

**Change Ambassador
Monthly Meeting
May 25, 2023**

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



Agenda

Project Update

Training Schedule

Workday Payroll Overview

Get Excited!

Next Steps



Project Update

- Administrative training has started
- All users training will begin next week
- Materials are being finalized to support day to day operations (both internally and externally)

To view materials and past communications visit:

<https://www.mobilecountyal.gov/workday-communication-materials>



Training Schedules

Workday Partners

- *Training will continue as “Workday Wednesday” at 8:30 a.m.*

Managers/Supervisors

- *Sessions have been scheduled for May 25 (9 a.m. & 2 p.m.) & June 8 (9 a.m. & 2 p.m.)*

End Users

- *Training will begin June 1 through June 23 at various locations throughout the County & virtually. *There will be a recording available.*



Workday Payroll Overview

- View Payslip
- View Printed Payslip
- Manage Payment Elections
- Update Payslip Printing Election
- Manage Withholding Elections

Payslip

: 03/17/2023 (Regular) - Complete ⋮



Return to My Payslips

Print Payslip Image

Print Multiple Payslips

Company Information 1 item



Name	Address	Phone
Mobile County Commission	205 Government Street Mobile, AL 36644 United States of America	+1 (251) 5745073

Payslip Information 1 item



Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		03/04/2023	03/17/2023	03/24/2023	

Current and YTD Totals 2 items



Balance Period	Gross Pay	Pre-tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current					
YTD					

Earnings 4 items



Description	Dates	Hours	Rate	Amount	YTD
Hourly Pay	03/04/2023 - 03/17/2023	80.00			
Subsistence Allowance	03/04/2023 - 03/17/2023	80.00			
Imputed - Prdb	03/04/2023 - 03/17/2023	0.00			
Overtime at 1.5	03/04/2023 - 03/17/2023	17.50			
				Total:	

Employee Taxes 3 items



Description	Amount	YTD
F.I.C.A		
Medicare		
State Tax - AL		
		Total:

Pre-tax Deductions 2 items



Description	Amount	YTD
Blue Cross Blue Shield EE Pre-Tax	134.50	134.50
Retirement System of Alabama EE Pre-Tax	169.41	169.41
Total:	303.91	303.91

Post Tax Deductions 1 item



Description	Amount	YTD
Dental EE Post-tax	22.00	22.00
Total:	22.00	22.00

Employer Paid Benefits 2 items



Description	Amount	YTD
Blue Cross Blue Shield ER	582.00	582.00
Retirement System of Alabama ER	214.36	214.36
Total:	796.36	796.36

Subject or Taxable Wages 2 items



Description	Amount	YTD
Federal Withholding - Taxable Wages		
State Tax Taxable Wages - AL		

Withholding 3 items



Description	Federal	Work State
Marital Status	Head of Household	Head of Family
Allowances	0	0
Additional Withholding	0	0

Absence Plans 4 items



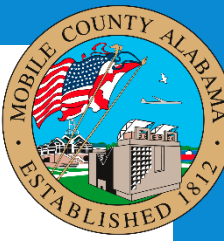
Description	Accrued	Reduced	Available
Comp Time Earned Bi - Weekly Time Off Plan	0.00	0.00	0.00
Sick Bi - Weekly (Merit Workers) Time Off Plan	3.08	0.00	89.84
Vacation Bi - Weekly (Merit Workers) Time Off Plan	0.00	0.00	49.76
Weight Loss Incentive Time Off Plan	0.00	0.00	0.00

Payment Information 1 item



Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
PNC BANK	PNC BANK			USD
Total:				

Workday Printed Payslip



Mobile County Commission 205 Government Street Mobile, AL 36644 +1 (251) 5745073

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
	Mobile County Commission		03/04/2023	03/17/2023	03/24/2023	

	Gross Pay	Pre-tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current					
YTD					

Earnings						Employee Taxes		
Description	Dates	Hours	Rate	Amount	YTD	Description	Amount	YTD
Hourly Pay	03/04/2023 - 03/17/2023	80				F.I.C.A		
Subsistence Allowance	03/04/2023 - 03/17/2023	80				Medicare		
Imputed - Prdb	03/04/2023 - 03/17/2023	0				State Tax - AL		
Overtime at 1.5	03/04/2023 - 03/17/2023	17.5						
Earnings						Employee Taxes		

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Description	Amount	YTD
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Subject or Taxable Wages		
Description	Amount	YTD
Federal Withholding - Taxable Wages		
State Tax Taxable Wages - AL		

	Federal	State
Marital Status	Head of Household	Head of Family
Allowances	0	0
Additional Withholding	0	0

Absence Plans			
Description	Accrued	Reduced	Available
Comp Time Earned Bi - Weekly Time Of	0	0	0
Sick Bi - Weekly (Merit Workers) Time O	3.08	0	89.84
Vacation Bi - Weekly (Merit Workers) Tir	0	0	49.76
Weight Loss Incentive Time Off Plan	0	0	0

Payment Information				
Bank	Account Name	Account Number	USD Amount	Amount
PNC BANK	PNC BANK			USD

Workday Payment Elections



Payment Elections

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person

Default Country United States of America

Default Currency USD

Status Successfully Completed

Last Updated 04/13/2023 12:04 PM

Accounts 1 item

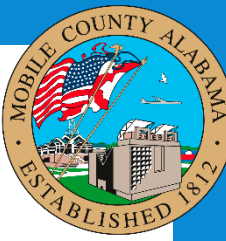
Account Nickname	Country	Bank Name	Account Type	Account Number	
Example Bank *****7890	United States of America	Example Bank	Checking	*****7890	Edit Remove View

[Add](#)


Payment Elections 3 items

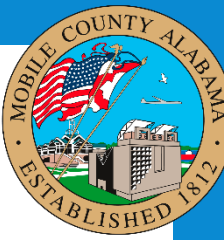
Pay Type	Payment Type	Account	Account Number	Distribution	
Expenses	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	Edit
Payroll	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	Edit
Expense Payroll	Direct Deposit	Example Bank *****7890	*****7890	Balance Yes	Edit

Workday Payslip Printing Election



Change Payslip Printing Election 01/16/2021

Worker	Alaina SAT-A
Company	MCC Mobile County Commission
Last Updated	
Current Payslip Printing Details	<input type="radio"/> Receive Electronic Copy of Payslip (Paperless)
	<input type="radio"/> Receive Paper Copy of Payslip
New Payslip Printing Election	Search 



Workday Withholding Elections

Withholding Elections Alaina SAT-A ...

Home Address 123 Main St
Mobile, AL 36644
United States of America

Social Security Number XXX-XX-XXXX

Federal Elections State Elections Local Elections Tax Allocations

Company **MCC Mobile County Commission**

No Tax Elections

Update

Federal Elections **State Elections** Local Elections Tax Allocations

Home State Alabama

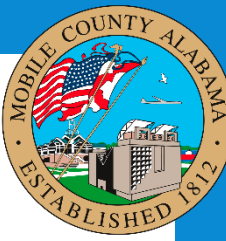
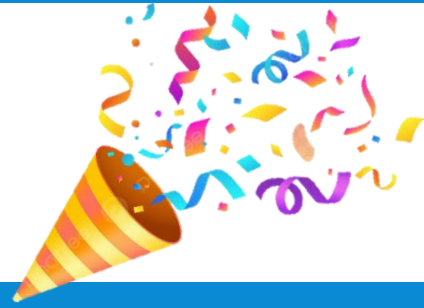
Work State Alabama

Company **MCC Mobile County Commission**

No Tax Elections

Update

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 schedules!

A thick, orange brushstroke underline is positioned below the text "Keep an eye out for training schedules!".

Thank you!!!

We look forward to
working together to
implement this change.



Questions?

