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From: Sharee L. Broussard
Sent: Tuesday, January 11, 2022 10:06 AM
To: Mobile County Email Users
Cc: Glenn Hodge; Eddie Kerr; Darren Martin; Dana Foster-Allen; Donna Jones; Sharon Mitchell; Anusha Paila
Subject: IMPORTANT MESSAGE: Big Changes to Mobile County Operations Coming Soon

Managers, please share this information with anyone in your unit who does not use or have regular access to email.

At its Sept. 27, 2021 meeting, Agenda Item #15, Mobile County Commission approved transitioning finance, human resources and payroll operations to Workday. Workday is a cloud-based system that will streamline multiple operations, modernize processes, and bring Mobile County closer to paperless. Transitioning multiple systems into one new tool will take some time and employees in IT, Finance and Human Resources have been in training to prepare.

Mobile County will make the transition to Workday over the next 12 months.

What is Workday? CLICK THIS LINK FOR A BRIEF VIDEO: <https://www.youtube.com/watch?v=1dLWpHycS7o>

What does Mobile County's shift to Workday mean for you?

- Early in the process, *some people* will be asked to participate in interviews with the implementation partner, AVAAP, to give input. If you're contacted for this purpose, please participate.
- As the process progresses,
 - *Some people* will be tasked to help with their departmental transition.
 - **ALL EMPLOYEES** will be expected to participate in trainings about how to use Workday.
- Once the transition is made,
 - **ALL EMPLOYEES** will see a difference in the following:
 - Paperless paystubs
 - Benefits selection and management through Workday
 - Time off requests, monitoring and approvals through Workday
 - *Managers and some employees* will see a difference in
 - finance processes like purchasing, procurement, budgeting and budget monitoring
 - employee recordkeeping

BE ON THE LOOKOUT FOR periodic updates on the transition and requests for your participation as Mobile County makes this change to Workday this year.



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