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GETTING STARTED WITH WORKDAY

City of Baltimore Instructor-Led Employee Webinar Training

WHAT IS WORKDAY?

- Workday is an Enterprise Resource Planning (ERP) system that provides a single solution for all HR, Payroll, and Finance processes for the City. It will replace ADP (eTime) for payroll functions and ADP (HRIS) as the HR employee database.

- Workday is an integrated solution that supports the City's mission for greater efficiency across financials, procurement, human resources, payroll, talent management, analytics and more.

- Workday features an intuitive and user-friendly interface that can be accessed from your laptop, desktop, and/or mobile device 24/7.

Workday will be deployed ACROSS the City of Baltimore!

WHY WORKDAY?

- The City needs an integrated system that replaces current paper-based processes and allows our employees to easily access information and work more efficiently and collaboratively 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.

- Ultimately, **Workday** was chosen as a modern, integrated, and secure solution that will allow the City to adhere to the following Guiding Principles:

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Guiding Principles

Our Guiding Principles will enable the achievement of our Measures of Success

Simplify and Standardize
Reduce manual processes and transactions and align to Workday best practices.

Secure Data
Create transparency and access to real-time data and to aid in decision making and planning.

Empower Users
Maximize the use of self-service functionality for employees and managers.

Transform
Modernize our processes to improve services for the citizens of Baltimore.

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TARGET PROJECT TIMELINE

2019

2020

2021

| JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | JULY | AUG. | SEPT. | OCT | NOV | DEC | JAN | FEB | MAR | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC. |

PHASE I
JULY 2019 - OCTOBER 2020
(17 MONTHS)

Human Capital Management, Compensation, Benefits, Absence, Time Tracking, and Payroll

PHASE II
FEB. 2020 - MAY 2021
(16 MONTHS)

Financial Accounting, Budgets, Banking and Settlement, Customer Accounts, Business Assets, Projects, Supplier Accounts, Procurement, Grants Management, and Inventory

PHASE III
JUN 2021 – DEC 2021
(7 MONTHS)

Budget Management, Learning Management, Talent Management, and Recruiting

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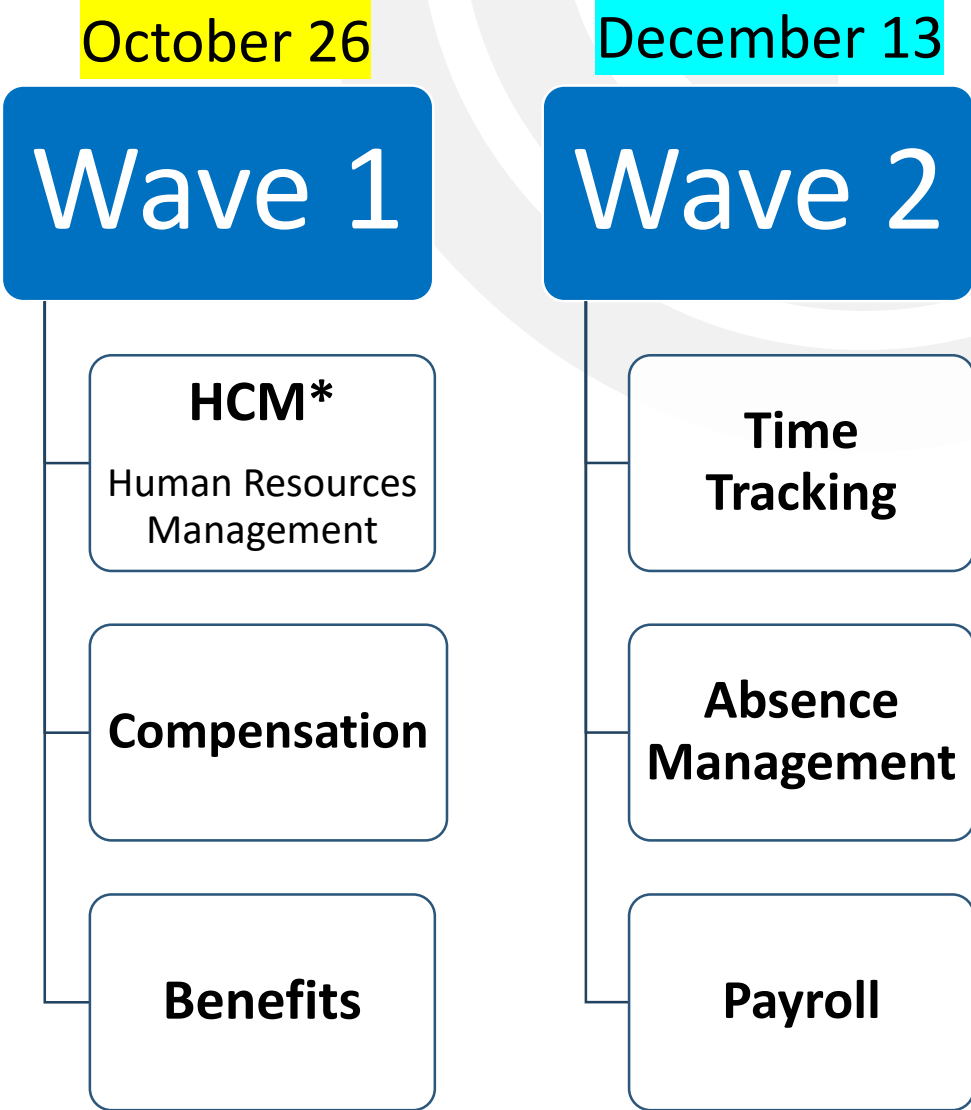Transforming · Engaging · Automating · Modernizing

PHASE I – ALMOST HERE!

Phase I HCM/Payroll

Because of the complexity of the City's data and processes, and the advent of the COVID-19 pandemic, the City has chosen to deploy Workday Phase I in two waves:

*HCM = Human Capital Management

October 26

December 13

Wave 1

Wave 2

HCM*
Human Resources
Management

Time Tracking

Compensation

Absence Management

Benefits

Payroll

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PHASE I / WAVE A:
Benefits, Compensation, HCM (Human Capital Management)

October 26, 2020
Workday Self-Service = LIVE

- You will be able to:
  - ➢ View/Edit personal information.
  - ➢ View team/organizational information (managers).
  - ➢ Become familiar with Workday.
  - ➢ Review current benefit elections and dependent assignments between 10/19/20 – 10/30/20 as prep for Open Enrollment.

November 2, 2020
Benefits Open Enrollment = LIVE

- You will be able to:
  - ➢ Make your 2021 Open Enrollment selections between 11/2/20 and 11/20/20.

*Life Insurance elections will be made through MetLife (not Workday).

*Beneficiary designation will be made through MetLife (not Workday).

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PHASE IB:
Absence Management, Time Tracking, Payroll

December 13, 2020
Absence Management and Time Tracking = LIVE

> Employees enter time through Workday Self Service OR Time Clock/Kiosk (no more paper roll books).

> Managers review and approve time entries for direct reports.

> Time entries beginning 12/20/2020 will be used for the 1st Workday payroll run in January 2021.

January 5, 2021
Payroll = LIVE

> The first Workday payroll run will be the January 5, 2021 payroll check.

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It's about TIME!!	A closer look…
October 19	**COB Workday System is LIVE** Behind the scene systems check and double-check
October 21-23	**HR Practitioners gain COB Workday Access** LAST Call for Data Review/Cleanup IN Workday – HR Practitioners
October 26	**CELEBRATE! – COB Workday is OPEN for Business!** All City of Baltimore Employees Gain Access!
November 2-20	**Open Enrollment – Live in COB Workday**
December 19 – January 1, 2021	**Time Entry into COB Workday**
January 5, 2021	**FIRST paycheck run through Workday**

Just in Time
Learning

City of Baltimore Employee Workday **Training BEGINS** TODAY September 14, 2020

and never ends...

TRAINING?

CITYWIDE TRAINING DELIVERY METHODS

SELF-GUIDED
Job Aids (Training Aids)

- Reference Guide
- Resource Material
- City of Baltimore Website
- COB Virtual Learning Center
- Workday callouts

SELF-PACED
Virtual Learning
eLearning Videos

- Short Demo/Walk-Throughs
- Available 24/7
- Auto-Enrolled
- COB Virtual Learning Center

INSTRUCTOR-LED
Webinars

- Available on GoToWebinar
- Registration Required
- Recorded for future viewing
- Available on rotating schedules: Morning, Afternoon, Evening, Night, Late Nite, Wee Hours, and Weekends

Agency / Department / Team / Peer-to-Peer
Knowledge Coaching

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Just in Time Learning _ INSTRUCTOR-LED WEBINAR SCHEDULE

September 14	Citywide Workday Training Launches
September 14 – 22 *ESS = Employee Self Service* *MSS = Manager Self Service*	Instructor-Led Webinars • **ESS - Getting Started in Workday** • **MSS - Manager roles in Workday**
October 19 – 23 *ESS = Employee Self Service* *MSS = Manager Self Service*	Instructor-Led Webinars • **COB Virtual Learning Center – What is it? How to use it!** • **ESS Viewing Benefits & Preparing for Open Enrollment** • **Get Ready for Workday Go-Live**
November 2 – 20 *ESS = Employee Self Service*	Instructor-Led Webinars • **Open Enrollment**
December 1 – 18 *ESS = Employee Self Service* *MSS = Manager Self Service*	Instructor-Led Webinars • **ESS- Absence Management & Time Tracking** • **MSS – Absence Management & Time Tracking**

Once the training focus is launched in the COB Virtual Learning Center, access is ongoing.

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This is going to be GREAT!!

Let's Check it OUT!