



City of Dallas

Workday Timekeeper Introduction

May – June 2020

Presented by
Workday Change Management Team

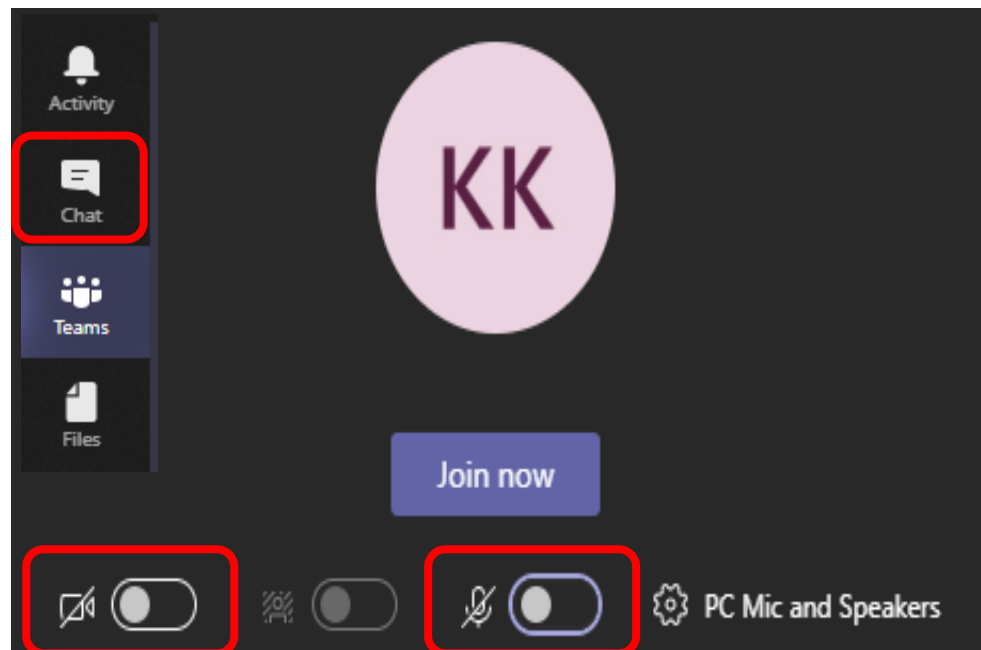




Working Remote

Reminder:

- Put phone and/or computer speaker on mute to eliminate background noise
- You may also disable the video feed
- Use Chat to communicate





Purpose of this Class

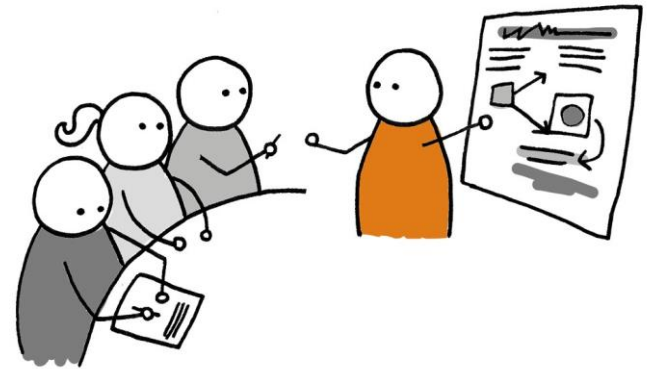
- Share information about the Timekeeper role
- Share information about the Timekeeper course
- Plan next steps for training





Agenda

- Why Workday?
- Key Workday Concepts
 - Organizations
 - Supervisory Organizations
 - Business Processes
 - Roles
- Timekeepers
- Next Steps
- Q & A





Why Workday?



- Provides real-time reporting and dashboards for **better decision making**.



- Improves process and workflows with **a lot less paper!**



- Simplifies the manager, employee, and HR experience providing you **the tools you need to be successful** at the City.



- Improves **transparency**.



Workday Key Concepts



- **Organizations** – used to organize employees or resources into meaningful groupings
 - Cost Centers
 - Funds
 - Supervisory
- **Hierarchies** – creates reporting relationships for organizations



Supervisory Organizations

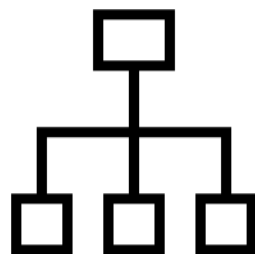




Supervisory Organizations

“Sup Orgs”

A Sup Org is a type of Organization. In Workday, it is an organizational unit in which a Manager supervises Positions/Jobs. Sup Orgs are arranged in a hierarchy.





Sup Orgs (continued)

- City's organizational structure of displayed through the Workday Org Chart
- Fundamental building blocks of the Workday system – hierarchy used to route business processes and time sheet approvals
- Every position is assigned to a Sup Org
- Employees are hired into jobs or positions associated with a Sup Org
- Timekeepers are assigned to sup orgs
- Does not exist in Lawson – each department created its own org chart in Workday



Workday Roles



Workday Roles: Who Does What

Workday ROLES:

- Are assigned to Position
- Determine function in a business process(i.e. initiate, approve, etc.)
- Determine what you can see and do in Workday
- Provide access to data within the assigned cost center



Positions:

- A position is the "seat" that a specific Worker occupies
- A Position does not refer to a job title
- May be assigned one or many Workday roles



Workers are hired into Positions and inherit the Workday role(s) of the Position





Workday Roles by Area

Primary Roles



Managers

Initiate and approve actions for members of their team.



Employees

View and maintain their personal information.

Department Support Roles



Department Workday Support

Perform HR management functions such as set up, initiation, and approvals for Business Processes in support of department's Managers.



Department Budget Analyst/Manager

Perform budget-related actions for department. Have oversight and approval where necessary.



Workday Projects Manager

Establishes, manages and reports on Workday Projects for the department's employees to use for time allocation.



Timekeeper

Supports the bi-weekly approval of department's Workday timecards.



Department HR Partner

(DFR/DPD/PKR only)
Perform HR Partner actions in support of department's Managers.



Department Recruiter

(DFR/DPD/PKR only)
Create, qualify, and evaluate candidates for job requisitions for assigned organizations within the department and in support of Managers.

Centralized Support Roles

(HR, CCO, Civil Svc, & Budget)



HR Partner

Create, maintain, view, and report on all HR operational data for assigned departments.



Compensation Partner

Establishes new positions; reviews/approves position related changes, certain pay changes; maintains job catalog.



Benefits Partner

Perform benefits management tasks for assigned organizations.



Budget Office

Approve departmental requests which have an impact on the department's budget.



Payroll Operations

Perform payroll review functions and time entry; produce City's payroll.



Civil Service

Perform Recruiting related actions and review certain personnel actions for Civil Service Departments.



City of Dallas

Security



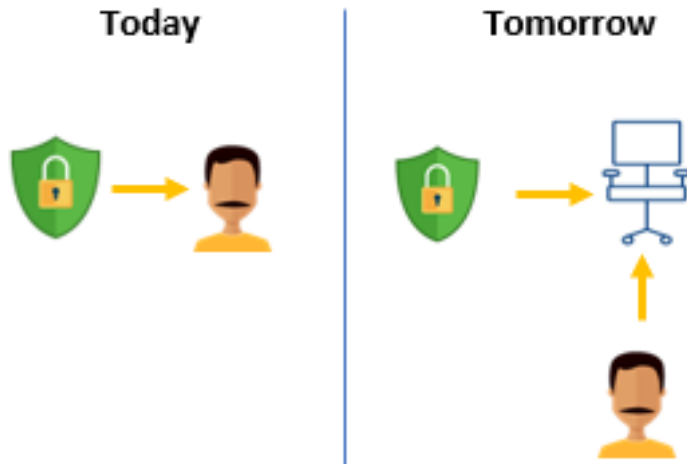


Role-Based Security

Security roles are a collection of **permissions** that determines what you can **see** and **do**. Security Roles are assigned to the position.

Time Tracking Security Roles:

- **Employee** – View, enter, correct own timesheet
- **Timekeeper Audit** – View time entries/approval for department
- **Timekeeper Entry/Approval View**, enter, correct, and approve timesheets for assigned supervisory organizations
- **Manager** - View, enter, correct, and approve their sup org's timesheets
- **Manager's Manager** - View, enter, correct, and approve subordinate organization's timesheets





Business Processes





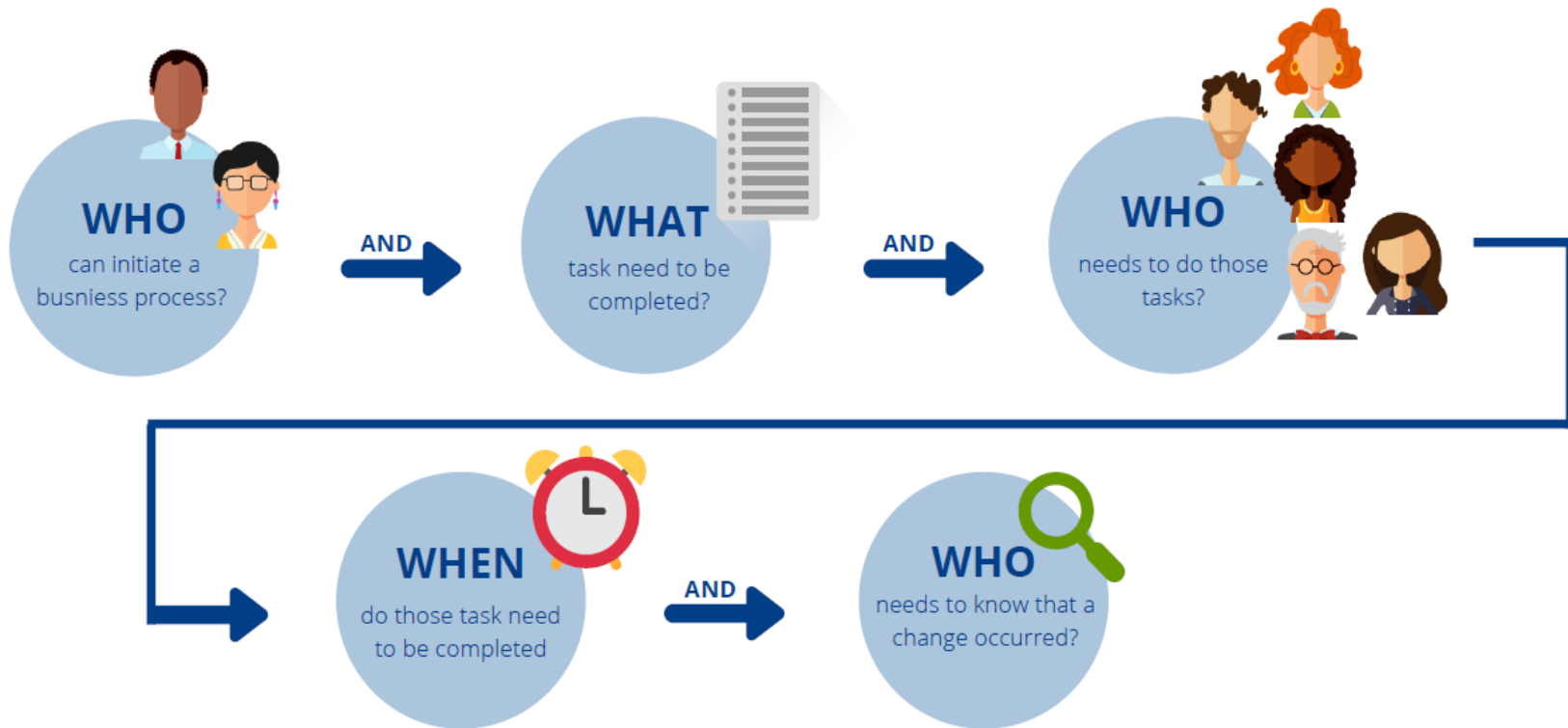
Business Processes



- A business process is a set of tasks that employees initiate, act upon and complete in order to accomplish a desired business objective.
 - *Examples: create a job requisition, hire, terminate, change job, request time off, compensation change*
- Once a business process is initiated, Workday
 - routes the tasks to the responsible roles (users who are capable of completing the tasks based on their security permissions)
 - enforces security and business rules throughout the business process.



A Business Process Defines, WHO, WHAT and WHEN





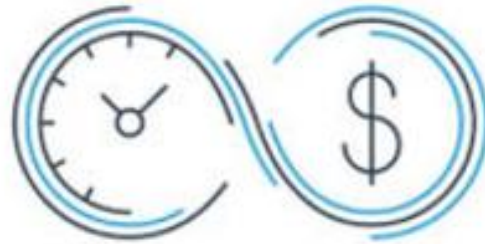
Actions, Approvals, To Do's

- Business processes are created using a combination of Actions, Approvals, Approval Chains, To Do's and/or Checklist
- The difference between Actions, Approvals and To Dos:
 - Action – Tasks or Events within Workday
 - Approvals – Approval of a Task or event within Workday
 - To Do – Remember to do something inside or outside of Workday





Time Keeping





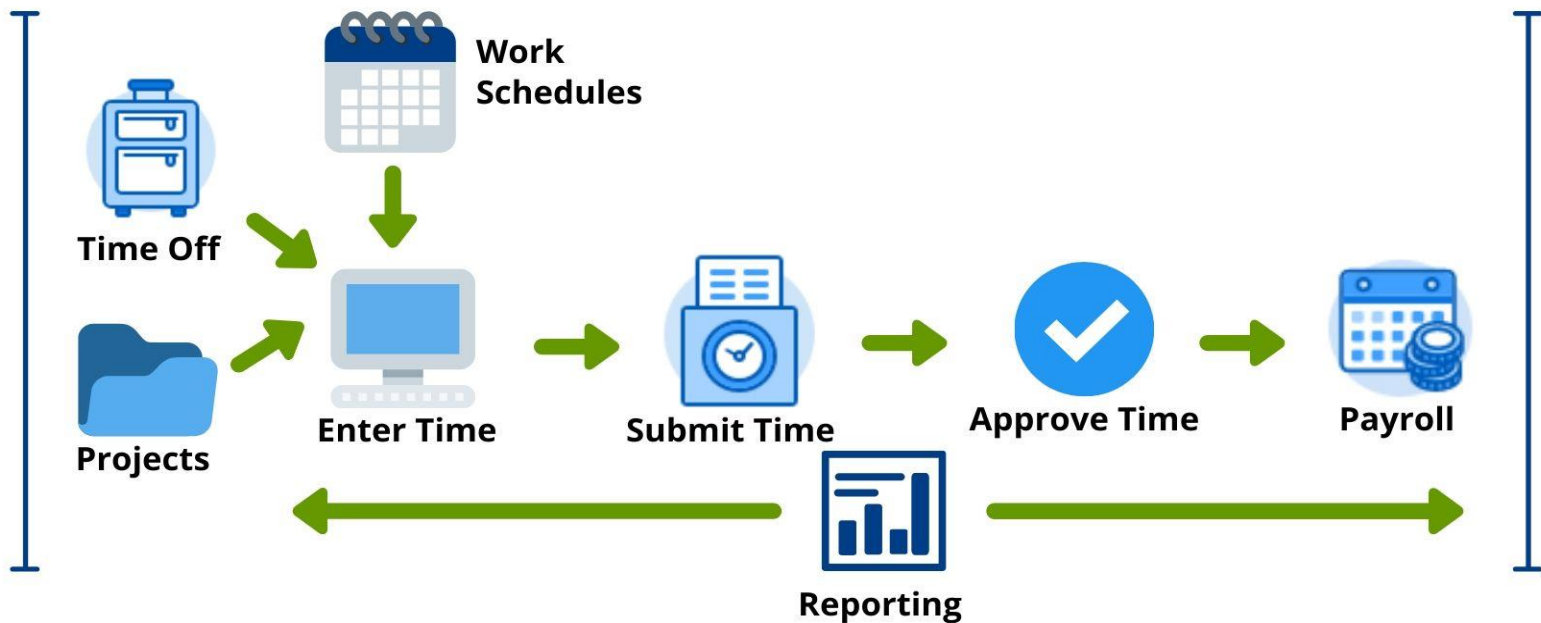
Timekeepers



- Timekeepers help to ensure that each of the department's employee has a submitted and approved timesheet before the approval cut off at **12pm on Wednesday**
- Aware of payroll schedule e.g. when to submit time by, when to approve
- Support your managers and co-workers in time entry and approval
- Understand reports, what they say and mean and how to communicate that information to managers

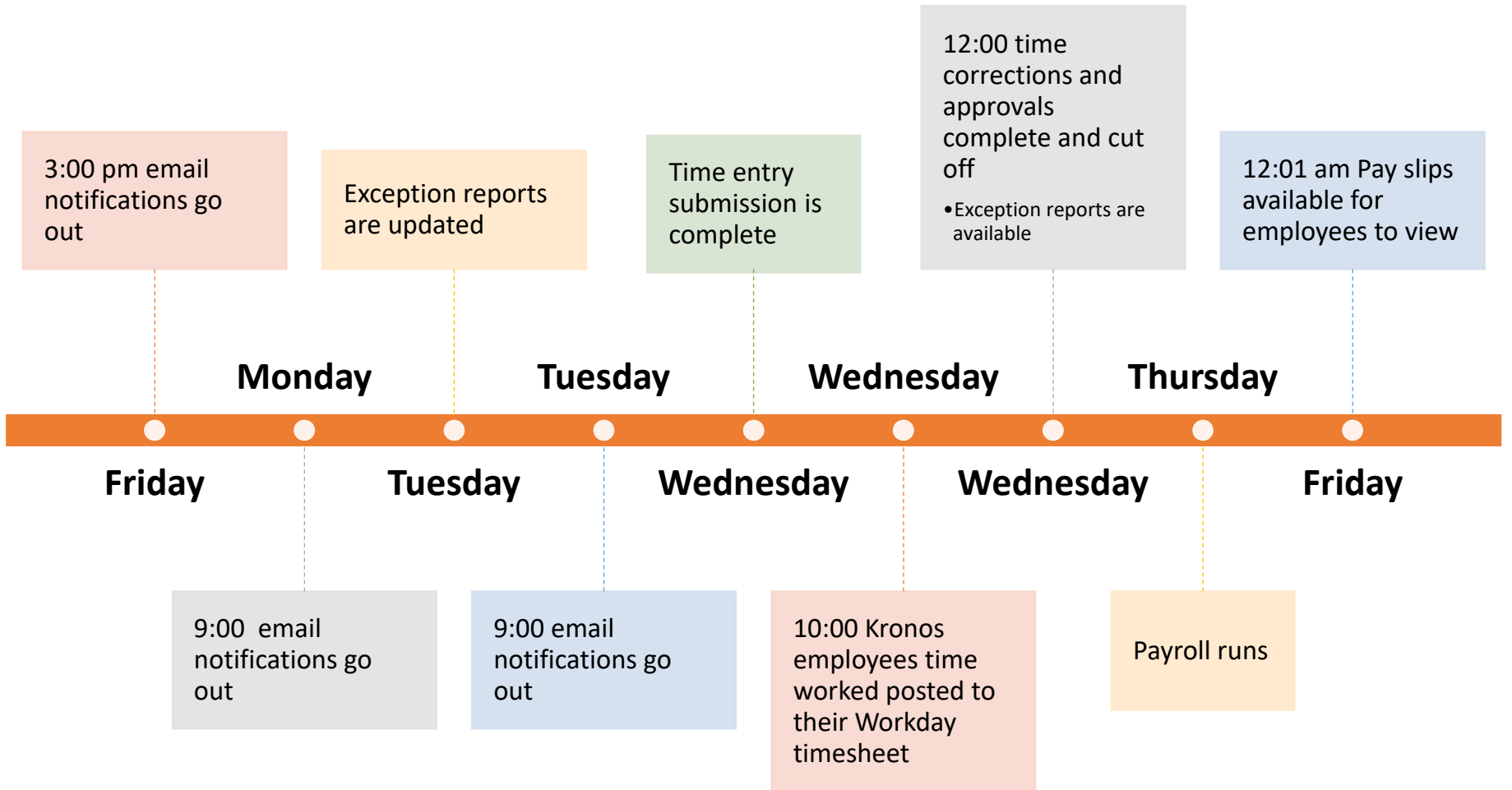


Overview of Time Tracking





Timing in Workday





Key Time Entry/Approval Changes

- Employee schedules are needed to validate time off
 - Managers update employee schedules
- Employees request time off in Workday with Absence worklet
 - Approved time off automatically displayed on timesheet
- Enter timesheet one week at a time
- No Wednesday timesheets – employees with missing time entries risk not being paid
- Kronos employee time off entry and approvals occur in Workday.
 - Window to approve Kronos time will be 10am – 12pm
- Approval cut off pushed back to 12pm



What's Not Changing

- Pay day, time off accruals – Sick, Vacation, Attendance Incentive do not change
- Holidays do not change
 - Must enter the holiday time off on the timesheet
- Charge time to Projects (equivalent to Lawson activity codes)
- Non-exempt employees continue on positive time entry
- Exempt employees need to submit a No Exception time sheet or enter exceptions





Timekeeper Class



- Be sure to sign up for the Timekeeper Class in Learning Zen
- Select the session that matches your department's time entry process – Kronos or non-Kronos (Workday time entry only)
- Review the job aids and time entry information ahead of time – hands on exercises during class
- Class will be delivered via Teams – use 2 screens if possible.



Timekeeper Resources

- Job Aids – with companion video on website
- Practice, Practice, Practice - tenant available
- Attend Pop In sessions to ask questions
- Participate in Time Entry Practice Day – June 4th
- Plan your department's time entry and approval processes with your managers – daily time entry will be critical – don't wait until Wednesday morning to get started!
- HR Partners will also be able to answer questions and assist



Workday Time Entry Practice Day

Thursday June 4th

- Encourage everyone in your department to enter time into Workday
 - Use their time sheet from Lawson to enter time
 - Kronos time data won't be available but can still practice making entries
- Opportunity to plan your department's time entry and approval processes with your managers – daily time entry will be critical going forward



Next Steps

- Login to Workday practice tenant
<https://wd5-impl.workday.com/wday/authgwy/dallascityhall4/login.html>
 - Use your City network id and password
- Review all the navigation and timekeeper job aids and videos on the Employee Resources Page
<http://bit.ly/DallasWorkday>
- Attend Timekeeper class in Teams
- Take the Timekeeper quiz in Learning Zen to take after you complete the class
- Timekeepers should take the quiz prior to June 17th



Schedule

- Workday civilian employee time entry begins on Monday June 22nd for civilian pay period ending Tuesday June 30th
- First Workday civilian paycheck Friday July 3rd
- Workday sworn employee time entry begins on Monday June 29th for sworn pay period ending on Tuesday July 7th
- First Workday sworn paycheck Friday July 10th



Submit Questions to:
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Workday Change Management Team

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Q&A