

# Workday Department Support Weekly Chat

August 11

11am via Microsoft Teams

**Workday Production Link** 

https://wd5.myworkday.com/dallascityhall/login.htmld

Welcome to Workday Website

http://bit.ly/DallasWorkday





### Agenda

- Update
  - Forfeited time
  - Training Tenant
- Employee & Management Business Process
   Workflow
- Q&A





#### Updates

- Last Friday was the last time you were able to access the training tenant. Everything should be done in production moving forward.
  - https://wd5.myworkday.com/dallascityhall/login.htmld
- We know reports are very important for many of you. We are still working on them, more to come in the next few weeks.





#### Forfeited Time Update

Time Off Balance

	As of Period	Ending Period Balance Including Pending Events	Ending Period Balance	Carryover Forfeited in Period	Absence Paid in Period	Accrued in Period	Beginning Period Balance
20	07/29/2020 - 08/11/2020 (Civilian)	40	40	0	0	0	40
20	07/29/2020 - 08/11/2020 (Civilian)	1006.99	1006.99	0	0	0	1006.99
20	07/29/2020 - 08/11/2020 (Civilian)	368	368	0	0	0	368
		1414.99	Total: 1414.99		*		

When the accumulated time off reaches the maximum allowed, the accrual stops until time off is taken



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#### Employee Business Process Work Flow

Business Processes	Employee  Timekeeper (Entry/Approval)  Dept Asst Dir. Dept HRP		HR Role	On Boarding	HR Recruiter					
Change Employee Contacts	€		(=3)		18			## ## ## ## ## ## ## ## ## ## ## ## ##	in the second	
Change Emergency Contacts	$\Theta$		1-11	2	(+		Q	9	16	180
Change Contact Information	$\odot$	2	16	16	15	1822	Q	8	2	18
Correct time off - Time & Absence App	$\Theta$	-	16	16	(+	×	2 <del>4</del> 8	H	16	*
Correct Timesheet	$\Theta$	2	100	=	32	141	828	¥	=	12
Change/Add Gov't Id	$\ominus$	. 5		= =	10	5. <del>5</del> 5	10 E-12	= =	=	10
Payment Elections	$\Theta$	24	528	20	115	16262	220	8	8	12
Withholding Elections	$\ominus$	-	1-0	==	æ	350	5#8		æ	18
Change/Add Licenses	$\Theta$	38	- 72	₹.	D				=	175
Legal Name Change	$\Theta$	2	528	25	15 1521		Q	16	2	1/2
Request Delegation	$\Theta$	20	16	20	1/2	1828	120	В	8	12
Time Entry	$\Theta$	27	121	29	12	526	828	9	2	2
Request Time Off	$\Theta$	20	16	20	12	(4)	725	의	E	2
Request Leave of Absence	$\Theta$	2	12 N	20	1 <u>5</u>	3662	FMLA	2:	16	15
Submit Resignation (Voluntary)	$\Theta$	27	16	2	12	526	Q,	29	2	84



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#### Management Business Process Work Flow

	Department Roles								HR Roles							5 52 75 572			
Business Processes	Employee	WD Dept Support	Manager	Dept Budget Mgr.	Timekeeper (Entry/Approval)	Dept Asst Dir.	Dept Dir.	HR Partner/ Dept HRP	HR Admin	Comp Partner	Comp Admin	Absence Partner	On Boarding	HR Recruiter	Budget Office	Civil Svc Recruiter	ACM	City Mar	
Hire/Rehire	1341	9	9	28	- 4	14	16	Q	#	Exceptional	Exceptional	20	ď	ia .	843	×	Exceptional	Executiv	
Change Job - Non-pay related	(1 <del>4</del> )	89.0	8	1.00	8	(4	-	88		8	50	*	3	15	24	0H	6	50	
Change Job > PM# Change	2376	<b>⊙</b>	<b>⊕</b>	3553	9	1823	32	14	ā	14	14	14	2	15	3552	53	8	583	
Change Job > Location Change	858	⊕	<b>₽</b>	250	\$	16	16	16	14	29	50	16	55	ē		167.1	57	8	
Change Job>Data Change > Job Details	10	<b>⊕</b>	<b>⊕</b>	1952	59	350		16		31	8	ıŁ	)( <del>1</del>	8	25	8	15-	33	
Change Job - Pay related - includes promotion/demotion	55	871	9			16	16	ıŁ	100	Exceptional	Exceptional			8	25	<b>■</b> Retreat	Exceptional	Execs only	
Request Compensation Change		<b>⊕</b>	<b>→</b>		i#		-	81			<b>*</b>	51	8 8	*		853	:	16	
Assign Work Schedule (No Approval)	8	25.5	$\Theta$	20	$\Theta$	850	12%		88	26	8	āĸ	92	8	S	1050	7570	30	
Correct time off - Time & Absence App	9	24	<b>→</b>	9349	<b>⊕</b>	gi gi	74.0	*		8	\$	\$	(E)	2	32	2727	743	20	
Correct Timesheet	9	-	<b>⊕</b>	141	<b>⊕</b>	12		- 6		- 6	20	8	82	8	10	1021	-	20	
Job Requisition - Job Management		$\Theta$		16	. 24		10782	50	55	9	8	22		8	1	1050		20	
Job Requisition - <u>Position</u> <u>Management</u>	8	$\Theta$	$\Theta$	(9¥))	81	2 <del>4</del> 33	16	14	30	8	8	88	89	14	39	- 4		777	
Termination		8-1	$\Theta$	-2		16	16	16	10	5	8	-51		8	25	RIF.	15700	83	
Create Job Profile	** \( \sigma \)	35.	- 2	5955	- 42	1847	7801	34	- E	$\Theta$	28	- 8		-	940	0220	* .	23	
Create Position	25	28	10	28	14	22	743	20	50	•	22	23		9	Off Cycle	26	*	23	
Edit Position (filled)	1028	120	27	3	29	12	3328	20	25	$\Theta$	35	8	2 2	8	16	1956	8 "	23	
Edit Position Restrictions (open)	* E	841	- E	2228	2	\$ P	7437	2	3	9	- 23	23	32 39	9	16	0320	12 W	23	
Close Position	(0) (1) (1) (1)	850	(8)	. sex 1	- 12	. 8	18-01	*	38	9	50	. s	. *	8	*	386	8 .	*	
Freeze Position	S 22	828	8	920	2	325	828	¥	28	$\Theta$	. 8	. 4	. 82	15	524	- ES //	32	83	

No Action Needed



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Q Review

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Q & A





## Submit Questions to: 1234@dallascityhall.com

