



City of Dallas

Workday Department Support Weekly Chat

July 28

11am via Microsoft Teams

Workday Production Link

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

Welcome to Workday Website

<http://bit.ly/DallasWorkday>





Agenda

- Update - Job Requisitions
- Troubleshooting Tips
- Q&A



Job Requisition - Updates

Job

Job Details

Job Posting Title *

Justification

Job Profile *

× 30012-04 - Manager III - Business ... ☰

Additional Job Profiles

In the Job Posting Title, add the NEOGOV Requisition Number to the Title.

Please do not delete the title

Helps Recruiting Team approve the req by easily matching to NeoGov





Organizations

Job Details **Organizations** Timeline Manager History Job History Management Chain Support Roles Worker H

Member of These Organizations 9 items

| Organization | Organization Type | Organization Subtype |
|---|-----------------------|----------------------|
| 0100 Water & Sewer Revenue Fund | Advantage Fund | AMS Fund |
| City of Dallas | Company | Company |
| 7471 DWU-Meter Shop | Cost Center | Cost Center |
| Water Utilities Customer Account Services | Cost Center Hierarchy | Service |
| Water & Sewer Revenue Fund | Fund | |
| KRONOS | Kronos | Kronos |
| City of Dallas Locations | Location Hierarchy | Location |
| Bi-Weekly Civilian | Pay Group | Pay Group |
| Meter Shop & Clerical (Joe Jimenez) | Supervisory | Department |

From the profile, Overview

What orgs is the position/ ee a member of or a Leader of

Update using Change Org Assignments





Change Org Assignments

The screenshot shows the Workday interface for an employee named Super Man, Asst Dir. The 'Actions' button is highlighted with a red box. The 'Organization' option in the dropdown menu is also highlighted with a red box, and its sub-menu is open, with 'Change Organization Assignments' highlighted in red. Other options in the main menu include Calendar, Compensation, Job Change, Payment, and Payroll. The sub-menu for 'Organization' includes 'Change Organization Assignments' and 'View Roles for Worker Position'. The employee's profile information shows Employee ID 62904 and Supervisory Organization. A 'View Team' button is visible in the background.

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





Support Roles

From the profile, Support Roles

Filter as needed to see Timekeeper or Dept Support

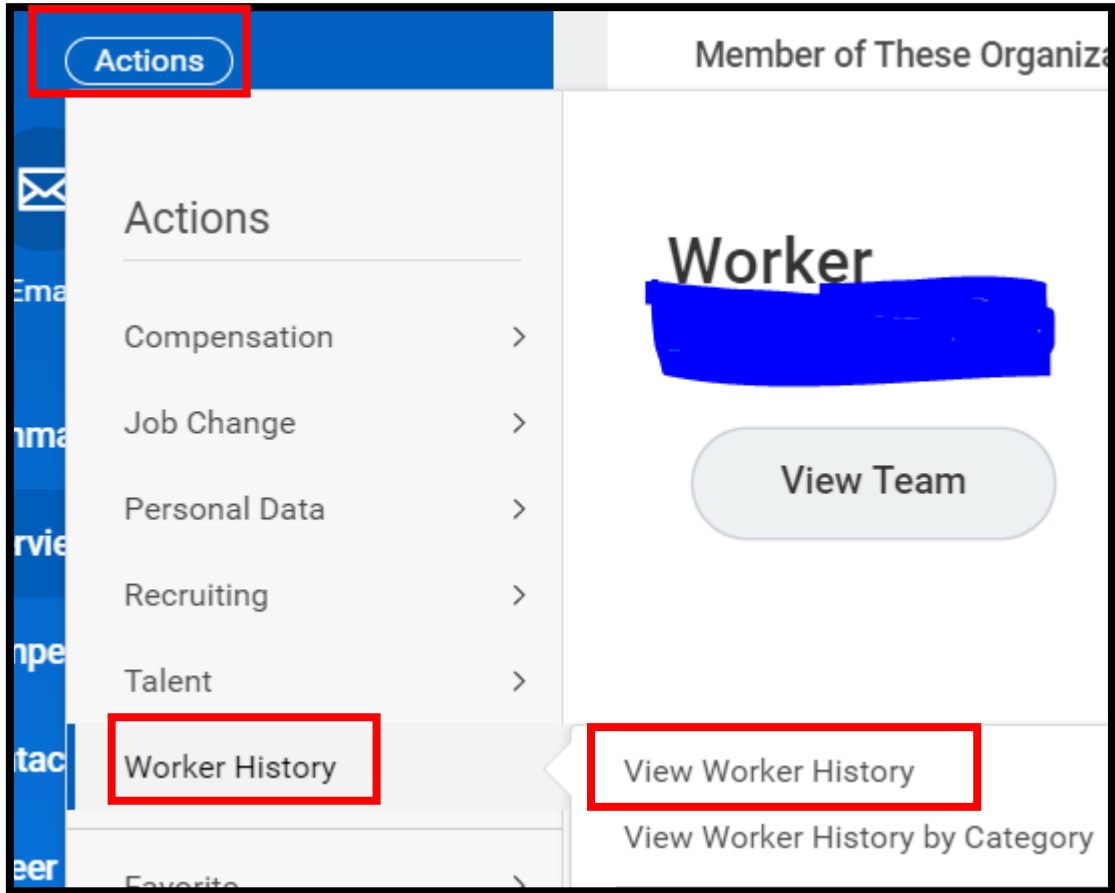
Job Details Organizations Timeline Manager History Job History Management Chain **Support Roles**

20 items

| Assignable Role | Worker | Role Enabled |
|---|---------------------------|---------------------------|
| <p>↑ Sort Ascending</p> <p>↓ Sort Descending</p> <p>Filter Condition *</p> <p>is ▼</p> <p>Value *</p> <p>Filter</p> | Amie Ramos | Meter Shop & Clerical (Jc |
| | Antonio Taylor | |
| | Ashley Briscoe | |
| | Carla Ivy | |
| | Diyah Nelson | |
| | + More (18) | |
| | Majed Al-Ghafry | Meter Shop & Clerical (Jc |
| | Norma Flores | Meter Shop & Clerical (Jc |
| | Patsy Rhodes | |
| | Soo Lee | |
| William Botel | | |
| Mark Swann | Meter Shop & Clerical (Jc | |
| City Manager | TC Broadnax Jr | Meter Shop & Clerical (Jc |



Worker History



Worker History
Lists all BPs for the
Worker along with
the status so you
can see any
pending BP's that
are underway.



BP Process Review

The screenshot shows a software interface with two tabs: 'Actions' and 'Archive'. The 'Archive' tab is highlighted with a red box. Below the tabs, there are two dropdown menus: 'Sort By: Newest' and 'From Last 30 Days'. Below these, there is a list of process steps. The first step is 'Hire: John Doe' with a sub-note '47 minute(s) ago - Successfully Completed: Multiple Parties'. The second step is 'Job Requisition: 20-00508 311 Call Taker Trainee' with a sub-note '55 minute(s) ago - Successfully Completed'. This second step is highlighted with a red box.

From the Inbox Archive or the BP on the Worker History, click on the Process Tab on the BP to determine which step is pending and who has been assigned to the step.

Some steps are approved to an individual and some may be assigned to a group such as the Compensation Team



BP Process Review

Details

Process

Process History 15 items

| Process | Step | Status | Completed On | Due Date | Person |
|---------------------------------|---|--------------|---------------------------|----------|---|
| | Approver | | | | |
| Job Requisition | Approval by Compensation Partner | Approved | 07/28/2020 09:18:14 AM | | LaQuisha Bill (Compensation Partner) |
| Job Requisition | Approval by Assistant Chief of Training | Not Required | | | |
| Job Requisition | Approval by Compensation Administrator | Approved | 07/28/2020 09:18:46 AM | | Carmel Fritz (Compensation Administrator) |
| Job Requisition | Approval by Department Director | Approved | 07/28/2020 09:19:13 AM | | John Johnson (Department Director) |
| Job Requisition | Review Create Job Requisition | Not Required | | | |
| Job Requisition | Review Create Job Requisition | Approved | 07/28/2020 09:19:38 AM | | Kerri Williams (HR Partner) |

From the Process tab, you can review all the steps and the status of the steps





Compensation

- Review Compensation Tab on Employee's Profile or Employee's base pay and any special pay/allowances
- Shift Pay is not part of the Compensation Tab
 - Use Time Tracking Config Audit Report to identify employees who are assigned shift pay or on the Profile Home page, right side – Job Details
- Police & Fire uniform will not see their Longevity Pay in the Compensation tab



Compensation

Job Details

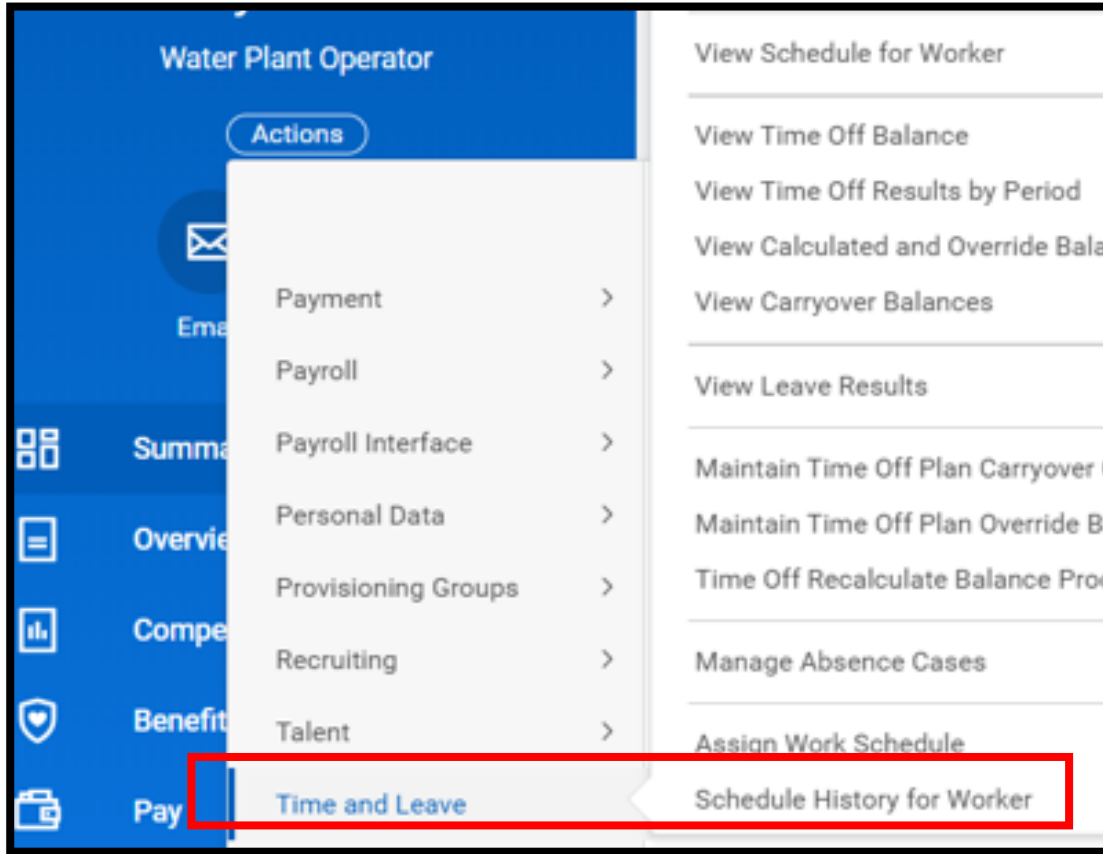
| | |
|------------------|--|
| Employee ID | 54943 |
| Organization | City of Dallas >> SWWTP - Liquid Operations 3 (Cynthia Phinny) |
| Position | PM012702 Water Plant Operator |
| Business Title | Water Plant Operator |
| Job Profile | 70037-00 - Water Plant Operator |
| Job Family | Service/Trades/Labor > STL-Water Utilities |
| Employee Type | Regular |
| Management Level | Individual Contributor |
| Time Type | Full time |
| FTE | 100.00% |
| Location | DWUWWTSS |
| Work Shift | Shift Differential Pay - 6.5% (United States of America) |

Workshift can be updated using Change Job – update on the location tab





Schedule History



Use Schedule History for Worker to troubleshoot Schedule Issues



Q & A



Submit Questions to:
1234@dallascityhall.com