

RULE 1.2 – SYSTEM OF RECORD

Adopted Date: 05/23/2005

Revised Date: 03/28/2024

PURPOSE

The purpose of this fiscal accountability rule is to identify the City and County of Denver's (city) official system of record for human resources, payroll, finance, time and attendance, revenue collection, and document management to ensure the integrity and validity of data.

DEFINITIONS

System of Record – The authoritative data source for a data element or piece of information.

RULES

1. Departments and agencies shall recognize Workday as the city's authorized system of record and centralized document storage system and use Workday to:
 - A. Record and manage human resources, payroll, time tracking and absence management, and financial data; and
 - B. Store invoices, journals, and other supporting documentation for financial, and payroll transactions.
2. Departments and agencies shall recognize Workday as the city's authorized system of record and use Workday to manage all facets of time tracking and absence management, and exception hours, and to ensure that Career Service Rules, Collective Bargaining Agreements, the Fair Labor Standards Act, and pay rules are consistently applied and are in compliance.

Prior to the implementation of Workday for time and attendance on July 6, 2023, UKG (Kronos) was the city's authorized time and attendance tracking system. This data was exported and retained by Technology Services and will continue to be stored by Technology Service according to Executive Order No. 143: Memorandum B – Records Management.

Unless otherwise specified at the beginning of the document, printed copies are UNCONTROLLED. Always refer to the online Fiscal Accountability Rules on City and County of Denver website prior to use to ensure you are using the most current copy.

3. Departments and agencies shall recognize Alfresco as the city's authorized system of record and use Alfresco to store contract and human resource personnel documents.

Prior to the implementation of Workday for financials on August 28, 2017, Alfresco was the city's authorized centralized document storage system and housed invoices, journals, and other supporting documentation for financial transactions. These documents will continue to be stored in Alfresco according to [Executive Order No. 143: Memorandum B – Records Management](#).

4. No subsidiary systems that interface with an authorized system of record shall be established without approval of the Controller's Office.
 - A. Prior to authorization of a subsystem, the Controller's Office shall work with Technology Services, and the requesting department or agency, to assess whether the proposed subsystem will meet the city's needs and department or agency functional requirements.
 - B. Departments and agencies, with a subsidiary system that interfaces with a city system of record, shall create, maintain, and communicate all relevant information required in the system of record, and maintain the necessary functionality to ensure the integrity of data.
5. Reports, statements, or other documents constructed to communicate or share information shall be developed using the authorized system of record to ensure the integrity and validity of data.
6. Nothing in this fiscal accountability rule shall prevent any State affiliated city department or agency from using State mandated or imposed systems of record to complement with, or in addition to the city's system of record, or prevent any department or agency from complying with federal requirements.

AUTHORITY AND ACCOUNTABILITY

The **Controller's Office** is responsible for this fiscal accountability rule and any procedures, guides, job aids, forms, and one-page summaries associated with this rule.