Workday Wednesday

Episode #50

19 December 2018

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

Emi

Troy

Stef

Chris

Jeff
Episode #50 Topics

• Welcome, Agenda: Jeff Allen
• System Status: Troy Bettinger
• HR System Notification: Chris Longshore
• Year End Information: Troy Bettinger
• Building Inbox Filters: Jeff Allen
• Agency Approver Training Update: Jeff Allen
• HR Service Center Update: Stef Chis
• Golden Ticket: Stef Chis
• New Kronos 2019: Kronos Ambassador Stef Chis
• Reporting Rundown: Emi Baker
• Interactive Question & Answer Session: Team
System Status
Troy Bettinger
Sandbox Tenant refreshes at 7:00 PM MDT on Friday

### Dates & Updates Dec18-Jan19

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRI</th>
<th>SAT</th>
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<td><em>Workday Wednesday</em></td>
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<td>Weekly Update 12 Mid-4AM</td>
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<td>Weekly Update 12 Mid-4AM</td>
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<td><em>Happy</em></td>
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<td><strong>2019 Data Loads</strong></td>
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<td>Weekly Update 12 Mid-4AM</td>
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<td><em>Big Chill Freeze</em></td>
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<td><em>Workday Wednesday</em></td>
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<td>Weekly Update 12 Mid-4AM</td>
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<td><strong>18 Class for Agency Analysts</strong></td>
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<td><em>Close Payroll</em></td>
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<td><em>WDW Break</em></td>
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<td><em>Monthly Maintenance All Tenants</em></td>
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https://community.workday.com/extended-maintenance-events
Dates & Updates in 2019

- **JANUARY**
  - 6 January: Workday Wednesday

- **FEBRUARY**
  - 9 February: Workday Version Update

- **MARCH**
  - 18 March: Agency Analyst Class

- **APRIL**
  - 1 April: WD LMS Go-Live
  - 4 April: Payday

- **MAY**
  - 1 May: Holiday

- **JUNE**
  - 6 June: Big Chill Freeze

- **JULY**
  - 9 July: Kronos Freeze

- **AUGUST**
  - 18 August: Agency Analyst Class

- **SEPTEMBER**
  - 1 September: Workday Wednesday

- **OCTOBER**
  - 4 October: Agency Analyst Class

- **NOVEMBER**
  - 18 November: Agency Analyst Class

- **DECEMBER**
  - 1 December: WD LMS Go-Live
  - 4 December: Payday
Recent System Changes

New Since Last Time:

• Nothing!

• (You may have noticed we were focused on something called Performance)

Previously Changed:

• Recruiting Disposition change for Civil Service

Works In Progress:

• Calibration and Merit

• 2019 Upload Frenzy

• Workday Beautification

• Location Cleanup

• Tuning Job Profiles

• New Position Upload – 196 New Positions available 12/10
Known Issues 12/19/18

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 12/19/18 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“*

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job</th>
<th>Job Profile Name</th>
<th>Job Function</th>
</tr>
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<tbody>
<tr>
<td>AC1499</td>
<td>ASAIII</td>
<td>AC1499 Administrative Support Assistant III</td>
<td>Auditor's Appointees</td>
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<tr>
<td>BC1502</td>
<td>ASAIII</td>
<td>BC1502 Administrative Support Assistant III</td>
<td>Board of Adjustment &amp; Zoning Classifications</td>
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<tr>
<td>CC1494</td>
<td>ASAIII</td>
<td>CC1494 Administrative Support Assistant III</td>
<td>Career Service Classifications</td>
</tr>
<tr>
<td>DC1496</td>
<td>ASAIII</td>
<td>DC1496 Administrative Support Assistant III</td>
<td>District Attorney Appointees</td>
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<tr>
<td>FC2942</td>
<td>ASAIII</td>
<td>FC2942 Administrative Support Assistant III</td>
<td>Office of the Monitor</td>
</tr>
<tr>
<td>LC1497</td>
<td>ASAIII</td>
<td>LC1497 Administrative Support Assistant III</td>
<td>Denver Public Library Classifications</td>
</tr>
<tr>
<td>VC1501</td>
<td>ASAIII</td>
<td>VC1501 Administrative Support Assistant III</td>
<td>Civil Service Commission Civilian Classifications</td>
</tr>
<tr>
<td>YC1500</td>
<td>ASAIII</td>
<td>YC1500 Administrative Support Assistant III</td>
<td>City Council Classifications</td>
</tr>
</tbody>
</table>

*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

• Agency Analysts Are Not Able to Update Contingent Worker Contracts
  • *Workaround*: Ask HRSC to edit these (*Do Not* Edit Position)

• Stipend Payments End after Promotion
  • Remember: Stipends are attached to pay for the POSITION, not the Worker.
  • *To Do*: Add Stipends to New Position after Promotion
• 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
This is a test of the Office of Human Resources emergency notification system. This is only a test.

At the top of the body of your reply message, send the number (or number/letter combo if present) of your choice from the menu below.

1G: I have my laptop with me
2G: My laptop is at the office
3G: I do not have a city issued laptop
End of Year
Dates and Deadlines
Troy Bettinger
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
### Last Years Questions: Freeze

**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
New Year – New Data

2019 Upload Frenzy

• Safety Salary Updates
• Pay Grade Bumps from Salary Survey
• Pre-Merit Data Updates
• New Cost Centers for Reorg Agencies
  • Public Works
  • Police
  • Sheriff
Workday Efficiency: Building Inbox Filters

Jeff Allen
Inbox Filters

The Problem: You have a lot of items in your Workday inbox

The Solution: Workday Inbox Filters!
Creating Inbox Filters

Steps to set up a filter:

1. Navigate to your Workday inbox

2. Click the Viewing: All button
Creating Inbox Filters

3. Select Edit Filters. You will be taken to the My Inbox Filters page
Creating Inbox Filters

4. Select Create Inbox Filter. You will be taken to the Create Inbox Filter page
Creating Inbox Filters

5. Enter a description of your filter in the Description field

6. Select the Business Process Type(s) radio button
Creating Inbox Filters

7. Click the menu icon in the field, then click Business Process Types in Inbox
Creating Inbox Filters

8. Select which business process you would like to use for the filter. You may select more than one. Click OK, then Done
Using Inbox Filters

1. Navigate to your Workday inbox

2. Click the Viewing: All button
Using Inbox Filters

3. Select the filter you just created. Your inbox will only show you those tasks which meet the criteria defined when setting up the filter.
Agency Approver
Training Update
Jeff Allen
Agency Approver Training Update

- 2 1 hour preview sessions for Recruiters, HRBPs, Onboarding Coordinators
- 4 1 hour general sessions for Agency Approvers
- Planning targeted sessions for 3 agencies
  - DEN, DHS, Public Works
- 15 agencies participated in the general sessions
Agency Approver Training Update

 Participating Agencies

• Auditor’s Office
• Arts and Venues
• Clerk and Recorder
• Community Planning and Development
• Controller’s Office
• Denver Parks and Rec
• Excise and License
• General Services

• Human Rights and Community Partnerships
• Office of the Municipal Public Defender
• Office of Children’s Affairs
• Office of Emergency Management
• Office of the Independent Monitor
• Office of Special Events
• Technology Services
HR Service Center Update

Stef Chis
Tasks and Incidents

**Total Monthly SNOW Ticket Volume**

- **Agency:** (All)
- **Assigned to:** (All)
- **Created By:** (All)
- **Assignment Group:** (All)
- **Configuration Item:** (All)
- **Contact Type:** (All)
- **Caller:** (All)
- **Status:** (All)
- **Resolved by:** (All)

Data Span Available: 1/3/2017 through 12/14/2018

Actual Dates represented below depend on filters used.

Current month is month-to-date.
Inbound Calls Quarterly

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Calls</th>
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<tbody>
<tr>
<td>Q1</td>
<td>498</td>
</tr>
<tr>
<td>Q2</td>
<td>442</td>
</tr>
<tr>
<td>Q3</td>
<td>405</td>
</tr>
<tr>
<td>Q4</td>
<td>712</td>
</tr>
</tbody>
</table>
Inbound Calls

Total Monthly Call Volume X Transfer Status for Filtered Reporting Period

- NOT Transferred
- Transferred

Years: 2018-01 to 2018-12

Values:
- 2018-01: 26 NOT, 57 Transferred
- 2018-02: 14 NOT, 58 Transferred
- 2018-03: 20 NOT, 73 Transferred
- 2018-04: 12 NOT, 85 Transferred
- 2018-05: 12 NOT, 56 Transferred
- 2018-06: 21 NOT, 66 Transferred
- 2018-07: 3 NOT, 78 Transferred
- 2018-08: 10 NOT, 95 Transferred
- 2018-09: 9 NOT, 83 Transferred
- 2018-10: 166 NOT, 9 Transferred
- 2018-11: 241 NOT, 12 Transferred
- 2018-12: 2 NOT, 57 Transferred
The Wait is Almost Over

Loading the widgets...

Say **Hello** to
Your New Kronos
February 2019

Kronos Update
OHR Kronos Ambassador Stef Chis
Kronos Upgrade Update

• Start Testing Date: 28 January 2019

• *This will include: Kronos Ambassadors will train, review the job aids, and e-Learning modules will be available city wide in City U.*

• Kronos Freeze: From Tuesday 19 February 2019 to Go-Live: Can’t log into the web application (timekeeping will still work)

• Go-Live Date: 25 February 2019

• Current communication: Kronos page is now in Denver Hub
Golden Ticket

Jeff Allen
Short Description: Workday Request Help with a Process/How to?

Description: The District Attorney’s Office has decided to opt in the pre-employment assessment for their non-CSA ASA positions. We will need to attach the Administrative Professional Assessment to the following job codes:

- DC1481
- DC1487
- DC1496
- DC1528
- DC1538

Please let me know if you need any action or assistance from me to complete this change. I have a recruiter waiting on the update to open a job requisition, so if you would notify me once the changes are in effect that would be appreciated. Thanks!

Item: Workday

Requester: Alyx Sparrow from OHR
Workday Wednesday Summary

- **11/7/18 Workday Update**
- Wellness Benefit deadline – Remind staff that the 11/30 deadline is fast approaching. [Find more information here.](#)
- Workday Freeze 1/5/19-1/19/19 – There will be a Job and Pay Change freeze for existing employees in January in order to complete the merit process in Workday.
- Check the minimum qualifications - With the transition to Workday Recruiter, there have been instances where minimum qualifications on a job posting were not correct. Work with Kourtney Green if you notice anything that is not correct.
- Job Requisitions created before 8/25/18 – Job requisitions created before Workday Recruiter went live on 8/25/18 will not auto-populate job information. The solution is to close the old job requisition and start a new job requisition for the position.
- Workday Employee and Manager User Guide – OHR combined ALL Workday job aids into one convenient package for employees and managers. It is recommended that you bookmark the link in your favorites and refer to the website often as the guide is updated frequently. Version 3.0 coming this week! The guide’s link is located half way down the page. [https://www.denvergov.org/content/denvergov/en/workday/Training1.html](https://www.denvergov.org/content/denvergov/en/workday/Training1.html)
Reporting Rundown:
Positions With Ends Date
Emi Baker
Reporting Rundown with Emi

CCD HR Unfilled Limited Positions Report with End Date
CCD HR Unfilled Limited Positions Report with End Date

Name: CCD HR Unfilled Positions Report with End Date

Summary: Returns a list of unfilled limited positions along with agency, comp. grade, and end date

Required Prompts: None

Optional Prompts: None
CCD HR Unfilled Limited Positions Report with End Date

Outputs

• Position Number and Job Profile
• Agency and Supervisory Organization
• Limited Position End Date
• Compensation Grade
• Cost Center, Fund, and Location
• Target Hire Date
• Open Job Requisition (if applicable)
Who can run this? Lots of people!

- Agency Analysts
- HR Analysts
- HR Partners
CCD HR Unfilled Limited Positions Report with End Date

In the search bar, start typing the name of the report and select it.

There are no prompts for this report.
<table>
<thead>
<tr>
<th>Position Number</th>
<th>Job Profile</th>
<th>Manager</th>
<th>Agency</th>
<th>Supervisory Organization</th>
<th>End Date of Limited Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>66736</td>
<td>Safety and Industrial Hygiene Administrator - Finance/Cash, Risk &amp; Capital Funding (Unfilled)</td>
<td>Raymond S</td>
<td>DOF Department of Finance Agency</td>
<td>DoF CASH Insurance &amp; Loss Prevent (Raymond S)</td>
<td>01/02/2025</td>
</tr>
<tr>
<td>66597</td>
<td>Quality Management Specialist - Community Health Administration - Public Health and Environment (Unfilled)</td>
<td>Molly W</td>
<td>DEH Department of Environmental Health Agency</td>
<td>DEH CBH HIV Resources QM (Molly W)</td>
<td>02/29/2024</td>
</tr>
</tbody>
</table>
CCD HR Filled Limited Positions with End Date
Name: CCD HR Filled Positions with End Date

Summary: Returns a list of filled limited positions along with agency, comp. grade, and end date

Required Prompts: None

Optional Prompts: None
CCD HR Filled Limited Positions with End Date

Outputs

• Position Number and Worker Name
• Agency and Supervisory Organization
• Worker Hire Date
• Limited Position End Date
• Cost Center, Fund, and Location
• Compensation Grade
CCD HR Filled Limited Positions with End Date

Who can run this? Lots of people!

- Agency Analysts
- HR Analysts
- HR Auditor
- HR Partners
CCD HR Filled Limited Positions with End Date

In the search bar, start typing the name of the report and select it.

There are no prompts for this report.
CCD HR Filled Limited Positions with End Date

Report will display on your screen

<table>
<thead>
<tr>
<th>Position</th>
<th>Worker Name</th>
<th>Worker's Manager</th>
<th>Agency</th>
<th>Supervisory Org</th>
<th>Worker Hire Date</th>
<th>End Date for Limited Position</th>
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<tbody>
<tr>
<td>56245 Marketing Commun</td>
<td>Joe</td>
<td>Alton D</td>
<td>C&amp;R Clerk &amp; Recorder's Office Agency</td>
<td>C&amp;R COM Communications Division (Alton D)</td>
<td>05/02/2016</td>
<td>12/31/2019</td>
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<tr>
<td>Profes II</td>
<td></td>
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<td>54679 CL0356 Assistant</td>
<td>Ema</td>
<td>Daniel R</td>
<td>CAO City Attorney's Office Agency</td>
<td>CAO DEN Airport Legal Services Attorneys (Daniel R)</td>
<td>09/06/2017</td>
<td>12/31/2019</td>
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<td>City Attorney Entry</td>
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Wrap: Live Audience Questions

Moderated by the Team

Use the Skype IM Feature
Next Workday Wednesday

Wednesday, 9 January 2019 @ Noon

Workday Wednesday:
Jeff Allen
Emi Baker
Stef Chis
CJ Longshore
Troy Bettinger

Special Shout Out to:
Susan Judah, Kronos Expert;
Cindy Bishop;
Russ Johnson;
Tyson Martens;

and of course Wade Balmer...