

Kelsey Gallahar

From: Kelsey Gallahar
Sent: Wednesday, July 26, 2023 1:29 PM
To: Kelsey Gallahar
Cc: Anusha Paila; Kathy Eddy; Glenn Hodge; Eddie Kerr
Subject: RE: IMPORTANT: Workday is LIVE Update

Good Afternoon!

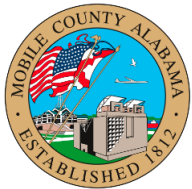
As you are logging into Workday please note that we are implementing Workday with a soft launch. We are only asking you to log in to Workday and familiarize yourself with the platform during the soft launch, no further action is needed. **Please refrain from entering time, absences, etc. at this moment.**

Communications will be sent out with further instructions when it is time to begin utilizing Workday for day-to-day operations (ex. entering time, absences, etc.).

If you are having issues logging into Workday, please submit a ticket by clicking the "Need Help" button on the Workday login page or click here: <https://mccworkday.on.spiceworks.com/portal>.

Thank you!

Sent on behalf of the Workday Team by



Kelsey Gallahar, MPA

Deputy Director of Public Affairs and Community Services

[Mobile County Commission \(web\)](#) • [Facebook](#) • [Twitter](#) • [Instagram](#) • [LinkedIn](#)

Office: (251) 574-5092 | Cell: (251) 421 - 0483

Mobile Government Plaza South Tower

205 Government St. Mobile, AL 36644-1801

From: Kelsey Gallahar
Sent: Wednesday, July 26, 2023 8:56 AM
To: Kelsey Gallahar <Kelsey.Gallahar@mobilecountyal.gov>
Cc: Anusha Paila <Anusha.Paila@mobilecountyal.gov>; Kathy Eddy <Kathy.Eddy@mobilecountyal.gov>; Glenn Hodge <Glenn.Hodge@mobilecountyal.gov>; Eddie Kerr <Eddie.Kerr@mobilecountyal.gov>
Subject: IMPORTANT: Workday is LIVE!



Transition to workday.

Increase Efficiency • Improve Operations

Workday for HR/Payroll is LIVE!!!

Good Morning **Mobile County Workday Users!**

We should all be proud of the major milestone we have achieved today; Workday is live! Workday will provide you with an improved employee experience along with simplified payroll and HR processes.

Please note that we are implementing Workday with a soft launch and onboarding users on a day-by-day basis. We are only asking you to log in to Workday and familiarize yourself with the platform during the soft launch, no further action is needed. Communications will be sent out with further instructions when it is time to begin utilizing Workday for day-to-day operations (ex. timekeeping).

How to Login

1. Visit <https://www.myworkday.com/wday/authgwy/mobilecountyal/login.html>.
2. Enter username. Your username will be firstname.lastname
3. Enter Password. Your temporary password will be **Workd@y5**
4. Be prepared for Multi-Factor Authentication. Have your cell phone or key fob in hand.
5. You will be prompted immediately to create a new password.
6. Congratulations! You are live in Workday! Please review the checklist at "[Get Started in Workday](#)" to become familiar with the platform!

Please keep in mind that the information imported into Workday is accurate as of June 9, 2023, and is currently in the process of being updated.

If you are a **FINS** user from the previous implementation of Workday, please continue to do your daily activities in the live FINS tenant. Please refrain from any HR/Payroll tasks until you receive the go-ahead. If you run into any issues with the activities that you were able to run in the Fins Tenant prior to the HR/Payroll Go-Live date of 7/24/23, please send an email to Eric/Anusha. For all other matters, please use the Workday Helpdesk link, which can be found next to the Workday login page (attached screenshot), or bookmark the following link for future use:
<https://mccworkday.on.spiceworks.com/portal>.

Core Workday Team

Please continue to monitor and test the core functionalities of Workday as you have been instructed. If you run into any issues, submit a [Support Ticket](#) for assistance.

Managers

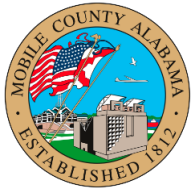
[Click here](#) for resources and a Get Started Checklist.

Support

How-to guides to help you use Workday can be found at [Workday Support Materials](#). Additional information about Workday can be found at [Workday: Home](#). (Bookmark [Workday: Home](#) for reference)

In the meantime, if you have any questions, submit a support ticket through: <https://mccworkday.on.spiceworks.com/portal>. (Bookmark this link for future use)

Sent on behalf of the Workday Team by



Kelsey Gallahar, MPA

Deputy Director of Public Affairs and Community Services

[Mobile County Commission](#) (web) • [Facebook](#) • [Twitter](#) • [Instagram](#) • [LinkedIn](#)

Office: (251) 574-5092 | Cell: (251) 421 - 0483

Mobile Government Plaza South Tower

205 Government St. Mobile, AL 36644-1801