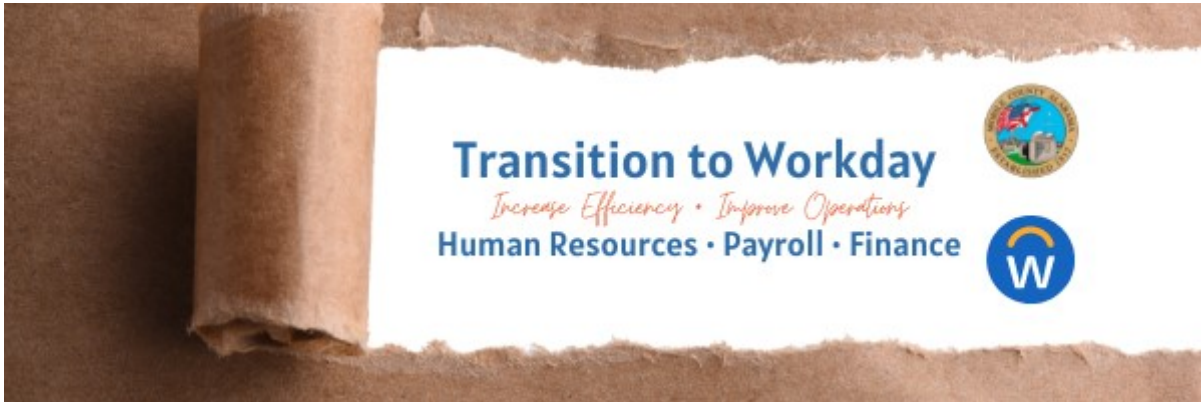


## Sharee L. Broussard

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**From:** Sharee L. Broussard  
**Sent:** Monday, July 25, 2022 11:33 AM  
**To:** Mobile County Email Users  
**Subject:** IMPORTANT MESSAGE - Transition to Workday Project Update: JULY 2022



**Managers, please share this information with employees who may not regularly access email.**

Welcome to the July Workday Project Update to keep you informed about Mobile County's transition to Workday for Finance, HR, and Payroll. If you have questions, please email [workday@mobilecountyal.gov](mailto:workday@mobilecountyal.gov).

### This update includes:

- Where are we in the transition to Workday?
- Workday Terminology
- Workday Training & Support
- Workday Resource Page
- Functional Area Spotlight

### Where are we in the transition to Workday?

**Finance** successfully built the Workday framework for its business processes, completed all testing, and will soon cut over to operating in Workday. People involved with Finance business processes have had the opportunity to participate in training. **Mobile County will be using Workday for its financial operations beginning August 1.** For people involved with Finance, note that Central Square will switch to read-only on July 29.

**HR & Payroll** are in the process of building and testing the framework for their business processes, which will eventually impact all employees and managers, especially in the form of paperless check stubs, employee forms, and time off requests. Training for all employees will be later this year and the target for all HR/Payroll operations' transition to Workday is January 2023.

### Workday Terminology

The term **Business Process**, used above, refers to *the set of tasks that need to be completed for an event to occur, the order of execution, and who must complete each process step.* Business

processes use a combination of actions, approvals, To-Dos, or checklists. Examples of business processes: Procurement, Hire or Change Job. This and other terms will be part of future training. As we transition to Workday, common language helps ensure shared understanding and terms like this will become part of how Mobile County users talk about Workday.

## Workday Training & Support

Training and support are essential to our system rollout. Workday training provides Mobile County users with the information, resources, help, and practice needed to successfully transition to Workday.

This month, we begin preparing a network of trainers, coordinated by Sharon Mitchell, to help ensure the successful adoption of Workday so it should quickly become “the way things are done” at Mobile County.

Employees recruited to help with training as part of our *Change Network* are people with a deep understanding of the specific needs within their departments. Additionally, *Functional Trainers* are subject matter experts with a deep understanding of Mobile County’s processes in Finance, Human Resources, and Payroll, who will help users understand how Workday is used for such purposes.

More information on training will be sent in the coming months.

## Workday Web Page

Materials related to Mobile County’s transition to Workday are available here:

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

## Functional Area Spotlight: Payroll

Here are some features within Payroll that you can look forward to when Workday HR/Payroll goes live in January 2023:

- View pay stub information online or from a mobile device
- Add or edit federal and state withholding elections
- Add or edit payment elections (direct deposit)
- View tax documents (W-2 and W-2c)
- Compare pay stubs over time with the employee pay self-service dashboard

Sent on behalf of the Workday team by



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