



City of Dallas

Workday Department Support Weekly Chat

August 11

11am via Microsoft Teams

Workday Production Link

<https://wd5.myworkday.com/dallascityhall/login.html>

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.html>
- 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

Balances Tracked in Hours 3 items



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

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





Employee Business Process Work Flow

Business Processes	Department Roles						HR Roles			
	Employee	WD Dept. Support	Manager	Timekeeper (Entry/Approval)	Dept Asst Dir.	Dept Dir.	HR Partner/ Dept HRP	HR Admin.	On Boarding	HR Recruiter
Change Employee Contacts	→	-	-	-	-	-	-	-	-	-
Change Emergency Contacts	→	-	-	-	-	-	🔍	-	-	-
Change Contact Information	→	-	👍	👍	-	-	🔍	-	-	-
Correct time off - Time & Absence App	→	-	👍	👍	-	-	-	-	-	-
Correct Timesheet	→	-	-	-	-	-	-	-	-	-
Change/Add Gov't Id	→	-	-	-	-	-	-	-	-	-
Payment Elections	→	-	-	-	-	-	-	-	-	-
Withholding Elections	→	-	-	-	-	-	-	-	-	-
Change/Add Licenses	→	-	-	-	-	-	-	-	-	-
Legal Name Change	→	-	-	-	-	-	🔍	👍	-	-
Request Delegation	→	-	👍	-	-	-	-	-	-	-
Time Entry	→	-	-	-	-	-	-	-	-	-
Request Time Off	→	-	👍	-	-	-	-	-	-	-
Request Leave of Absence	→	-	-	-	-	-	🔍 FMLA	-	👍	-
Submit Resignation (Voluntary)	→	-	👍	-	-	-	🔍	-	-	-

→ Initiate
👍 Approve
🔍 Review
- No Action Needed





Management Business Process Work Flow

Business Processes	Department Roles							HR Roles											
	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 Mgr.	
Hire/Rehire	-	➡	➡	-	-	👍	👍	🔍	-	👍 Exceptional	👍 Exceptional	-	🔍	-	-	-	👍 Exceptional	👍 Executive	
Change Job - Non-pay related	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Change Job > PM# Change	-	➡	👍	-	-	-	-	👍	-	👍	👍	👍	-	-	-	-	-	-	
Change Job > Location Change	-	➡	👍	-	-	👍	👍	👍	-	-	-	👍	-	-	-	-	-	-	
Change Job>Data Change > Job Details	-	➡	👍	-	-	-	-	👍	-	-	-	👍	-	-	-	-	-	-	
Change Job - Pay related - includes promotion/demotion	-	-	➡	-	-	👍	👍	👍	-	👍 Exceptional	👍 Exceptional	-	-	-	👍 Retreat	👍 Exceptional	👍 Execs only		
Request Compensation Change	-	➡	👍	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Assign Work Schedule (No Approval)	-	-	➡	-	➡	-	-	-	-	-	-	-	-	-	-	-	-	-	
Correct time off - Time & Absence App	➡	-	👍	-	👍	-	-	-	-	-	-	-	-	-	-	-	-	-	
Correct Timesheet	➡	-	👍	-	👍	-	-	-	-	-	-	-	-	-	-	-	-	-	
Job Requisition - Job Management	-	➡	-	👍	-	-	-	-	-	➡	-	-	-	-	👍	-	-	-	
Job Requisition - Position Management	-	➡	➡	-	-	-	👍	👍	-	-	-	-	-	👍	-	-	-	-	
Termination	-	-	➡	-	-	👍	👍	👍	-	-	-	-	-	-	👍 RIF	-	-	-	
Create Job Profile	-	-	-	-	-	-	-	-	-	➡	-	-	-	-	-	-	-	-	
Create Position	-	-	-	-	-	-	-	-	-	➡	-	-	-	-	👍 Off Cycle	-	-	-	
Edit Position (filled)	-	-	-	-	-	-	-	-	-	➡	-	-	-	-	👍	-	-	-	
Edit Position Restrictions (open)	-	-	-	-	-	-	-	-	-	➡	-	-	-	-	👍	-	-	-	
Close Position	-	-	-	-	-	-	-	-	-	➡	-	-	-	-	-	-	-	-	
Freeze Position	-	-	-	-	-	-	-	-	-	➡	-	-	-	-	-	-	-	-	

➡ Initiate
 👍 Approve
 🔍 Review
 - No Action Needed





Q & A



Submit Questions to:
1234@dallascityhall.com