Workday Wednesday

Episode #53

20 March 2019

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

Emi

Troy

Stef

Jeff
Episode #53 Topics

- Welcome, Agenda: Jeff Allen
- System Status: Troy Bettinger
- CityU Freeze: Emi Baker
- Preview of Workday Learning: Troy Bettinger
- HRSC Update: Stef Chis
- Performance & Goals: Stef Chis
- Reporting Rundown - CCD TA Competitive Job Requisitions in Progress: Jeff Allen
- Interactive Question & Answer Session: Team
System Status

Troy Bettinger
## Dates & Updates Mar-Apr 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>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Workday Wednesday</td>
<td></td>
<td></td>
<td>Weekly Update 12 Mid-4AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Close Payroll</td>
<td>21</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WDW Break</td>
<td>Weekly Update 12 Mid-4AM</td>
<td>Class for Agency Analysts</td>
<td>Weekly Update 12 Mid-4AM</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Close Payroll</td>
<td>Workday Wednesday</td>
<td></td>
<td></td>
<td></td>
<td>Weekly Update 12 Mid-4AM</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WDW Break</td>
<td></td>
<td></td>
<td></td>
<td>Weekly Update 12 Mid-4AM</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>CityU Freeze Close Payroll</td>
<td></td>
<td>Workday Wednesday</td>
<td></td>
<td></td>
<td></td>
<td>Weekly Update 12 Mid-4AM</td>
</tr>
</tbody>
</table>

Sandbox Tenant refreshes at 7:00 PM MDT on Friday

https://community.workday.com/extended-maintenance-events
Learning Freeze 4/15-4/28

• CityU will be inaccessible Monday, 4/15 – 4/29.
• Workday Learning will launch on April 29.
• In order to accommodate this freeze, the ADA training deadline has been extended to May 10.
• Spring break for CityU!
Recent System Changes

New Since Last Time:
- Workday 32
- Job Profile Updates
- DSD Shift Bids

Previously Changed:
- Workday 32 Testing

Works In Progress:
- Workday Learning
- Workday Beautification
- Location Cleanups
- Tuning Job Profiles and Questionnaires
• 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)*
Known Issues 3/20/19 pg 4

• 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>
</tr>
</thead>
<tbody>
<tr>
<td>AC1499</td>
<td>ASAIII</td>
<td>AC1499 Administrative Support Assistant III</td>
<td>Auditor's Appointees</td>
</tr>
<tr>
<td>BC1502</td>
<td>ASAIII</td>
<td>BC1502 Administrative Support Assistant III</td>
<td>Board of Adjustment &amp; Zoning Classifications</td>
</tr>
<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>
</tr>
<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>VC1500</td>
<td>ASAIII</td>
<td>VC1500 Administrative Support Assistant III</td>
<td>City Council Classifications</td>
</tr>
</tbody>
</table>

*Unless you are Wendy Copley, Gena Netwal, Tammy Phillips or Kristen Knutson.
Upcoming CityU Freeze

- CityU is going away
- Beginning April 15\textsuperscript{th}, CityU will no longer be available
- Workday Learning is coming
- WD Learning will launch on April 29, 2019

CityU Freeze (April 15th-April 29th)
How will this impact me?

Any in progress trainings must be completed prior to April 15th.

In progress trainings will not be carried over to WD Learning.

CityU Freeze (April 15th-April 29th)
Required ADA Title II Training

- Training started but not completed in CityU will not be transferred over to Workday Learning

- It is strongly encouraged that the training is completed in CityU prior to April 15, 2019

ADA Title II Training is due for completion on May 10, 2019
Preview of Coming Attractions: Learning

Troy Bettinger
Workday Learning Coming 29 April
How Will I Access Learning?

Directly from new App on Workday Homepage

- No additional login
- No additional password
- No additional web pages
How Will I Find Classes or Content?

Classes and Content on Main Learning Screen:
Two Types of Course Content

Blended Learning
(a.k.a. Instructor-Led-Training)

Digital Learning
How Do I Sign Up for a Digital Class?

Digital Courses can be video, audio or digital documents.

Steps:
1. Find the digital content
2. Click the Enroll button to sign up
3. Take the class
How Do I Sign Up for a Live Class?

Instructor-Led Training is called “Blended” in WD Learning

1. Find the Blended course
2. Click the Enroll button to sign up
3. Manager approves
4. Take the class
Who Can Do What?

Learning offers these roles for workers (may be combined):

- Learner as Self
- Instructor
- Enroller
- Scheduler
- Content Creator
- Admin

Examples only – may change in the future

Richard Bettinger (C&R Elections)
Tricia Scherer (TS)
Marissa DeMercurio (OHR)
Andi Blaustein (OHR)
Will Probeck (OHR)
Ron Anderson (DEN)
Workday Learn As Learner
HRSC Update

Stef Chis
The Golden Ticket

• I’d greatly appreciate assistance from OHR changing the supervisory org for position number 39844 and downgrading it from an Eligibility Tech II (614A) to an Administrative Support Assistant IV (613C).

• Currently this position reports to Christine Martinez (DHS FSD Accounting). FSD would like to shift it to report to Brian Yauk (DHS FSD General Accounting)

Submitted by Justin Sykes DHS
Performance & Goals
Stef Chis
Goals Deadline: March 29th

• City Stars Values Goals are entered in Workday
• These goals cannot be edited
• Deadline: March 29th, Friday

• **Common error messages:**
  ✓ Missing category
  ✓ Missing due date
  ✓ Missing status
  ✓ Missing weight
Goals--Open Labs

• HRSC conducts open labs to assist employees with entering goals in Workday

• Locations: DHS (Castro Building), Wellington Webb and Denver Int. Airport

• Remaining sessions:
  - 3/21 DEN
  - 3/26 Webb Building
Neogov Update

Jeff Allen
As of 3/18/19, Neogov went to read-only mode

We have 5 generic accounts to access Neogov

Intent is for CORA requests, litigation, historical data, etc.

TA, Class/Comp, HRSC, Safety, and HRTI have the account login information
Reporting Rundown
CCD TA Competitive Job Requisitions in Progress
Jeff Allen
CCD TA Competitive Job Requisitions in Progress

Name: CCD TA Competitive Job Requisitions in Progress

Summary: Returns a list of all competitive job requisitions which are in progress

Required Prompts: Supervisory Organization

Optional Prompts: Include Subordinate Organizations, Include Evergreen Requisitions
CCD TA Competitive Job Requisitions in Progress

Outputs

- Agency
- Supervisory Organization
- Primary Recruiter
- Position
- Job Requisition
- Job Requisition Number
- Job Posting Details
- Job Req Initiated Date
- Job Req Approved Date
- Posting Start Date
- Posting End Date
- Days Job Req Open
- Days Since Posted
- Is Evergreen
- Active Candidates

- Job Requisition Primary Location
- Default Assessment Tests
- Primary External Questionnaire
- Primary Internal Questionnaire
- Number of Candidates in Sent to Manager
- Most Recent Date a Candidate went into Sent to Manager
- Number of Candidates in Interested
- Most Recent Date a Candidate went into Interested
- Number of Candidates in Interview
- Most Recent Date a Candidate went into Interview
- Number of Candidates in Offer
- Most Recent Date a Candidate went into Offer
- Number of Candidates in Background
- Most Recent Date a Candidate went into Background
Who can run this?

• Recruiters for the orgs they support
• Recruiting Managers citywide
CCD TA Competitive Job Requisitions in Progress

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/or Include Evergreen Requisitions and click OK
3. The report will be displayed on your screen

<table>
<thead>
<tr>
<th>Agency</th>
<th>Supervisory Organization</th>
<th>Primary Recruiter</th>
<th>Position</th>
<th>Job Requisition</th>
<th>Job Requisition Number</th>
<th>Job Posting Details</th>
<th>Initiated Date</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW Public Works Agency</td>
<td>PW MPD Transport &amp; Mobility Planning (Jennifer)</td>
<td>Amy</td>
<td>65220 Project Manager II, Mobility Innovation - Public Works (Unfilled)</td>
<td>R0015656 Project Manager II, Mobility Innovation - Public Works (Open)</td>
<td>R0015656</td>
<td></td>
<td>11/27/2018</td>
<td>12/05/2018</td>
</tr>
<tr>
<td>PW Public Works Agency</td>
<td>PW MPD CDD Community Design &amp; Development (Emily)</td>
<td>Amy</td>
<td>3274 Engineer Supervisor - Project Development and Community Design - Public</td>
<td>R0015775 Engineer Supervisor - Project Design and Community</td>
<td>R0015775</td>
<td></td>
<td>12/04/2018</td>
<td>12/10/2018</td>
</tr>
</tbody>
</table>
CCD TA Competitive Job Requisitions in Progress

Notes:

• Job Posting Details will only populate if the job is currently posted
• Days Job Req Open = number of days since the job req was initiated
• Date fields only populate if there are candidates in the corresponding step
Wrap: Live Audience Questions

Moderated by the Team

Use the Skype IM Feature
Next Workday Wednesday

Wednesday, 3 April 2019 @ Noon

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

Special Shout Out to:
Anjie Walker;
Melissa Yokum;
Jay Rathbun;
Tyson Martens;

and of course Wade Balmer...