

Transition to Workday

Increase Efficiency • Improve Operations

Human Resources • Payroll • Finance



**Change Ambassador
Monthly Meeting
April 27, 2023**

**Workday
HR/Payroll
Targeted Go-Live
July 2023**



Agenda

Project Update

Change Management Update

Workday Benefits Overview

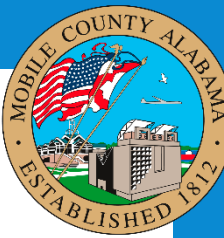
Get Excited

Next Steps

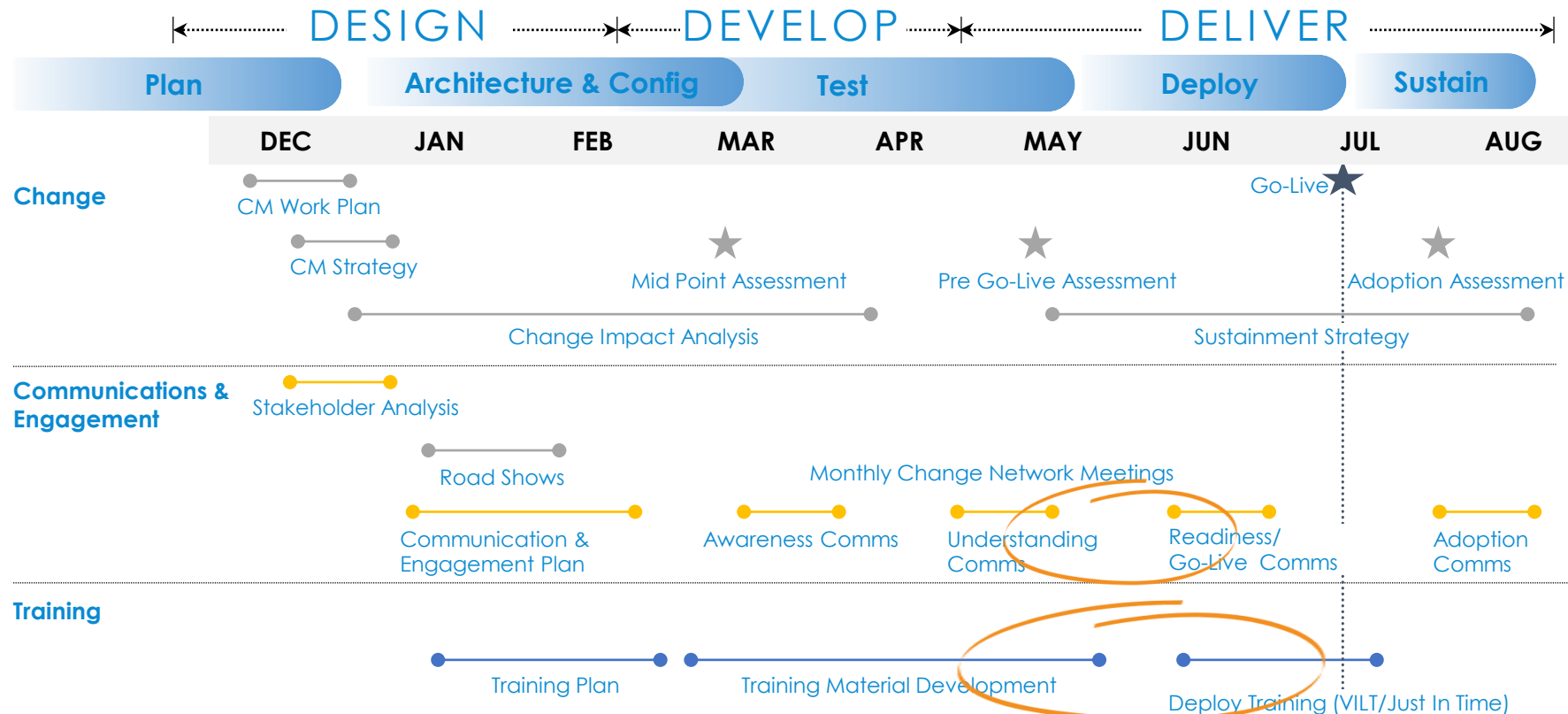


Project Update

- **Workday Partners Training and Final Testing**
- **Overall Employee Training is in Development**



Change Management Overview





Workday Benefits Overview

Employees who are eligible for benefits will use Workday to review and select their benefits such as medical, dental, vision coverage, life insurance, and pre-tax benefits.

- Current Employees will be prompted to make benefit elections for the coming year during the annual Open Enrollment period via a Workday Inbox task.
- New Employees must make their benefit elections within 60 days of joining the County. The new hire enrollment task will be delivered via a Workday Inbox task.
- Employees will have 30 days to report a qualifying life event* outside of the Open Enrollment period.

* Qualifying life events include *marriage, divorce, birth, adoption, foster care placement, dependent death, loss of legal guardianship or foster care, spouse, or dependent gain/loss of coverage.*



View and Change Benefit Elections

View Benefit Elections

Benefit Elections
⋮

Change Benefits
Change Retirement Savings

EXAMPLE

Current Benefit Elections and Costs 5 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semimonthly)	Employer Contribution (Semimonthly)
Medical/Dental - LGHIP (BCBS) PPO Wellness	01/01/2023	01/01/2023	Family				\$134.50	\$582.00
Employee Group Term Life/AD&D - Prudential (Employee)	01/01/2023	01/01/2023	\$50,000	\$50,000.00				\$8.25
Spouse Group Term Life - Prudential (Spouse)	01/01/2023	01/01/2023	\$5,000	\$5,000.00				\$0.73
401(a) - Nationwide	02/18/2023	02/18/2023	1%					
Pension - Retirement Systems of Alabama Tier 2	09/18/2021	09/18/2021	7.5%					
Total:							\$134.50	\$590.98

Change Benefit Elections

select one

- Birth / Adoption of Child / Legal Guardianship
- Cancel Long Term Disability
- Cancel Short Term Disability
- Cancel Voluntary Child Life
- Cancel Voluntary Employee Life/AD&D
- Cancel Voluntary Spouse Life
- Change Beneficiary
- Death of dependent, loss of legal guardianship or foster child
- Divorce
- Employee Gains Coverage From Another Source
- Employee Loses Coverage From Another Source
- Marriage
- Retirement Elections Change
- Spouse or Dependent Gains/Loses Coverage from Another Source



Add/Change Beneficiaries and Dependents

Add/Change Beneficiaries:

Beneficiaries Molli Manager ⋮

Add

Beneficiaries 1 item ✕ ☰

Beneficiary	Relationship	
Steven Manager	Child	Edit Delete

Add/Change Dependents:

Dependents

Add

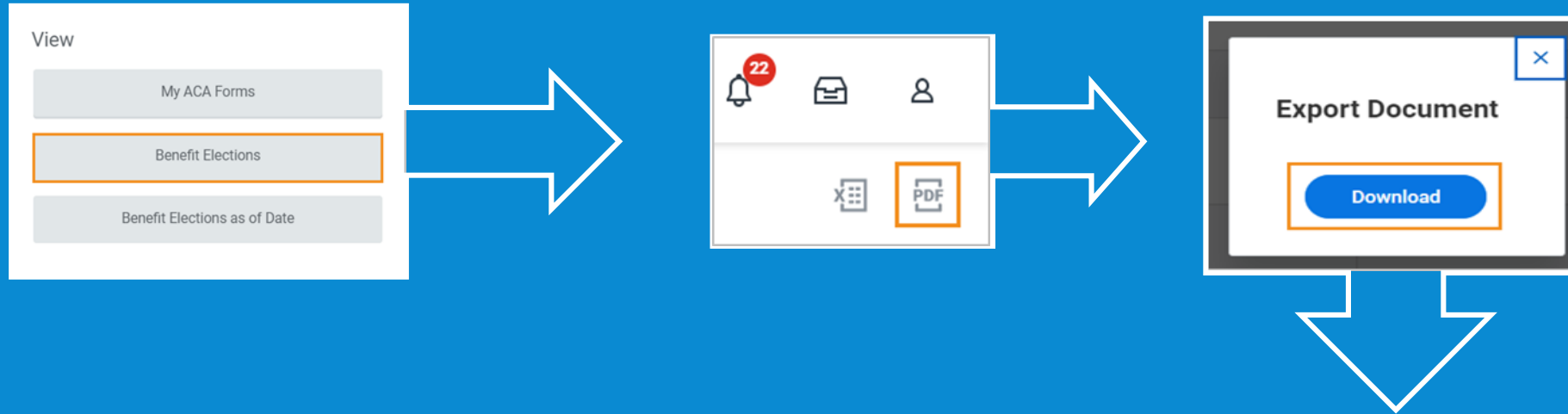
none entered

Change

- Benefits
- Beneficiaries
- Dependents**
- Retirement Savings
- 1095-C Printing Election



Printing Your Benefits Statement



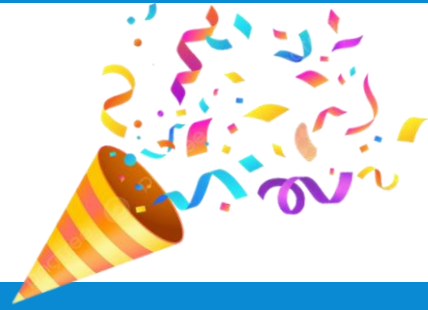
Benefit Elections: **EXAMPLE**

10:14 AM
03/30/2023
Page 1 of 1

Current Benefit Elections and Costs

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semimonthly)	Employer Contribution (Semimonthly)
	01/01/2023	01/01/2023	Family				\$134.50	\$582.00
	01/01/2023	01/01/2023	\$50,000	\$50,000.00				\$8.25
	01/01/2023	01/01/2023	\$5,000	\$5,000.00				\$0.73
	02/18/2023	02/18/2023	1%					
	09/18/2021	09/18/2021	7.5%					
Total:							\$134.50	\$590.98

Get Excited!!



- 1. 24/7/365 Access to YOUR Information**
- 2. Efficiently Submit Requests/Updates**
- 3. Reminders via Inbox Tasks**





Next Steps

Please actively communicate and share what you learned today about Workday!

Keep an eye out for training updates!



Thank you!!!

We look forward to
working together to
implement this change.



Questions?

