start the process to give an employee a promotion
- Rescind the processes you started from your Workday In Box's Archive
- **DO NOT terminate someone**

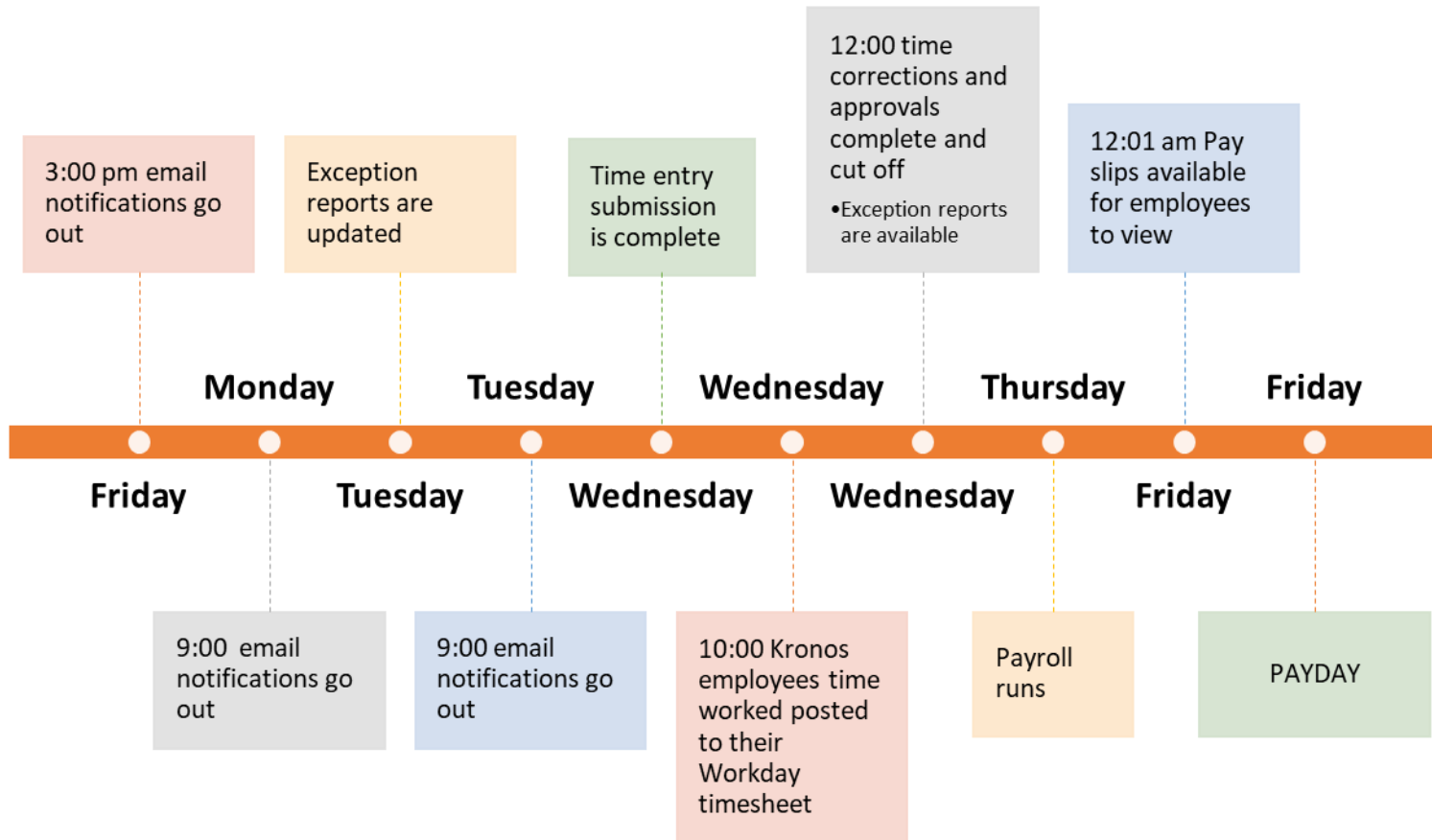


# Time Tracking

- Job Aids:
  - Time Entry
  - Time Off (Absence)
  - Time Corrections
  - Manage Schedules
- Videos
  - Time Entry
  - Time Off
  - Manage Team's Time off



# Time Tracking –Process





# Manage Time Tracking- Practice

Do these tasks in Workday for Practice:

- Create a vacation (time off) request for yourself
- Enter a time off request for someone on your team
  - Check their balance to ensure they have the time
  - Use comp time for an employee's time off
- Enter a timesheet for one of your employees
- Review your Team's Time
- Review and adjust a schedule for an employee