

Kelsey Gallahar

From: Kelsey Gallahar
Sent: Monday, August 7, 2023 8:52 AM
To: Kelsey Gallahar
Cc: Anusha Paila; Alisha Rowland; Glenn Hodge; Eddie Kerr; Sharee L. Broussard; Kathy Eddy
Subject: IMPORTANT: Workday is LIVE



Good Morning Workday Users!

Thank you for your cooperation to ensure a successful soft launch of Workday over the past two weeks. It is now time to begin using Workday on a day-to-day basis. **Beginning today**, you will need to **enter your daily time, report absences, request time off**, and be prepared to **receive a digital pay slip** on payday! How-to guides to complete these tasks can be found at **[Workday Support Materials](#)**!

Additional Information:

- In addition to accessing Workday on a web browser, you can now download the free Workday mobile app on any smartphone from the Apple App Store or Google Play Store. See **[Workday Mobile App](#)** for detailed instructions.
- Workday allows you to customize your profile. Please feel free to upload a profile photo to your account. Guidelines and how-to upload the photo can be found **[here](#)**.
- Mobile County IT implemented a group policy that added the Workday live link to your desktop as a shortcut.
Please remove any other tenants from your use at this time.

If you have any issues accessing Workday or utilizing its full functionality, please submit an **[IT Support Ticket here](#)**.

We recommend and encourage **Payroll Partners/Managers** to print out Job Aids of the most commonly used process and display them on the walls/boards in employees' offices or common areas until they become familiar with the new transition/process.

Managers, please share this information within your department!

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