

Transition to Workday

Increase Efficiency • Improve Operations

Human Resources • Payroll • Finance



**Change Ambassador
Monthly Meeting
March 30, 2023**

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



Agenda

Welcome and Brief Recap

Roadshows Debrief

Workday HCM Overview

Next Steps

Questions & Answers

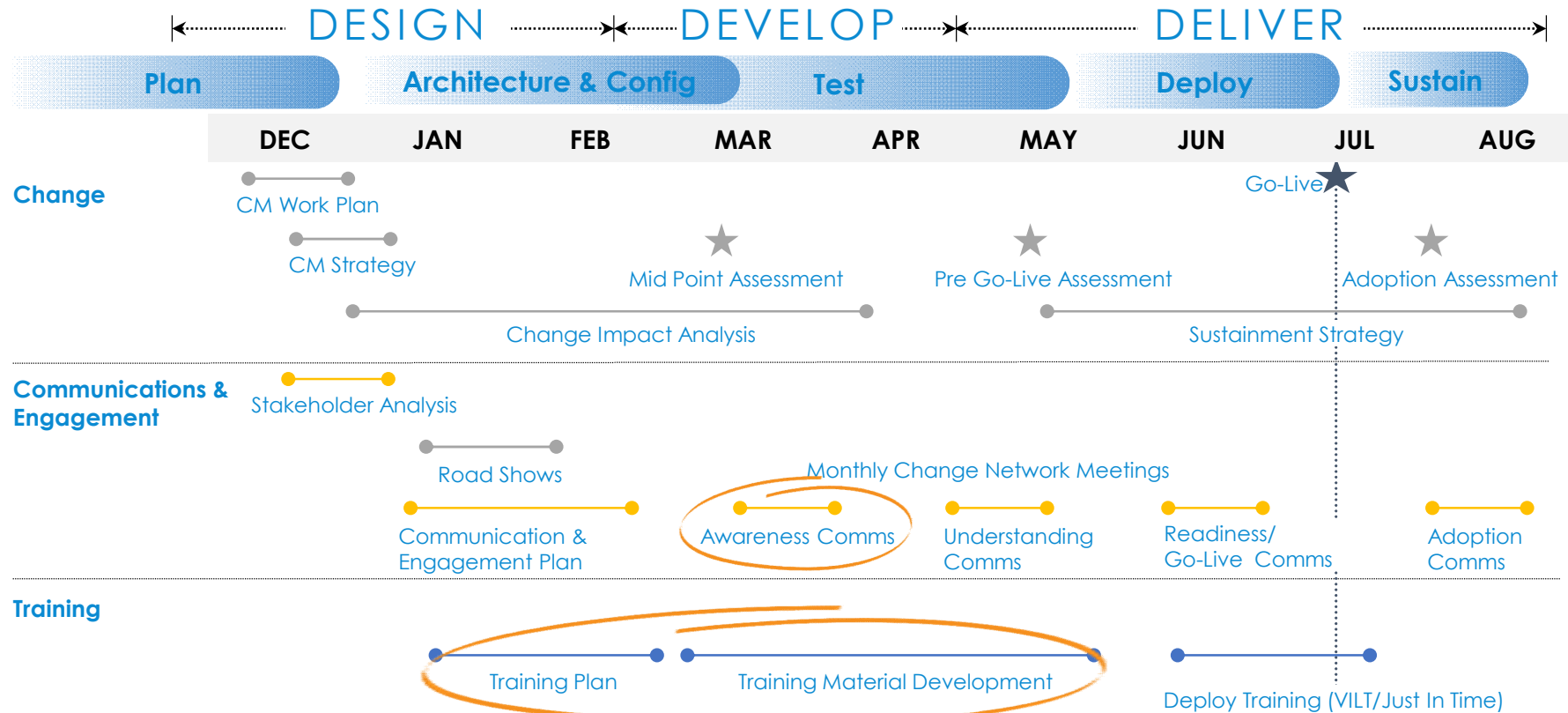


Workday Project Recap

- Mobile County successfully completed Workday Financials Implementation in 2022.
- Currently transitioning key Human Capital (HR/Payroll) processes to *Workday*, a single unified, enterprise cloud-based software system for human capital, payroll, and financial management functions.
- Targeted go live for HR/Payroll Implementation: **Summer 2023**



Change Management Timeline





Change Ambassador Network Role Recap

Advocate



- Promote the change within their functional area
- Gather feedback, challenges and concerns from peers
- Inspire, support and encourage your peers for positive change

Engage



- Attend monthly Change Ambassador Network meetings
- Share information, resources and updates within their functional areas
- Conduct regular check-ins with their managers and the OCM team on progress of change plans and activities

Inform



- Share feedback with the project team
- Escalate issues and risks
- Reach out to the project team for information and support as needed
- Identify and escalate the need for additional communication, education and leadership involvement



Roadshow Debrief

February Roadshow Presentations = Four Informal Forums

Follow up: Q&A from Roadshow:

1. Kiosks will be available for employees without access to computers
2. Fobs will be issued to employees without County phones
3. Login credentials will be provided to all County employees
4. End User Training is projected to begin in June – locations and dates TBA



Workday HCM Overview: Employees

Employees:

- Maintain Personal Information
 - Contact Info
 - Emergency Contact
 - Upload Photo

- Submit Resignation

Your Top Apps



Personal Information

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

Business Title

Social Networks

The screenshot shows the mobile app interface for Alaina SAT-A, a Human Resources Assistant. The top navigation bar includes a 'MENU' icon, the Mobile County Alabama logo, and a search icon. The main header displays the user's name 'Alaina SAT-A' and title 'HUMAN RESOURCES ASSISTANT'. A 'PDF' icon is visible in the top right corner. Below the header, there are sections for 'Location' (Government Pla), 'Cost Center' (CC045 General S), and 'Worker' (Alaina SAT-A) with a 'View Team' button. A 'Job' section is partially visible at the bottom right, showing 'Change My Business Title' and 'Business Title' (HUMA). The 'Actions' menu is open, listing various options: 'Actions', 'Frequently Used', 'Change My Preferred N...', 'Benefits', 'Business Asset', 'Business Process', 'Compensation', 'Job Change' (highlighted with a '2'), 'Manage Work', and 'Payroll'. The 'Resign' option is highlighted with a '3' in a red circle. A '1' in a red circle highlights the 'Actions' button in the top right of the menu.



Workday HCM Overview: Managers

MENU

Search

Molli Manager
People Manager

Actions 1

Location
Government Pl

Supervisory Or
Align Test Org

Worker
Molli Manager

View Team

Job

Business Process 2

My Delegations 3

Business Title

Menu

Apps Shortcuts

Your Saved Order

Reports

Tools

View Available Reports and Tasks

View Available Reports and Tasks

809 Items

Reports and Tasks

About Me SAMPLE

Absence Tier Time Off Entry Details

ABS - Test Populations

Active Employees

Managers:

- Delegation
- Workday Reporting



Workday HCM Overview: HR Partners

Dept. HR Partner:

- Job Changes
 - Transfers
 - Promotions
 - Demotions
- Initiate Terminations
 - Voluntary
 - Involuntary

Your Top Apps



My Team Management

My Team Management

Actions

Start Job Change

Change Location

Business Title Change

Add Job

Terminate

Less (2)

Start Job Change

Worker

* x Alaina SAT-A ...

Job

* HUMAN RESOURCES ASSISTANT - Alaina SAT-A

What do you want to do? *

Search

- Make New Manager
- Department Initiated Transfer
- Job Change
- Move to New Manager Within Department
- Location Change
- Part Time/Full Time Change
- Promotion
- Demotion - Voluntary
- Demotion - Involuntary

Primary Reason *

Search

Conversion >

Involuntary >

Voluntary >

Primary Reason *

Search

< Voluntary

- Voluntary > Deceased
- Voluntary > Dissatisfied with Job
- Voluntary > Dissatisfied with Management
- Voluntary > Dissatisfied with Pay
- Voluntary > Family Reasons
- Voluntary > Other Employment
- Voluntary > Relocating
- Voluntary > Retirement
- Voluntary > Unknown



Next Steps

- Please actively communicate and share what you learned today about Workday
- Next Change Ambassadors Monthly Meeting:
April 27, 2023 @ 10 a.m. online
- To learn more visit: www.mobilecountyal.gov/workday-communication-materials/

Your Change Ambassador Network (March 2023)



Functional Unit/Department	Change Agents
Mobile County Commission – Admin D2	Sharon Mitchell, Pamela Blackmon; Edith Gray, Val Rogers, Gordon Bauer
Mobile County Commission - Voting System Management/D3	Daniel Holloway
Mobile County Commission - Building Maintenance/D5	Rhonda Johnston, Debbie Mills, Paula Turner, Jim Stokley
Mobile County Commission – County Courthouse/Custodial/D6	Billy Rooks
Tobacco Tax/D7	Janeen Thornton, Clarence Berg
Community Corrections Center/D8	Dana Bowen, Carole Heggeman
Senior Companion Program/D9	Lorraine Reynolds
Legislative Delegation Office/D10	Pamela Battiste
Environmental Enforcement/D11	Helen Wells, Pamela Berger
County Animal Control/D12	Angie Snowden
County Garage/D13	Kenneth Irby
County Inspection/D14	Joy Hayes, Shannon Williams
Electronics/D15	Phillip Roberts
Investigation & Recovery/D19	Michele Janos,
13 th Judicial Court Police/D21	Robin Andrews, Cecil Adkinson, Reginald Walker
Domestic Relations/D23	Angelia Pritchard
Strickland Youth Center/D25	Jamica Chaney, Geoff Tynan
Probate Court/D29	Renee Clark, Jennifer Fulton, Mark Erwin, Melissa King; Miranda Phelps
Revenue Commission/D30	Kelly Merifield, Katie Williamson; Tyler Pritchett
Board of Equalization/D32	Carol Gobin, Collin Suttle
Board of Registrars/D50	Marion Nettles, Sherry Farrell, Sandra Garner
Environmental/D55	Patricia Miller, Chance Hall, Matthew Jones
RSVP Grant/D56	Stacey Killingsworth, Kathleen Howard

Your Change Ambassador Network (March 2023)



Functional Unit/Department	Change Agents
Foster Grandparent Grant/D57	Toni Robinson
County Treasurer/D60	Chinnita Thomas, Brandon Weaver
License Commission/D70	Alison Wadhvani, Gina Dean
Sheriff's Department/D80	Cynthia Coleman, Mary Seaman Koon, Karen Hubbard
Sheriff's Department Jail/D82	Dawn Wilson
Highway Traffic Safety/D89	Andrew Sullivan
Eng. & Public Works/D98	Jessica Smith, Cindy Wilks, Darice Bohannon, Debra Howze, Patti Naylor, Debbie Nelson, Kayla Wiggins
Eng. & Public Works/D98 – 6 th Floor	Susannah Gaddis
Absentee Ballot Manager Office D168	Susan Potts, Alleen Barnett
Facilities & Design/ D101	Ozzie Elortegui, Sandra Jackson
River Delta Marina/D244	Shadrack Jenkins

Thank you!!!

We look forward to
working together to
implement this change.



Questions?

