Welcome to Workday
Wednesday Episode #49
Jeff Allen

Please Mute Your Phone/Microphone and Close Your Video Window
Today’s Workday Wednesday Team

Not Emi

Troy

Stef

Jeff
Episode #49 Topics

• Welcome, Agenda and Contest: Jeff Allen
• System Status: Troy Bettinger
• Performance Dates Update: Troy Bettinger
• End of Year Update: Troy Bettinger
• Contingent Worker Refresher: Stef Chis
• What You Need To Know About Military Leave: Stef Chis
• Report Rundown: Jeff Allen
• Interactive Question & Answer Session: Team
Time to Address
Today’s Contest
So You Think You Know Denver
City Address Quiz

• Be the first to name the location based on the address of a City facility

Example

• You see:

  201 West Colfax Avenue

• Your Answer:

  Wellington Webb Municipal Building

• Must give the full name in the Skype box
Contest Location #1:

303 W Colfax Ave

System Status
Troy Bettinger
Sandbox Tenant refreshes at 7:00 PM MDT on Friday

https://community.workday.com/extended-maintenance-events

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Recent System Changes

New Since Last Time:
• Recruiting Disposition change for Civil Service

Previously Changed:
• Performance Reviews now with Managers
• Workday Accounts Payable Module live 11/19/18

Works In Progress:
• Manager Performance Appraisal
• HR Dashboards and Scorecards Training
• Workday Beautification
• Location Cleanup
• Tuning Job Profiles
• Workday Learning project launches 12/03
• New Position Upload – Positions available 12/10
Contest Location #2:

8500 Pena Blvd

Known Issues 12/5/18

Troy Bettinger
• Candidate movement problems for staff who have BOTH of these security roles:
  • Agency Analyst
  • Manager

• Can’t have both roles active
  • *Workaround*- two options:
    1. Ask your recruiter to move the candidates forward, OR
    2. Complete a SNOW ticket asking to have Recruiting Coordinator role removed.
Known Issues 12/5/18 pg 2

- Position Editors picking the wrong job profile in the wrong service
  - Can impact starting pay, minquals, questionnaires and probation.
  - **Workaround:** "Always use the job profile that starts with C“*

*Unless you are Tanairi Lopez, Gena Netwal, Tammy Phillips or Kristen Knutson.*
• Agency Analysts Are Not Able to Initiate Comp Changes for Cell Phone Stipends
  • *Workaround*: Ask Manager to Initiate Comp Change
  • Follow the Job Aid for full instructions
Known Issues 12/5/18 pg 3

• Agency Analysts Are Not Able to Initiate Comp Changes for Cell Phone Stipends
  • *Workaround:* Ask Manager to Initiate Comp Change
  • Follow the Job Aid for full instructions

• Agency Analysts Are Not Able to Update Contingent Worker Contracts
  • *Workaround:* Ask HRSC
• Deleting the **CCD Agency Designation** during a Change Organizational Assignments action

• As Rory McLuster would say, “Please don’t do that”

• *Workaround*: Initiators & Approvers should doublecheck that the line hasn’t been corrupted
New Position Upload
Troy Bettinger
2019 Budgeted Positions

• BMO worked with OHR to do a mass upload to create 196 new expansion positions.
• Positions uploaded by 12/09/18.
• Available for recruiting on 12/10/18.
• Employee can’t start or promote to new position until at least 1/1/19.
Contest Location #3:

1200 Federal Blvd

Performance Dates and Deadlines

Troy Bettinger
**Performance Deadlines**

- **30-NOV-18** – 1\textsuperscript{st} level manager reviews deadline
- **07-DEC-18** at 6:00PM – 2\textsuperscript{nd} level manager review deadline – All review must be in!
- **10-DEC-18** to **20-DEC-18** – Review statistical analysis period, calibration by Agency Approvers
- **21-DEC-18** – Final Approval Deadline for Agencies
- **23-DEC-18** to **28-FEB-19** – Manager one-on-one meeting with employees.
- **06-JAN-18** – Merit Increase Effective Date
- **18-JAN-18** – Final deadline for Appointing Authority to approve merit worksheet
- **04-FEB-19** to **19-FEB-19** – Managers deliver merit information details to employees
- **22-FEB-19** – Merit increases, retro and merit payment sums
Audience Questions: Performance

Q. What if rating changes need to be made as a result of calibration meetings the week of 12/10?
A.

Q. When will employees be able to see the merit in Workday?
A.

Q. If an employee gets promoted to a new position in December, will their increase be based on their former position or their new one?
A.
End of Year Dates and Deadlines
Troy Bettinger

Contest Location #4:
987 1/2 Lookout Mountain Rd
The BIG CHILL

Saturday, 5 January 2019 to Saturday, 19 January 2019

Freeze for Job and Pay Changes for Existing Employees during Merit Process

No Employee Job or Pay Changes
Q. Can cost centers be updated during the freeze? If not, can they be backdated to 1/1/19?

A. If it is just a matter of changing the cost center or fund (only) and that change is not due to another action that falls under the Freeze (i.e. Move Worker), then yes, staff can still update cost centers.

Q. Is there a deadline this year for contracting contingent workers (CW)?

A. We’ve checked with Kelli Bennett in Finance, and she says the only point to consider for paid contractors is if their new contract is approved before the Auditor’s Contract deadline. For unpaid and other-paid CWs, they are not frozen as they don’t have any impact with merit.
End of Year To-Do List

These items expire on 12/31/2018:

• Refresh Scheduled Reports
• Update Delegations
• Update Contingent Worker Contract End Dates
Contest Location #5:

2401 E Colfax Ave

Contingent Worker Refresher

Stef Chis
What is a Contingent Worker?

- Contingent Worker - anyone who accesses the city’s network, has badge access to facilities, or is doing work for, or anticipating to work for, the city more than 40 hours per year, but is not classified as a city employee.

Contingent workers include but are not limited to:

- Contractors
- Unpaid Interns
- Unpaid Trainees
- Vendors
- Volunteers
- Outside auditors (i.e., auditors outside of the city’s Auditor’s Office or not city employees)
- Other non-paid worker types
Contingent Workers

Access Control:

• All contingent workers who access the city’s network are provisioned an Active Directory account and must have their access to the city’s network tracked and monitored

• TS provisioning/de-provisioning is integrated with the worker record in Workday

• All contingent workers who require access to city facilities must have a city provided badge

• Facilities relies on termination reports to ensure badges are deactivated
Contingent Workers

Primary Workday tasks associated with CWs:

• Create Job Req (new or existing position)
• Contract Contingent Worker = the “hire” process
• End Contingent Worker Contract = the “termination” process
• Change Contingent Worker Details = updates contract end date **

** Currently must be initiated by HR Analyst of HR Partner (through a SupportNow ticket)
Contingent Worker Positions

CW position management uses the same position management tasks as employee positions – most commonly:

• Create Job Req > New Position

• Create Job Req > Existing Position Identify need to “hire” a contingent worker
  • Is there an existing, vacant position?
    • Yes: Create Job Req > Existing Position
    • Approval by: Agency Approver
  • No: Create Job Requisition > New Position
    • Approval by: Agency Approver (once for job req and again for create position)

• Maybe: The position will be occupied by a worker that is leaving
  • First, End Contingent Worker Contract
  • Then, Create Job Req > Existing Position
Contingent Worker Reports

- All Contingent Workers
- Contingent Workers with Expiring Contracts
  - Can be used to see if any workers have upcoming expiring contracts
- As a manager, you can run the “Contingent Workers in My Organization” report
Contest Location #6:

2000 W 3rd Ave

What You Need To Know About Military Leave

Stef Chis
Military Leave

• For a leave less than 90 days the employee stays in their position.
• For a leave greater than 90 days, like for 4 years, you would choose one of two options:
  • Keep the employee in their position, put them on military leave, and ask BMO to authorize an additional limited position to do that individual’s duties (recommended); or
  • Move the employee into another open position, put them on military leave, and then backfill that individual’s previous position.
Golden Ticket

Jeff Allen
Short Description: Workday Request Access/Permissions

Description: The Denver HIV Resources Program utilizes contingent worker status to allow our contracted subrecipients VPN access into our CAREWare application, which captures client-level data for people living with HIV within the Denver Metro Area.

Can we please update all contingent workers listed in supervisory organization "DEH CHM HIV Resources CW" from 12/31/2018 to 12/19/2019 before the close of the calendar year? Our program failed to request this update last calendar year turnaround, and having learned the lesson of our users going temporarily without access, we'd like to avoid denying access this year!

Also of note: we have recently, by way of survey and quarterly QA reporting, audited our contingent worker rolls to accurately reflect current access needs- and will continue to do so moving forward on a quarterly basis.

- **Item**: Workday
- **Requester**: Submitted by: Nicholas Roth from DDPHE
Contest Location #7:

200 W 14th Ave

Reporting Rundown: View All Positions

Jeff Allen
Name: View All Positions

Summary: Returns a list of all positions by supervisory org and position status

Required Prompts: Supervisory Org, Position Status, Include Open Positions Available on or Before

Optional Prompts: Include Subordinate Organizations
View All Positions

Outputs

• Supervisory Organization
• Manager(s)
• Position
• First Available
• Position Status

• Job Requisition
• Earliest Hire Date
• Target Hire Date
• Available
View All Positions

Who can run this?

• Agency Analysts for their agencies
• HR Staff citywide
View All Positions

1. In the search bar, start typing the name of the report and select it
2. Populate the required and optional prompts as appropriate
3. The report will display on your screen

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<th>Manager(s)</th>
<th>Position</th>
<th>First Available</th>
<th>Position Status</th>
<th>Job Requisition</th>
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<td>65597 Quality Management Specialist - Community Health Administration - Public Health and Environment (Unfilled)</td>
<td>10/26/2018</td>
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<td>65597 Quality Management Specialist - Community Health Administration - Public Health and Environment (Open)</td>
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Wrap: Live Audience Questions

Moderated by the Team

Use the Skype IM Feature
Contest Answers

1. 303 W Colfax Ave - Minoru Yasui Plaza
2. 8500 Pena Blvd - Denver International Airport
3. 1200 Federal Blvd - Richard T. Castro Building
4. 987 1/2 Lookout Mountain Rd - Buffalo Bill Memorial Museum
5. 2401 E Colfax Ave - Carla Madison Rec Center
6. 2000 W 3rd Ave - Wastewater Management Building
7. 200 W 14th Ave - Denver Permit Center
Next Workday Wednesday

Wednesday, 19 December 2018 @ Noon

Workday Wednesday:
Not Emi
Jeff Allen
Stef Chis
CJ Longshore
Troy Bettinger

Special Shout Out to:
Anjie and Toni from SCI;
That new woman in TS:
(Marla Trevor);
Russ Johnson;
Tyson Martens;

and of course Wade Balmer...