Welcome to our Workday newsletter

You will receive this newsletter bi-weekly as part of our **Workday Wednesday** campaign where you will receive helpful Workday information, tools, and resources every Wednesday. **Workday Wednesdays** will get you over your Workday learning hump each week.

Phase 1 of Workday is going live on October 26!

workday®

Workday is a new solution to manage the City of Baltimore's human resources, payroll, and financial business processes. Employees use Workday to manage their benefits, pay-related information such as direct deposits and W-4s and personal information such as home address, mobile phone numbers, and emergency contacts. The Department of Human Resources, Department of Finance, and Baltimore City Information and Technology are excited to bring this dynamic new resource to employees with October's launch. Workday tips, tricks and resources will be presented in the Eblasts each week.

Why are we changing our system?

We want an integrated system that allows our employees to easily access information, work more efficiently and connect with employees across the city. Workday will allow us to focus our time and attention on activities that align to our strategic vision and empower our employees and managers with easy access to the appropriate data to drive business decisions.

Is my personal information secure in Workday?

Workday delivers world-class infrastructure, policies and procedures to ensure data is protected. Security threats and risks are mitigated through strong internal controls and a comprehensive security program designed to ensure the protection and integrity of personal data. Workday consistently passes rigorous third-party compliance audits, including multiple SAS70 Type II audits, and certifies to the U.S. Safe Harbor program for data privacy.

Will Workday require training?

The City of Baltimore website has hosted a number of Job Aids (training documents), webinars, and video tutorials as well as live trainings. Use link provided to view the webinar recordings. **(CLICK HERE)**

For more information visit:
workday.baltimorecity.gov

Key Dates

October 26, 2020
ALL City Employees will begin using Workday for Human Capital Management, Compensation and Benefits functions.

November 2, 2020
Open Enrollment begins in Workday.

December 13, 2020
Absence Management and Time Tracking live in Workday.

January 2021
First City paycheck through Workday.

Word on the street

"Workday…the City of Baltimore steps to productive business processes with modern technology."

——————

*"Workday provides the autonomy and control to manage your own personal HR information confidently and securely."*

——————

"Easier to use and better than ADP."

——————

"Workday holds a lot of potential to greatly improve and align current City of Baltimore processes and data in a unified system. Reaching that potential is contingent upon the City's workforce engaging with, learning, asking questions, and providing feedback on the elements in the new system that will become part of the City's daily work in service to its citizens."

Where to go for Workday information?

Visit the Workday BALTIMORE website to get answers to all of your Workday questions.

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Website • workday.baltimorecity.gov   E-mail • workday@baltimorecity.gov

Main Menu

About

Message from Mayor

Employees

Managers

Training

Frequently Asked Questions

Contact

Workday/TeamBaltimore Video   Watch later   Share

What Else Makes Workday **Cool?**
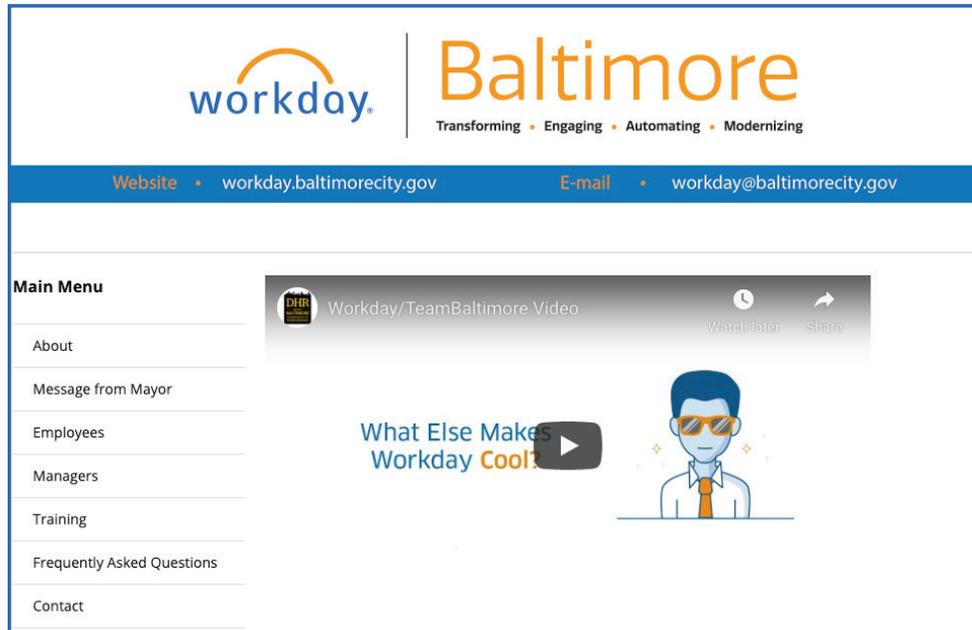
Workday Terminology

Business Process: The set of tasks that need to be completed for an event to occur, the order in which they must be done, and who must do them.

Core User: Employees who use Workday every day as part of their regular responsibilities. They may be responsible for administrative roles in Workday.

End User: Employees who use the self-service portions of Workday.

Task: A business process step that you must complete. For example, task alert notifications are triggered by steps in a business process.

User Groups: Functional and regional based user groups where customers and Workday share information.

Worklet: A compact report displayed as a "tile" on the Home page, providing easy access to tasks and information used on a regular basis.

Workday FAQs

Q: *Is Workday replacing ADP for payroll?*
A: Yes, Workday is replacing ADP.

Q: *Will we be able to change our direct deposit information in Workday? When will we be able to do so?*
A: Yes, this is feature of employee self-service. This feature is available effective day one in Workday. An employee can update all personal information, including banking 24/7 from any device.

Q: *Are the trainings recorded? Will these trainings be available for new staff as they start?*
A: The trainings were recorded and are available at this link.

Q: *How long does it take for the system to get updated with personnel actions (i.e. role changes)?*
A: All employee self-service actions are immediate. Any delays in a business process occur when an action is pending in a person's inbox.

Q: *We have a few contract persons who do not currently have city emails. Will a city email be required for them to use Workday?*
A: If they are contract service specialist or a contractor that is paid directly by the City, they can contact the HR Practitioners for the agency and request an email account. If they are a contractor from a third party vendor, they will not get access to the system until phase 2 Go Live.
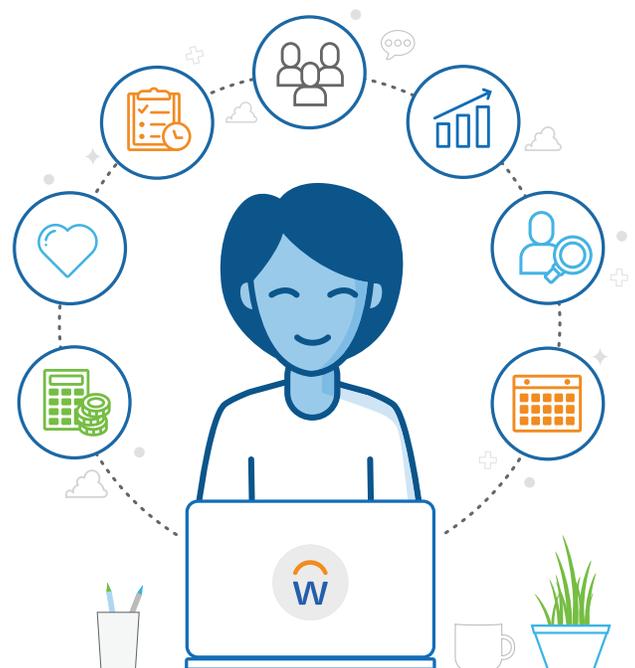
Questions?
For more information visit: **workday.baltimorecity.gov**
Or, please email us at **workday@baltimorecity.gov**

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