



City of Dallas

Workday Department Support Weekly Chat

Tuesday, June 30

10 AM Microsoft Teams





City of Dallas

Topics

- Updates
- Supervisory Organizations 101
- Delegation
- Q&A



Sup Orgs 101

- Supervisory Organization Hierarchy is the management structure in Workday
- Determines all business process routing
- Each sup org is a team with a name and an assigned manager
- Each team has a superior organization or “boss”
- Each sup org has at least 1 member or position assigned and may have subordinate organizations
- Top organization is City of Dallas
- Sup Orgs are separate from cost centers/units
- Search for sup orgs by name, manager or code



SDM-Stormwater Operations (Sarah Fichtenbaum)
Actions

| | | | |
|------------------------|-----------------------------|------------------------------|---|
| Type | Supervisory | Superior Organization | Dallas Water Utilities (Terry Lowery) |
| Organization ID | DWU_0008 | Subordinates | NH - Sr Program Manager (Sarah Fichtenbaum (Inherited)) SDM/TRC - Business Manager (Gehan Asaad) SDM-FO - Sr Program Mgr (Ricky McRay) SDM-FP-Sr Program Mgr (Steve Parker) SDM-ND -Sr Program Mgr (Sergio Munoz) |

Manager – name in parenthesis

Superior – selected org reports to

Subordinates – teams that report to the selected org

Inherited – manager position is not assigned or is vacant – likely vacant

Organization ID – also called reference id – unique id for the sup org – use in Move Workers when manager name not found





Sup Orgs in Move Workers

Move Workers (Supervisory)

Effective Date * 06 / 17 / 2020

Supervisory Organization * **dwu_0008**

- Search by Manager or Organization Name >
- My Organizations >
- Organizations I Support >
- Supervisory Organizations by Manager Hierarchy >

Use Org ID in supervisory organization search if you cannot find the org by manager or if there are several orgs with similar or the same name.

If your effective date on the Move Workers is before the manager was assigned to the org, you will not be able to search by manager name or you may get results for the org the manager was previously assigned to.





Q&A