

Kelsey Gallahar

From: Kelsey Gallahar
Sent: Thursday, August 10, 2023 3:00 PM
To: Kelsey Gallahar
Cc: Anusha Paila; Alisha Rowland; Eddie Kerr; Glenn Hodge; Sharee L. Broussard
Subject: IMPORTANT: Workday Update



Mobile County Workday Users:

Congratulations! We made it to the end of our first week LIVE in Workday!

Updates:

1. Tax tables have been updated in Workday. If you would like to update your tax withholdings (withholding elections), you can now fill out tax withholding (withholding election) forms in Workday. Instructions on how to manage elections can be found on the [Pay slip/Manage Elections Guide](#) beginning on page 5.
2. For A-4 (Alabama state taxes) the Workday pay slip only displays allowances, not dependents. For example: if you have 2 dependents selected in the Workday system, it will show 2 dependents in the system and your taxes will be withheld accordingly, but it will show 0 allowances on your payslip.
3. Vacation, sick, and comp time accruals will be updated by end of day 8/15.

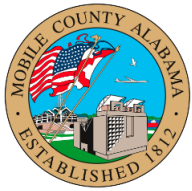
Reminders:

1. **Be sure to enter your daily time in Workday.** [Click to View Time Entry Guide](#)
2. **Paper leave slips are no longer being accepted.** Please submit your requests in Workday. [Click to View Request Time Off Guide](#)
3. **Pay slips are now available to view in your Workday account!**

If you have any Workday issues or questions, please submit a ticket here:

<https://mccworkday.on.spiceworks.com/portal>.

Sent on behalf of the Workday Team by:



Kelsey Gallahar, MPA

Deputy Director of Public Affairs and Community Services

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