

Workday Information Session

Workday
HR Implementation
Roadshow
February 14-28,
2023



Agenda

Welcome

Workday Project Overview

Change Management Overview

System Demo

Next Steps

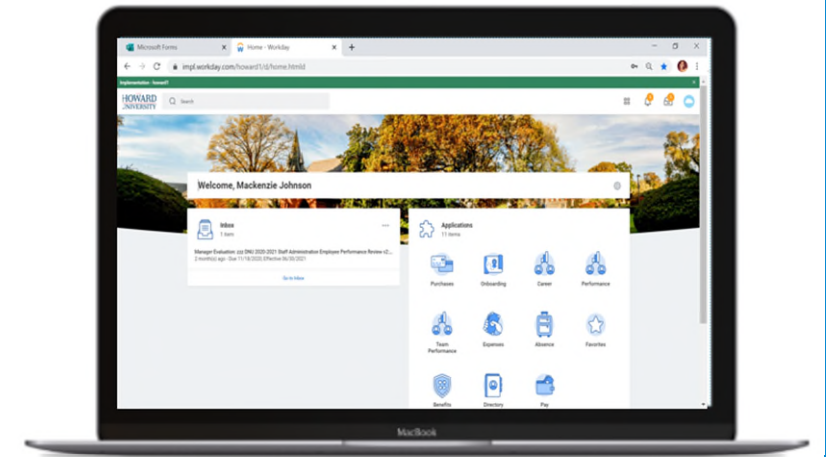
Q&A



Project Overview – What is Workday?

A leading provider of enterprise cloud applications - the only company that provides a **single unified, enterprise cloud-based software system for human capital, payroll and financial management functions**

A pioneer in building **products to reduce manual tasks and the administrative burden** that many large organizations face





Project Overview – Why We Chose Workday

- To **integrate, streamline, and improve financial and human resources administrative functions**
- To create a **unified financial and business experience**
- Improve **efficiency and effectiveness** with technology investments
- Simplify and optimize **employee self-service** options
- Automate personnel action requests by implementing **manager self-service** functionality
- **Eliminate** tracking of employee **data in excel spreadsheets**
- Provide actionable employee and finance information to leadership
- **Eliminate paper driven filing systems**
- Provide mobile user experience



Project Overview – When?

Workday will be implemented in two phases

Phase 1: Financials

Live Since: August 1, 2022

Phase 2: HR (HCM) and Payroll

Go-Live: goal = summer 2023





Project Overview – New Technology Implementations

Workday Implementation 2022-2023

Phase 1: Financial Management *COMPLETE*

- Financial Accounting
- Budgets
- Business Assets
- Banking & Settlement
- Customer Accounts
- Procurement
- Supplier Accounts
- Inventory
- Reporting
- Projects

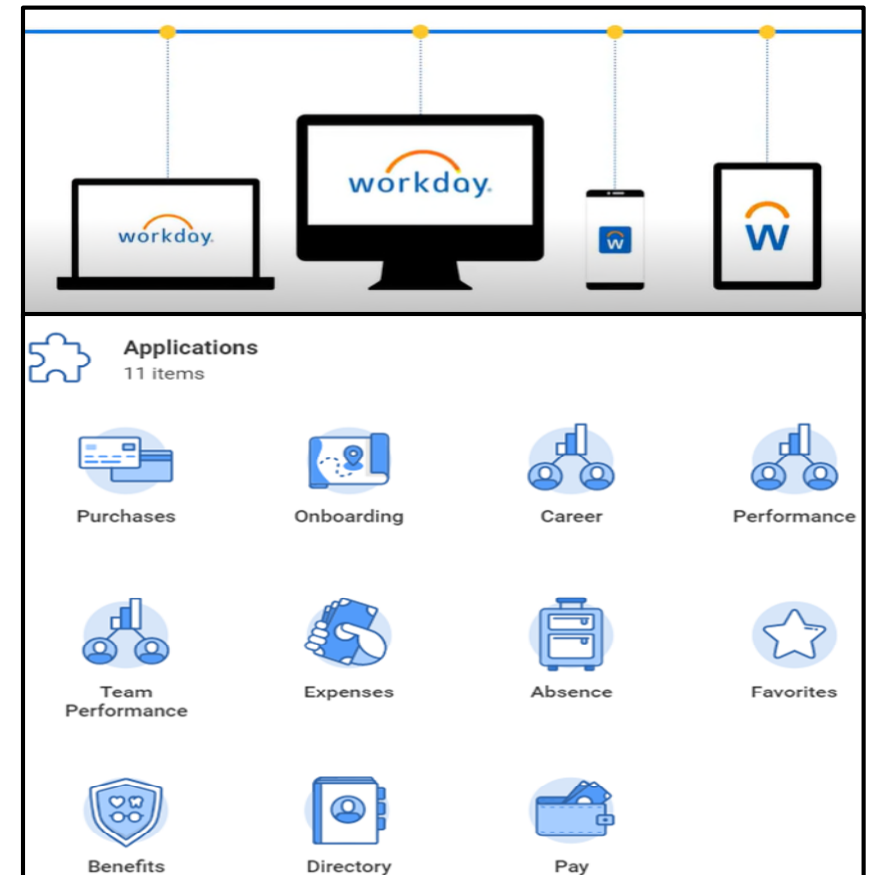
Phase 2: Human Capital Management *IN PROGRESS*

- Core HCM
- Benefits
- Compensation
- Payroll
- Time Tracking
- Absence
- Onboarding
- Funds and Grants



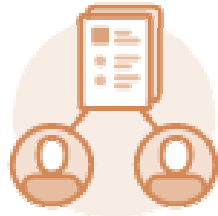
Project Overview – How Workday Will Benefit YOU

- Integrated - **A single system for Finance, Human Resources, and Payroll** processes
- Convenient - **Real-time access to information and reports**
- Accessible - **24/7 on-demand access via desktop, laptop, tablet and mobile devices**
- **Easy to use** - Graphical interface that looks and works like your favorite website
- Simpler - Streamlined automated processes that **reduce manual processes and paper forms**
- Quicker - **Reduced transaction processing time**





What's Changing for our Managers?



My Team Management

Initiate Promotions

Manage Transfers

Initiate Separations



Compensation

View Team Compensation

Request Compensation
Change



Team Absence

Approve Time Off

View Team Absence
Calendar

. As well as take actions around **Benefits**, **Onboarding**, **Payroll** and **Funds & Grants**.



What's Changing for our Employees?



Personal Information

Change Address or
Emergency Contacts

View Organization
Charts



Absence Management

Request Time Off or
Leave of Absence

View Time Off Balances



Payroll

View & Print Pay Slips

Add & Change Direct
Deposit



Compensation/Benefits

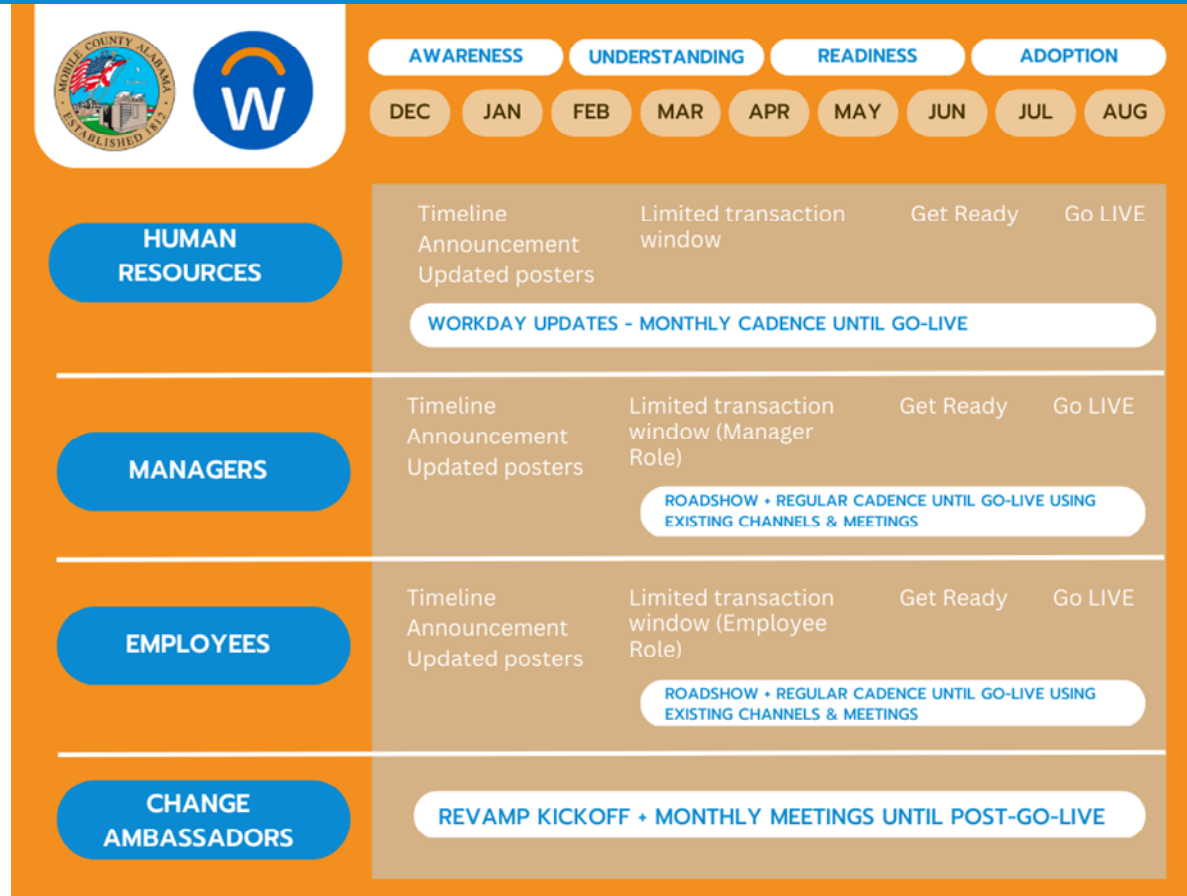
View Benefits &
Compensation

Manage Benefits
Changes

As well as take actions around **Onboarding** and **Funds & Grants**.



Change Management Overview – Communications Overview



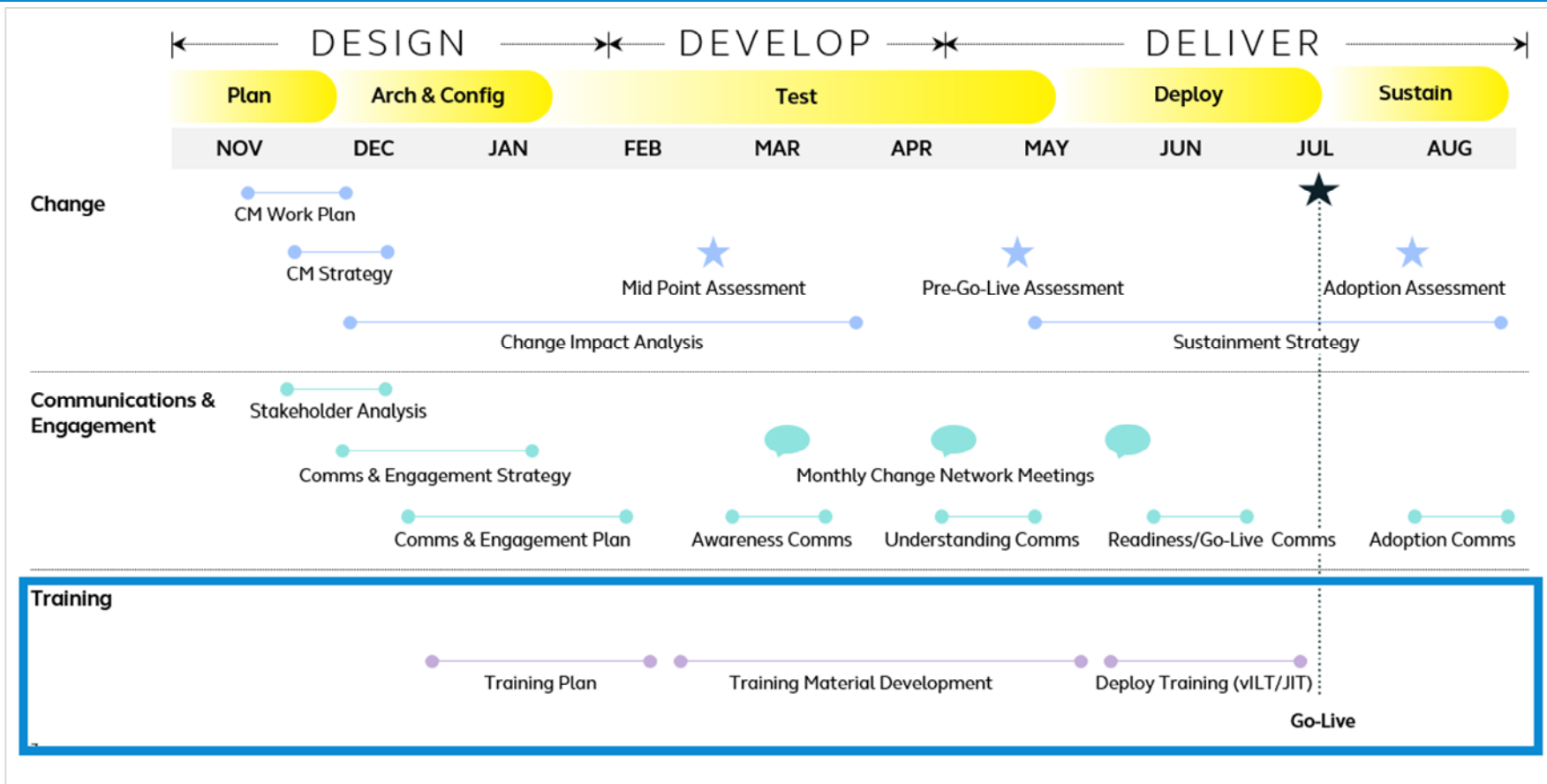
Existing channels: email, posters, Mobile County's Workday web page, etc.

www.mobilecountyal.gov/workday-communication-materials/

Meetings: in-person & Zoom



Change Management Overview – Training Timeline



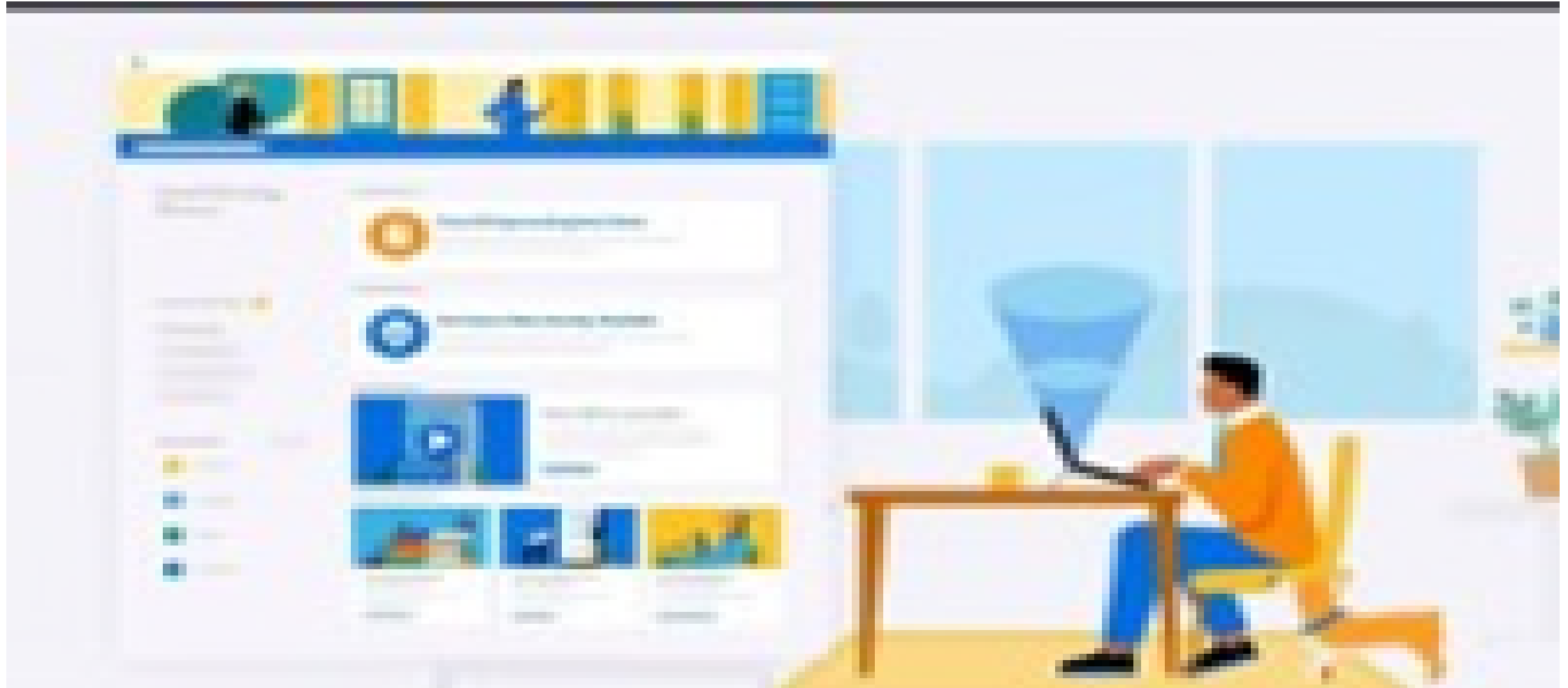


Workday Demonstration Disclaimer

Next, we're excited to show you a sneak peak of Workday, PLEASE NOTE: We are using the Workday tenant for this demonstration and, once we go live, the final system will fundamentally be the same but **could** look different.



Workday Functionality Demo





Sample of Planned Training Job Aids *

Employees

- Request time off
- Enter time
- Update personal information
- View paystips and make updates to direct deposits and withholding elections
- Manage your benefits
- Use your mobile device to access workday

Managers

- Manage employee time off
- Create job requisitions to fill positions
- Perform job changes (transfers, promotions, etc.)
- Request compensation changes
- Delegate duties to peers when you are away

*Note: List is not all-inclusive and is subject to change



Sample Training Job Aid *

Workday Basic Navigation Audience: Employees



Overview:

This job aid helps you get started with Workday. The navigation principles covered here are not specific to any one business process; they are intended to help you navigate through the system across all business processes.

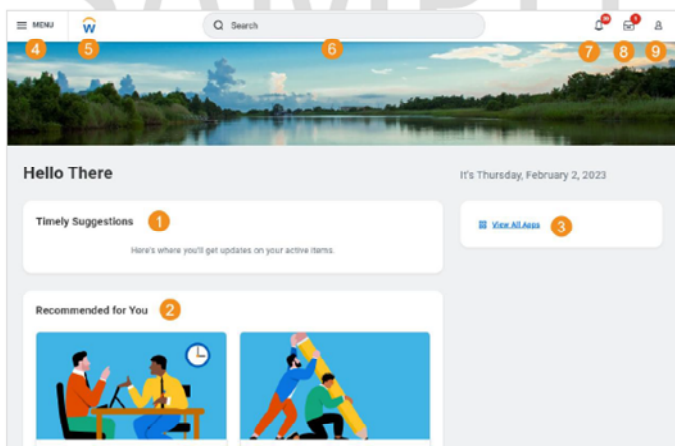
It is important to understand that what you see in Workday may be different from what someone else might see. The access you have in Workday is based on your security profile and your role at Mobile County.

Contents:

- [Navigate the Workday Homepage](#)
- [The Profile Icon](#)
- [Global Navigation](#)
- [The Actions Button](#)
- [Notifications](#)
- [Your Organization](#)
- [Workday Inbox](#)
- [Errors and Alerts](#)

Navigating the Workday Homepage

Your Workday homepage contains various navigation components and screen elements that you need to be familiar with:



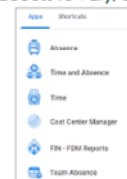
Workday Basic Navigation Audience: Employees



1. **Timely Suggestions** – In this section of the screen, Workday suggests certain tasks that may be coming due soon.
2. **Recommended for You** – Recommended for You automatically suggests tasks you may need to do based on what you have previously done in Workday, as well as suggested knowledge articles you might be interested in.
3. **View All Apps** – Click the View All Apps link to view all Workday applications that are available to you. Your applications provide access to different tasks and reports. Note that the applications you have access to vary, based on your role at Mobile County.
4. **Global Navigation** – Access and manage all your applications.
5. **Home button** – Click the Workday logo to return to the homepage from any screen within Workday.
6. **Search bar** – Use the Search bar to find tasks, reports, or people.
7. **Notifications icon** – Click the Notifications icon to view recently completed business processes or other actions that may impact you.
8. **Inbox icon** – Your Workday Inbox contains tasks that require action from you; the homepage also displays a preview of your most recent inbox items.
9. **Profile icon** – Access your personal and work-related information in your Workday Profile or edit a variety of features and settings on your account (including password and language).

Global Navigation

The **Global Navigation** icon lets you view all the Workday applications that are available to you. Your applications provide access to different tasks and reports. Remember that the applications you have access to vary, based on your role at Mobile County.



*Note: Sample
Subject to change



Your Change Ambassador Network

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
Environmental/D55	Patricia Miller, Chance Hall, Matthew Jones
RSVP Grant/D56	Stacey Killingsworth, Kathleen Howard



Your Change Ambassador Network

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	Vacant
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	Shaddrick Jenkins



This Is Where We Are ...





Next Steps

We will continue to share information and keep everyone engaged on Workday progress via:

- Email communications
- Leveraging existing meeting - so to not burden your calendars
- Change Ambassadors Network

For questions/concerns please reach out to **Sharon Mitchell** or your respective **Change Ambassador**

Thank you!!!

We look forward to
working together to
implement this change.



Questions?





You're a Rock Star