

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 <u>NeoGOV</u>
- 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

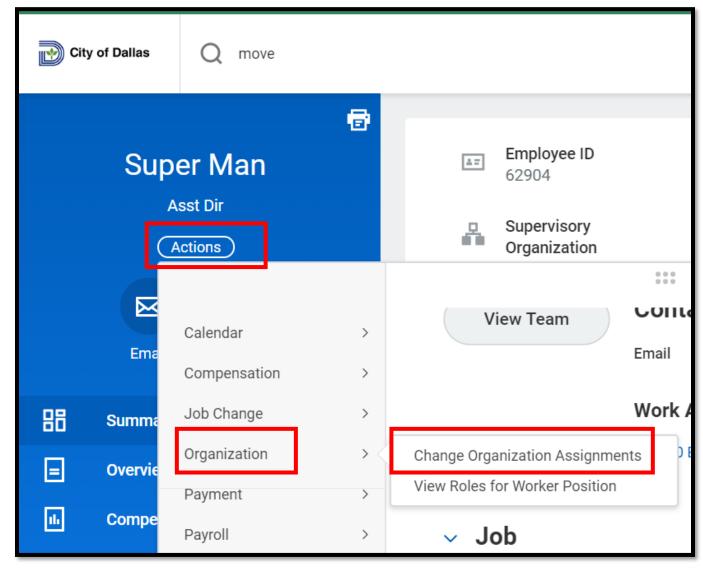




- Organizations are important way of organizing employees in WD
- Change Org Assignments task can be used as a stand alone task or is found embedded in several Business Processes
 - Move Workers (Supervisory) all moved workers org assignments can be updated
 - Change Job
 - Create Requisition





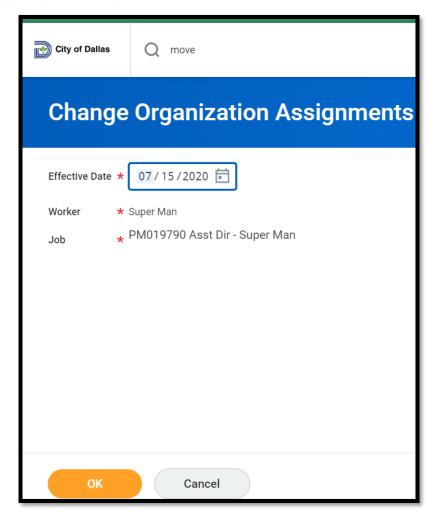


Kick off Change Org Assignments as a standalone task from the employee's profile or can use Change Job.



9/14/2020





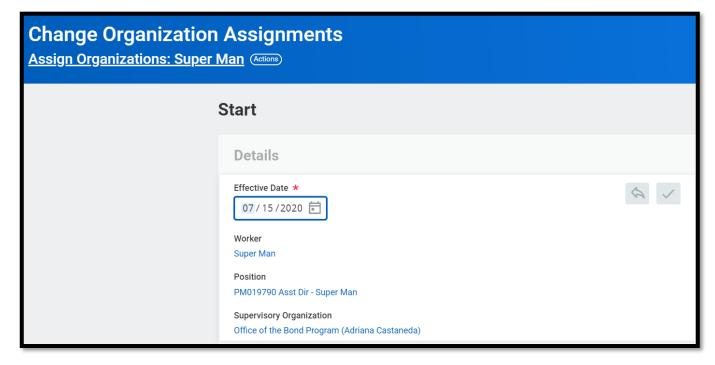
Effective Date is very important – usually the first day of the pay period is the appropriate effective date or the first day of the new fiscal year – October 1

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.



9/14/2020





Edit the effective date if needed.

Other fields in Start tab cannot be edited





0	Organizations			
	Company			
	Company * City of Dallas			
	Cost Center			
	Cost Center * 3287 Office of Bond Program Administration			
	Costing			
	Fund			
	Bond Program Administration			

Organization	Notes
	City of Dallas is the only company -
Company*	should always be selected
	All employees must have an assigned cost center for payroll accounting. Limited to your
	department's cost centers in
Cost Center*	Advantage Financial System
	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
Fund*	Advantage Fund.
	workday

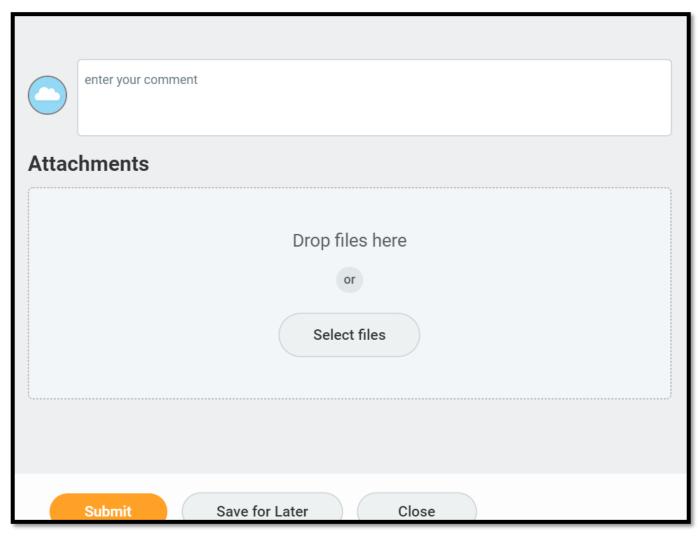


Other		
Fire Equipment		
HIPAA/EMS Compliance		
Advantage Fund		
0294 Bond Program Administration		
Kronos		
IDS Users		
Kronos Time Approver		

	Organization	Value(s)	Notes
F	ire Equipment	Multiple	DFR employees only.
_	Advantage Fund*		Limited to your department's Funds in Advantage Financial System.
Щ	DS		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.
Ш			Employee is no longer a Kronos time entry
K	Kronos	KTERM	employee.
		HIPAA Exclusion	. ,
L	IIPAA/EMS	Checks	Contact the Compliance Program in
	Compliance	Compliance	Controller's Office with questions.
	.omphanec	Compilance	Employee manages employee time entries
Ш			in Kronos but is not the employee's. This
			gives the employee the capability to
K	Cronos Time	KRONOS_APPR	approve time for the assigned employees in
Δ	Approver	OVER-######	Workday and supervisor access in Kronos

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





Submit Questions to: 1234@dallascityhall.com

