



City of Dallas

# Workday Department Support Weekly Chat

Tuesday, July 14

10 AM Microsoft Teams





City of Dallas

# Topics

- Updates
- Recruiting and Hire Process
- Q&A



# Updates

- Working on improvements to job aids web page
  - How Do I document includes information on which Business Process pertains to what you are trying to accomplish
- 1234 Tickets from Employees
  - Please communicate with your managers and employees
  - Change Job can be kicked off in the Department for
    - Location Changes
    - Shift Changes
    - Schedule Changes
    - Manager Changes



# Updates

- Termination BP
  - Employee submit resignation – Voluntary
  - Manager accepts resignation and kicks off Termination BP
  - Manager kicks off involuntary resignation
  - If you have terminations that happened before the transition to Workday, please enter in Workday with the effective termination date entered
- Change Job BP
  - Do not check box to Create New Position
  - Always use an existing PM number



# Recruiting and Hire Process

- Department Managers/WD Dept Support enter requisition in **Workday.**
  - Do not enter requisition in Workday if req exists in NeoGov unless specifically requested to by HR Team
  - Do not enter requisitions in NeoGov for new recruitments
- After department approvals, HR/CVS recruiter will enter corresponding 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



# Recruiting and Hire Process

- Hire Action in NeoGov alerts HR On Boarding Team of the hand off
- HR On Boarding Team reviews selection, creates offer letter and conducts background check, etc
- If new hire to City, HR On Boarding will begin Hire BP in Workday and on-board new employee – note Manager will receive To Do's as part of the Hire Process
- If promotion, lateral, demotion; HR On Boarding Team will notify hiring manager to kick off Change Job BP when ready



# Q&A