



City of Dallas

Workday Department Support Weekly Chat

July 21

10am via Microsoft Teams





Agenda

- Recruiting/Hiring Process Updates
- Outstanding Employee Pay Changes from Lawson
- Change Org Assignments
- Q&A

- Attachments
 - Organization Assignments 7-20
 - FY20 Fund Crosswalk
 - Outstanding Lawson Catch Up Transactions 7-20



Recruiting and Hire Process UPDATED

- Department Managers/designees enter requisition in **NeoGOV**
- Follow recruiting process in NeoGov to review, interview and select candidate
- After candidate selected, Manager enters Hire Action in NeoGov
- Hire Action in NeoGov alerts HR On Boarding Team of the selection and moves the process back to Workday
- HR On Boarding Team reviews selection, creates offer letter and conducts background check, etc
- Once selection is reviewed and approved by On Boarding Team, On Boarding Team will notify department manager to begin Hire Business Process or Change Job in Workday



Outstanding Lawson Catch Up Transactions

- Human Resources has processed all of the Lawson catch up transactions in Workday that were received prior to **5/15/2020**.
- If your department has any outstanding employee salary related changes, submit them via the appropriate Workday Business Process using the effective date of the change.
- Attach all necessary paperwork to your request
- The HR Compensation Team will ensure that the employee receives the appropriate amount of retro pay
- For all promotions with the standard 8% pay increase, and an effective date prior to June 17, 2020, Department must notify the Compensation Team via email at hrcompensation@dallascityhall.com
 - See attachment for additional details on email content



Change Org Assignments

- Organizations are important way of organizing employees in WD
- Change Org Assignments task can be used as a stand alone task or is found embedded in several Business Processes
 - Move Workers (Supervisory) – all moved workers org assignments can be updated
 - Change Job
 - Create Requisition



The screenshot shows the Workday interface for an employee named Super Man, Asst Dir. The 'Actions' menu is open, with 'Organization' selected. A sub-menu is visible with 'Change Organization Assignments' highlighted. The employee's profile information includes Employee ID 62904 and Supervisory Organization. Other visible elements include a search bar with 'move', a 'View Team' button, and a 'Job' section at the bottom.

Kick off Change Org Assignments as a standalone task from the employee's profile or can use Change Job.





Change Org Assignments

City of Dallas

Q move

Change Organization Assignments

Effective Date * 07 / 15 / 2020

Worker * Super Man

Job * PM019790 Asst Dir - Super Man

OK Cancel

Effective Date is very important – usually the first day of the pay period is the appropriate effective date or the first day of the new fiscal year – October 1

Costing changes in the middle of the pay period will cost the employee's payroll to the current orgs and will change the funding on the effective date. This may affect your budget reports. Please check with your budget manager if you have questions.



Change Org Assignments

Change Organization Assignments

Assign Organizations: Super Man Actions

Start

Details

Effective Date *

07 / 15 / 2020



Worker

[Super Man](#)

Position

[PM019790 Asst Dir - Super Man](#)

Supervisory Organization

[Office of the Bond Program \(Adriana Castaneda\)](#)

Edit the effective date if needed.
Other fields in Start tab cannot be edited



Change Org Assignments

Organizations

Company

Company *

City of Dallas

Cost Center

Cost Center *

3287 Office of Bond Program Administration

Costing

Fund

Bond Program Administration

Organization	Notes
Company*	City of Dallas is the only company - should always be selected
Cost Center*	All employees must have an assigned cost center for payroll accounting. Limited to your department's cost centers in Advantage Financial System
Fund*	May change when employee changes departments. Be sure to check with your department's budget manager to select correct value. If the employee is paid from a grant, the Fund (sometimes called Workday Fund) will not match the Advantage Fund in the custom organizations). Use the lookup to select the correct Workday Fund based on the Advantage Fund.





Other

Fire Equipment

HIPAA/EMS Compliance

Advantage Fund

0294 Bond Program Administration

Kronos

IDS Users

Kronos Time Approver

Organization	Value(s)	Notes
Fire Equipment	Multiple	DFR employees only.
Advantage Fund*		Limited to your department's Funds in Advantage Financial System.
IDS		DFR employees only.
	KRONOS	Employee uses Kronos for time entry
	KSUPER	Employee supervises/manages employees who use Kronos but is not a Kronos user themselves
	KSUPERK	Employee supervises/manages employees who use Kronos but is not a Kronos user themselves.
	KTERM	Employee is no longer a Kronos time entry employee.
HIPAA/EMS Compliance	HIPAA Exclusion Checks Compliance	Contact the Compliance Program in Controller's Office with questions.
Kronos Time Approver	KRONOS_APPR OVER-#####	Employee manages employee time entries in Kronos but is not the employee's. This gives the employee the capability to approve time for the assigned employees in Workday and supervisor access in Kronos





Change Org Assignments



enter your comment

Attachments

Drop files here

or

Select files

Submit

Save for Later

Close

Comments or attachments are important information to document the reason why you are making the update.





Submit Questions to:
1234@dallascityhall.com