Workday Wednesday

Episode #52

20 February 2019

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

Emi

Troy

Stef

Jeff
Episode #52 Topics

• Welcome, Agenda: Jeff Allen
• System Status: Troy Bettinger
• Preview of Coming Attractions: Troy Bettinger
• Performance & Goals: Emi Baker
• Archiving Goals: Emi Baker
• Language Stipend: Stef Chis
• Reporting Rundown - CCD PM 2018 Performance Review Rating Report: Jeff Allen
• Interactive Question & Answer Session: Team
System Status

Troy Bettinger
### Dates & Updates Feb + Mar 2019

<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>PRESIDENT’S DAY</td>
<td>Kronos Freeze</td>
<td>Workday Wednesday</td>
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<td>Class for Agency Analysts</td>
<td>Weekly Update 12 Mid-4AM</td>
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<td>New Kronos Close Payroll</td>
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<td>Workday Wednesday</td>
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Sandbox Tenant refreshes at 7:00 PM MDT on Friday

https://community.workday.com/extended-maintenance-events
Recent System Changes

New Since Last Time:
• Testing Workday 32

Previously Changed:
• Cost Center Updates for Positions and Supervisory Orgs

Works In Progress:
• Workday Learning
• Workday 32
• Workday Beautification
• Location Cleanups
• Tuning Job Profiles and Questionnaires
Known Issues 2/20/19 pg 1

• Must edit Job Reqs if a Primary Recruiter moves to new Recruiter position.
  • ANY POSITION CHANGE including Promotion, Demotion, Transfer
  • Remember: Primary Recruiter security role is attached to the POSITION, not the Worker.
  • To Do: Edit all your Reqs to reassign new position as Primary Recruiter:
    • Evergreen Job Reqs
    • Standard Job Reqs
- 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.
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 Job Change to new position.
  • Includes: Promotion, Demotion, Transfer
  • Remember: Stipends are attached to pay for the POSITION, not the Worker.
• **To Do**: Add Stipends to New Position after Promotion:
  • Cell Phone Stipend
  • Bilingual Stipend
  • Tools Stipend
  • Equipment Operation Stipend
  • Helicopter Pilot Allowance
• 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>
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<td>AC1499</td>
<td>ASAIII</td>
<td>AC1499 Administrative Support Assistant III</td>
<td>Auditor's Appointees</td>
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<td>ASAIII</td>
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<td>Board of Adjustment &amp; Zoning Classifications</td>
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<td>CC1494</td>
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<td>Career Service Classifications</td>
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<td>ASAIII</td>
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<td>LC1497</td>
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<td>Denver Public Library Classifications</td>
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<td>VC1501</td>
<td>ASAIII</td>
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<td>Civil Service Commission Civilian Classifications</td>
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<td>YC1500</td>
<td>ASAIII</td>
<td>YC1500 Administrative Support Assistant III</td>
<td>City Council Classifications</td>
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</table>

*Unless you are Wendy Copley, Gena Netwal, Tammy Phillips or Kristen Knutson.*
Preview of Coming Attractions

Troy Bettinger
Workday Upgrade Coming 9 March
Workday Learning Coming 1 May
Workday Learning Coming 1 May

- New App for Leaders “My Team Management” includes dashboards for tracking learning.
Performance & Goals

Emi Baker
Merit Update

• The Performance Review, Calibration and Merit Processes ARE COMPLETE!

• Starting tomorrow 21-February 2019, you can:
  • See your own review – final copy
  • See your pay change
Performance and Merit Update

• Performance Review Meetings with Employees – December 26-February 28
• Merit Increase Effective Date – January 6
• Managers deliver merit increase information to employees – February 4-February 19
• Merit Increases, retroactive payments, and merit payment lump sums (as applicable) delivered on Pay Day – February 22
2019 Performance Goals
Work with your supervisor to set your 2019 Goals

• Set up a meeting with your supervisor to discuss 2019 goals
• Review Performance Goal-Writing Worksheet
• Add and Edit last year’s goals for your supervisor to review and approve

Enter your goals in Workday from February 4, 2019-March 29, 2019
Performance Management Tools

- From the Human Resource Center Denvergov site, click on Performance Management

  ![Performance Management](image)

  With the transition to Workday, the city’s HR and payroll system, the city’s performance management approach shifted. See the performance management resources available to you.

- Click on Goal Setting

  ![Goal Setting](image)

  Each year, employees collaborate with their managers to set performance and development goals for the year.

- Access job aids and goal-writing worksheets
How to Archive Goals

Emi Baker
How to Archive Goals!

- Select the task **Archive Goals** in WD
- Worker will default to you – select **OK**
How to Archive Goals!

- Select the Active Goals you would like to archive and Click OK
- This will route to your supervisor for approval
Archive Goals Demo Time!
Language Stipend

Stef Chis
Employees who become eligible for bilingual services stipend after February 11, 2019 shall receive a stipend of fifty dollars ($50) per pay period. Employees who were receiving a bilingual stipend prior to February 11, 2019 shall retain that stipend amount. However, if an employee receiving a bilingual stipend prior to February 11, 2019 loses eligibility for the stipend, upon regaining eligibility they will receive a stipend of fifty dollars ($50) per pay period.
Language Stipend Changes-Manager Responsibilities

• Work with department/agency leadership to determine if the employee qualifies for the stipend
• Purchase the bilingual test through the approved vendor and provide the instructions to the employee
• Request the stipend through Workday and attach the score report
• If the employee no longer uses the second language, remove the stipend pay in Workday
ccdp m 2018 performance review
rating report

name: ccd pm 2018 performance review rating report

summary: returns a list of all performance reviews by supervisory org

required prompts: supervisory org

optional prompt: include subordinate organizations
Outputs

- Agency
- Supervisory Organization
- Employee ID
- Worker
- Hire Date
- Job Profile
- Manager

- Status
- Review Period End Date
- Evaluated By
- Review Rating
- Calculated Rating
- Calibrated Rating
Who can run this?

- HRBPs for the orgs they support
- Talent Partners citywide
1. In the search bar, start typing the name of the report and select it

2. Select the Supervisory Org you wish to view and, if applicable, select Include Subordinate Organizations and click OK

CCD PM 2018 Performance Review Rating Report

Include Subordinate Organizations ✓

Organizations

- DEH Denver
  Environmental Health Agency (Robert McDonald (101738))
3. The report will be displayed on your screen

<table>
<thead>
<tr>
<th>Agency</th>
<th>Supervisory Organization</th>
<th>Employee ID</th>
<th>Worker</th>
<th>Hire Date</th>
<th>Job Profile</th>
<th>Manager</th>
<th>Status</th>
<th>Review Period - End Date</th>
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<tbody>
<tr>
<td>DEH Department of Environmental Health Agency</td>
<td>DEH OME Medical Examiner's Office (Jim)</td>
<td>Steven</td>
<td></td>
<td>12/15/2014</td>
<td>CA2750 Manager</td>
<td>Jim</td>
<td>Successfully Completed</td>
<td>12/31/2018</td>
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<td>DEH Department of Environmental Health Agency</td>
<td>DEH EQM Environmental Quality (Gregg)</td>
<td>Paul</td>
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<td>01/01/1999</td>
<td>CE2271 Manager Environmental Public Health</td>
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<td>12/31/2018</td>
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<td>DEH PHI Child Care Facility Inspection (Lacey)</td>
<td>Melinda</td>
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<td>08/15/1994</td>
<td>CE2848 Environmental Public Health Investigator III</td>
<td>Lacey</td>
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<td>Alice</td>
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<td>01/01/1999</td>
<td>CA2758 Director</td>
<td>Ann</td>
<td>Successfully Completed</td>
<td>12/31/2018</td>
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Wrap: Live Audience Questions
Moderated by the Team

Use the Skype IM Feature
Next Workday Wednesday

Wednesday, 6 March 2019 @ Noon

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

Special Shout Out to:
Tony Gautier;
Patti Rowe;
Russ Johnson;
Tyson Martens;

and of course Wade Balmer...