

TOP 5 WORKDAY QUESTIONS OF THE DAY

1. Can we use the Workday mobile app?

ANSWER: No, we will be rolling out the app in a future phase. However, you can access Workday via the link using a phone, tablet, laptop or PC.

2. I received a notification about Passive Enrollment in a 401(k) or 457 Plan, I didn't sign up for this. What should I do?

ANSWER: The Passive Enrollment shows for every employee. It is used only for the purpose of managing the data the city sends to Fidelity. If you are already enrolled in the 401(k) or 457 plans, your percentage deductions will not change with the transition to Workday. If you wish to enroll in either plan or make changes to your deductions, please continue to do so through the Fidelity website. If you do not, the percent will remain 0.

3. I am not seeing the correct start and end time under Schedules for an employee, what do I do?

ANSWER: The most important information when assigning a schedule is the correct number of hours worked in the day and the correct days off. If the start and end times are off, that is okay.

4. I have questions about Exempt Employee time-entry where can I get help?

ANSWER: There are several Job Aids located under the *Employee Resource* tab on the website with step-by-step instructions. Please keep in mind that ALL employees are encourage to enter their time daily.

Link to Job Aids click [HERE](#)

5. Currently, we are using code "CTYZZZZCOVID-19" to log our efforts utilized towards COVID-19 activities, which code do I select now?

ANSWER: All employees have access to use the Citywide Codes when charging time to a project.

- **COVID-19** Corona Virus (COVID-19)
- **COVID-RD** COVID Redeployment
- **COVID-SH** Corona Virus Shelter Operations

Department	Project Description	Project - Displays on Timesheet Project Entry (NEW)	Reference ID – Lawson Code – not displayed (OLD)
All Employees	Planning & Response	COVID-19 Corona Virus (COVID-19)	CTYZZZZCOVID-19
All Employees	COVID Redeployment/Reassigned Employee	COVID-RD COVID Redeployment	CTYZZZZCOVID-RD
All Employees	Sheltering	COVID-SH Corona Virus Shelter Operations	CTYZZZZCOVID-SH
City Attorney's Office	CDBG Housing Assistance Programs	COVID-CH - CVID HOU Asst Prg (ATT)	ATTZZZZCOVID-CH
Office of Budget	CDBG Housing Assistance Programs	COVID-CH - CVID HOU Asst Prg (BMS)	BMSZZZZCOVID-CH
Housing	CDBG Housing Assistance Programs	COVID-CH - CVID HOU Asst Prg (HOU)	HOUZZZZCOVID-CH
Office of Community Care	CDBG Housing Assistance Programs	COVID-CH CVID HOU Asst Prg (OCC)	MGTZZZZCOVID-CH
Library	CDBG Housing Assistance Programs for Redeployed Persons	COVID-CR - CVID HOU Asst Prg - Redeployed (LIB)	LIBZZZZCOVID-CR
Transportation	CDBG Housing Assistance Programs for Redeployed Persons	COVID-CR - CVID HOU Asst Prg - Redeployed (TRN)	TRNZZZZCOVID-CR
City Auditor's Office	CDBG Housing Assistance Programs for Redeployed Persons	COVID-CR - CVID HOU Asst Prg - Redeployed (AUD)	AUDZZZZCOVID-CR
Office of Community Care	CDBG Housing Assistance Programs for Redeployed Persons	COVID-CR - CVID HOU Asst Prg - Redeployed (OCC)	MGTZZZZCOVID-CR
Office Of Cultural Affairs	CDBG Housing Assistance Programs for Redeployed Persons	COVID-CR - CVID HOU Asst Prg - Redeployed (OCA)	OCAZZZZCOVID-CR
Park & Recreation	CDBG Housing Assistance Programs for Redeployed Persons	COVID-CR - CVID HOU Asst Prg - Redeployed (PKR)	PKRZZZZCOVID-CR