



Employee, Manager and Agency Approver User Guide - HCM

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Introduction

Welcome to the *Workday Employee, Manager and Agency Approver User Guide*.

This user guide will teach you how to navigate Workday and complete tasks within it. You can do most tasks on your own so you can save time and avoid submitting SupportNow tickets. Keep in mind that processes are subject to change, so it is recommended to use the online version of the user guide instead of printing. Save a bookmark to the [Workday Training page](#) for quick reference.

About the User Guide

This user guide provides step-by-step processes with visual aids to help you perform all tasks in Workday. Each job aid provides a process flow of the approval process if approval is required.

This user guide is split into two sections: **Employees** and **Managers**. The Employees section includes step-by-step guidelines to tasks that every employee can perform. The Manager section includes step-by-step guidelines for the tasks that managers can perform for their employees. Recruiting processes are also included in the Manager section.

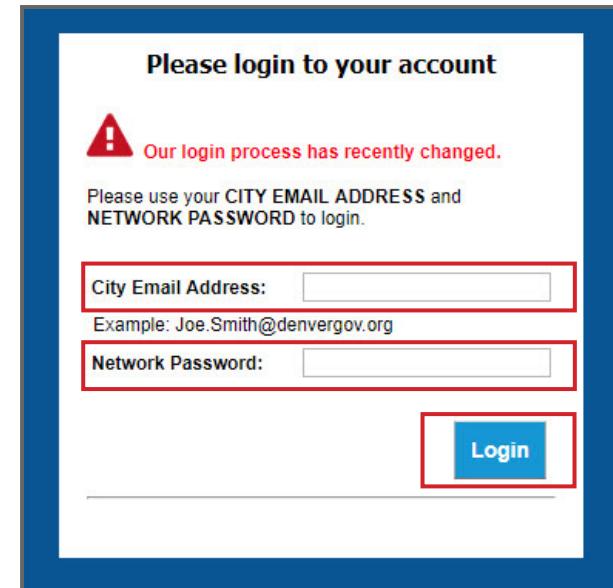
Quick Tips

Here are a few quick tips to help you get started:

- A brief explanation about the task is provided at the beginning of every process
- **Bolded words** indicate they are an application or an action item to click on
- Red outlined boxes in the screenshots show you where on the page to click or fill in boxes
- Every page of the manual has a header that includes the section, title of the job aid and who can perform the task (i.e. Employee or Manager)
- Return to the Table of Contents at any time by clicking **Return to Table of Contents** at the bottom of each section page

Login to Workday

1. Open a browser window
2. Go to <https://www.myworkday.com/denver/d/home.html>
3. Enter your **City Email Address** and **Network Password**. Click **Login**



Please login to your account

A Our login process has recently changed.
Please use your CITY EMAIL ADDRESS and NETWORK PASSWORD to login.

City Email Address:

Example: Joe.Smith@denvergov.org

Network Password:

Login

Key

The Key is divided into three sections: **Employee Applications**, **Manager Applications** and **Functional Icons**. Use this key as a reference while you complete Workday processes.

Employee Applications



Benefits

The **Benefits** app allows you to view and edit your benefits including benefit elections, beneficiaries and dependents, and retirement. Employees will complete open enrollment through the Benefits app each October.



Career

The **Career** app shows you open jobs at the City and County of Denver. Complete your Talent Profile which includes your certifications, educations, training and more to apply for positions within the city.



Pay

Please refer to the [Pay Job Aids](#) for information regarding the **Pay** app.



Performance

The **Performance** app allows you to view and edit your goals and view your performance reviews. In this app, you can create new goals, edit existing goals and archive goals from previous years.



Purchases

Please refer to the [Purchases Job Aids](#) for information regarding the **Purchasing** app.



Personal Information

The **Personal Information** app allows you to view and edit your personal information including your photo, emergency contacts, contact information, your name, business title and more.

Manager Applications

The following icons are the applications that are visible to all managers on the Workday home page. Please note that manager's also have all the **Employee Applications**.



Anniversaries

The **Anniversaries** app notifies you about your employees' work anniversaries.



Birthdays

The **Birthdays** app notifies you about your employees' birthdays.



Compensation

The **Compensation** app allows you to view and change information related to compensation including comparing a direct report's pay and salary range to other team members, requesting one-time payments, stock grants, and compensation changes and history.

Key

Manager Applications - Continued



My Team

The **My Team** app is one of many ways to view your direct reports, your org chart, headcount, organizational directory and more.



Recruiting

The **Recruiting** app is where all job requests, hiring and onboarding occurs.



Team Performance

The **Team Performance** app is where you will go for the goal setting and review process. In collaboration with your employee, establish performance and development goals, update throughout the year and enter comments from ongoing check-ins, and evaluate the employee's performance within Workday.

Functional Icons



Employee Name (201234)
[View Profile](#)

View Profile: Takes you to view and edit your talent profile, look at your org chart, view your job details and view and edit the Benefits, Compensation, Pay and Performance Apps

[Sign Out](#)



Search



Applications
 5 items



Inbox

Sign Out: Clickable button that signs you out of the Workday system

Search Bar: Located at the top left corner of the page. Use the search bar to find tasks, apps and people. You can click the Denver logo any time to return to the home page

The **Applications** icon indicates the section on the home page where you can find your Workday applications

The **Inbox** icon indicates the section on the home page where you can find your inbox



Note: You might see note boxes like this in job aids and the User Guide. These note boxes provide additional information about the task or step within a task you are performing.

Functional Icons - *Continued*



Click on your picture or the Workday cloud (if you have not uploaded a picture) to open the navigation window.



Notifications: Alerts you of any notifications you have. Click the icon to view your notifications



Inbox: Alerts you of any messages you have in your inbox. Click the icon to view your messages



Home: Returns you to the Workday home page from any screen



Favorites: Takes you to your favorite reports and tasks. You can manage your favorites with this icon



Documentation: Takes you to the Workday Community



My Account: Allows you to change your password, preferences and password challenge questions



Pencil icon: Allows you to edit sections of information



Grid View: Changes the view to columns and rows



List Detail View: Changes the view to a detailed list



Save: Save changes to information in app



Undo: Undo previous text or action



Remove: Remove information from app



Configure Applications: Make changes to displayed apps



Actions: Quick view of apps and personal information



Filter Grid Data: Apply filters to the data



Expand/Collapse Chart: Changes view to graph or chart



Export to Excel: Exports the data to an excel document



View/Edit Grid Preferences: Edit preferences for viewing grid



Menu: Dropdown menu with pre-generated items



Add: Add information or row to section in app



Remove: Remove information or row from section in app



More (2): Indicates that there are more items listed. Click to expand



Move Up: Move to the next row up



Move Down: Move to the next row down

Functional Icons - *Continued*

 **Move to Top:** Move to the top row of grid

 **Move to Bottom:** Move to the bottom row of grid

 **Full Screen Mode:** Changes the view to full screen

 **Normal Mode:** Exit from full screen mode

 **Print:** Print information within app

 **Edit**

Edit: Edit information within apps

 **Submit**

Submit: Submit completed information

 **OK**

OK: Accept entered information

 **Done**

Done: Finish completed information

 **Discard**

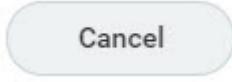
Discard: Discard changes made

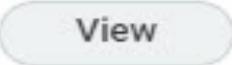
 **Filter**

Filter: Apply filters to data

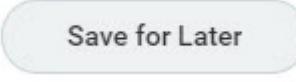
 **Apply**

Apply: Apply action to task

 **Cancel**

 **View**

 **Add**

 **Save for Later**

 **Continue**

 **Reset**

Cancel: Cancel an action within an app

View: View information within an app

Add: Add additional information to a task

Save for Later: Save task to return to later

Continue: Proceed to the next step/task

Reset: Reset data to blank

Functional Icons - Continued

-  **Pencil icon:** Allows you to edit sections of information
-  **Grid View:** Changes the view to columns and rows
-  **List Detail View:** Changes the view to a detailed list
-  **Save:** Save changes to information in app
-  **Undo:** Undo previous text or action
-  **Remove:** Remove information from app
-  **Configure Applications:** Make changes to displayed apps
-  **Actions:** Quick view of apps and personal information

-  **Filter Grid Data:** Apply filters to the data
-  **Expand/Collapse Chart:** Changes view to graph or chart
-  **Export to Excel:** Exports the data to an excel document
-  **View/Edit Grid Preferences:** Edit preferences for viewing grid
-  **Menu:** Dropdown menu with pre-generated items
-  **Add:** Add information or row to section in app
-  **Remove:** Remove information or row from section in app
- More (2)** **More:** Indicates that there are more items listed. Click to expand

-  **Move Up:** Move to the next row up
-  **Move Down:** Move to the next row down
-  **Move to Top:** Move to the top row of grid
-  **Move to Bottom:** Move to the top bottom row of grid
-  **Full Screen Mode:** Changes the view to full screen
-  **Normal Mode:** Exit from full screen mode
-  **Print:** Print information within app

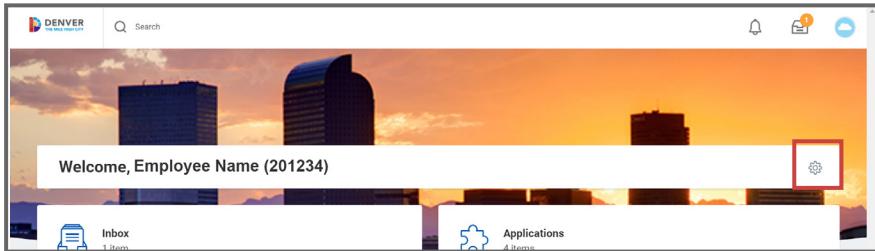


Note: Throughout this guide, you might see note boxes like this. These note boxes provide additional information about the task or step within a task you are performing.

Choose Your Home Page Apps

Additional apps can be added to your home page. Not all apps are customizable. Some apps are required by the city to appear in a specific order and they cannot be modified using this process.

1. From the **Home** page, click the **configure applications icon**  in the welcome bar. The **Configure Apps** page will display



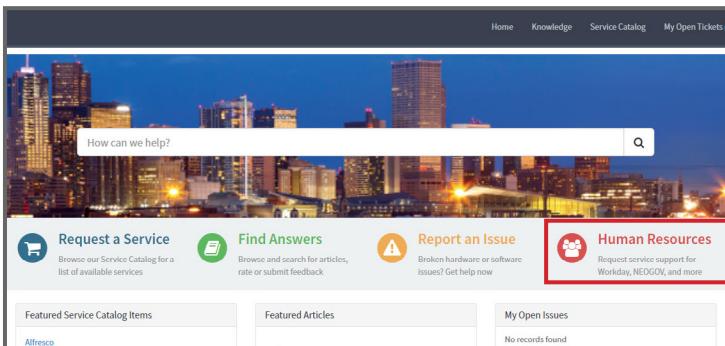
2. Under **Optional Apps**, click the **add row icon**  to add a new app
3. Click the **menu icon**  to select from the list of existing apps
4. Click the **remove row icon**  to remove an app from the dashboard
5. Click the **move row up icon**  or **move row down icon**  to reorder the apps on the page. To move an app to the first position, use the **move row to top icon**  or **move row to bottom icon** 
6. Click **OK**
7. Click **Done**

Additional Support

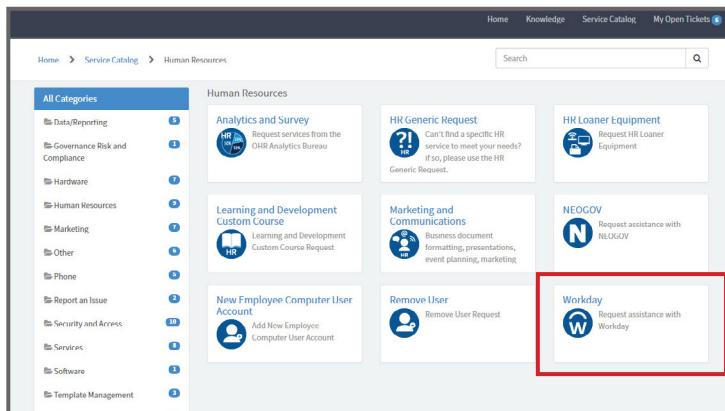
If you need additional assistance in Workday, you can submit a ticket through SupportNow. Before submitting a ticket, follow along with the processes in this manual. If you are still having issues completing a task or experiencing system errors, follow the instructions below to submit a ticket through SupportNow. You can also call SupportNow at 720-337-4357.

1. Login to [SupportNow](#) using your city email address and network password

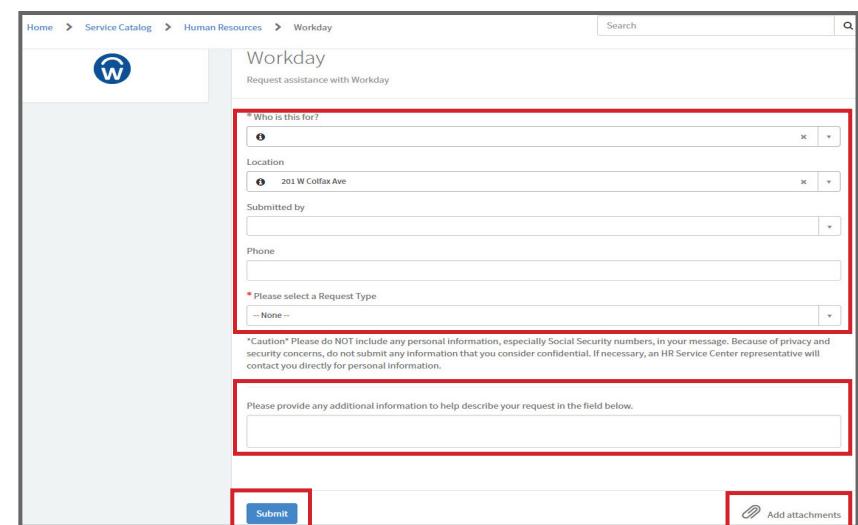
2. Click Human Resources



3. Click Workday



4. Request assistance by completing the following fields
- a. **Who is this for?**: Your name should automatically populate
 - b. **Location**: Your location should automatically populate
 - c. **Submitted by**: If you are submitting for someone else, enter their name
 - d. **Phone**: Your office phone should automatically populate
 - e. **Please Select a Request Type**: Select the appropriate answer based on the issue you are experiencing. This is required
 - f. You can provide additional information about the issue in the provided box
 - g. Add any applicable attachments by clicking **Add Attachments**
 - h. Click **Submit**


 A screenshot of the "Workday" request form. The form includes fields for "Who is this for?", "Location", "Submitted by", "Phone", "Request Type" (with a note about not including personal information), and a large "Additional Information" text area. The "Submit" button and an "Add attachments" link are at the bottom. Several fields and the entire form area are highlighted with red boxes.

Employees

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Getting Started

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Getting Started

Email Notifications

Employees

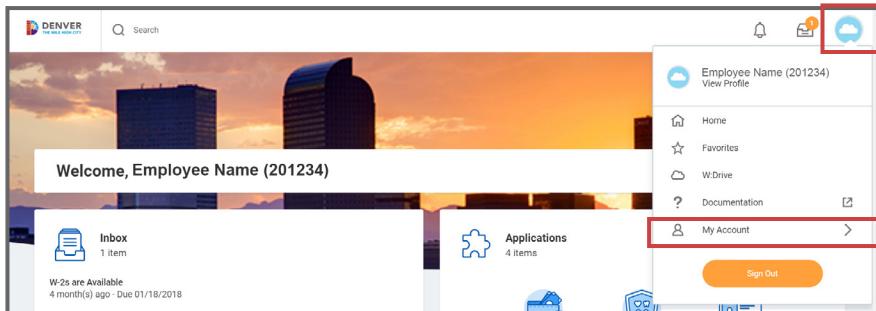


Workday notifications inform you through your city email address when you have a new item and/or notifications in your Workday inbox. You can change the frequency of when you receive these emails by changing your preferences.

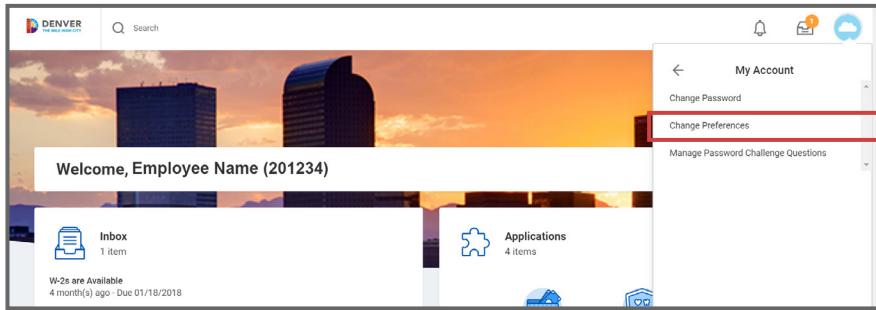
Update Notification Preferences

1. Click your **profile icon**

2. Click **My Account**



3. Click **Change Preferences**



4. Find **General Notifications** by scrolling to the bottom of the screen under **Parent Notification Type**

5. Remove the item in **Send Notifications Via Channels** by clicking the **X** icon

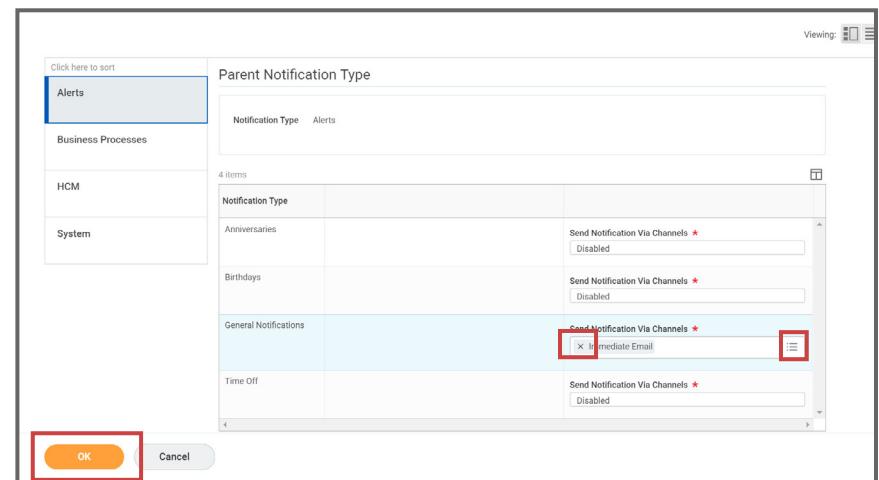
6. Click the list to choose which type of notification you would like to receive:

a. **Daily Digest Email:** You will receive one email per day summarizing all tasks that you received in your Workday inbox

b. **Disabled:** You will not receive an email each time a task is received in your Workday inbox

c. **Immediate Email:** You will receive an email each time a task is received in your Workday inbox

7. Click **OK** to save your changes

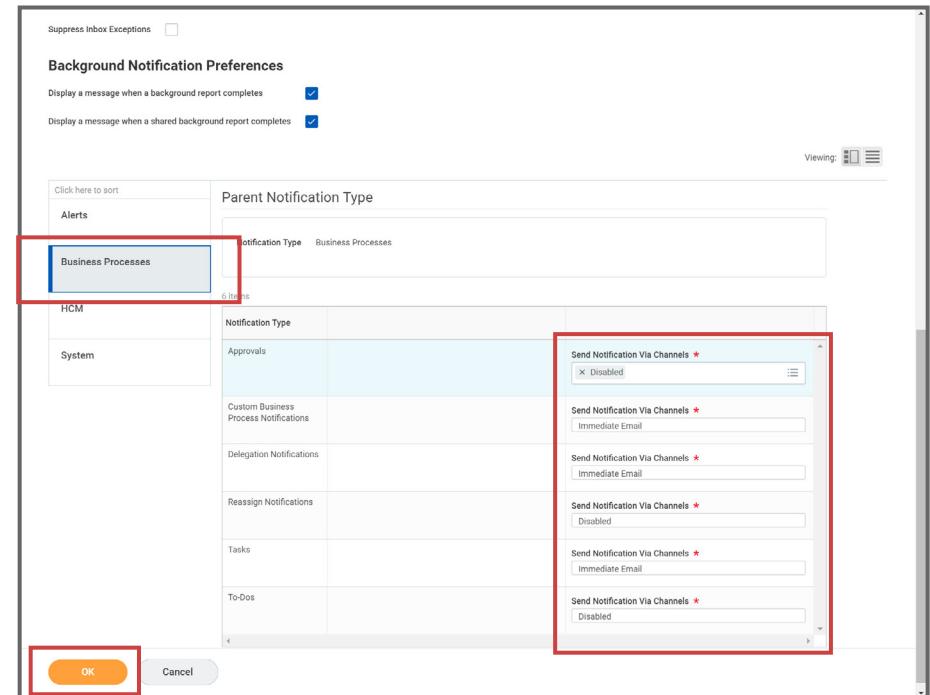


8. Click Business Processes

9. Update each Notification Type as desired

- a. Approvals:** Do you want to receive an email when you need to approve an item in your Workday inbox?
- b. Custom Business Process Notifications:** Do you want to receive an email when you get a new item in your **Notification** tab letting you know a task has been approved, completed, denied or canceled?
- c. Delegation Notification:** Do you want to receive an email when a task has been delegated to you?
- d. Reassigned Notification:** Do you want to receive an email when a task that was assigned to you has been assigned to someone else?
- e. Tasks:** Do you want to receive an email when you have a new task in your Workday inbox?
- f. To-Dos:** Do you want to receive an email when you have a new to-do in your Workday inbox that requires you to take action?

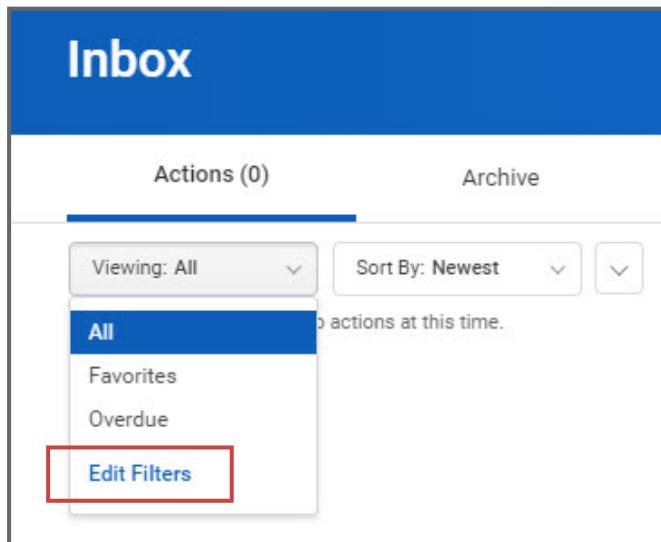
10. Click OK to save your changes



Set up inbox filters in Workday to help manage communications and organize incoming messages by tasks. This is useful to employees who have multiple roles or tasks to keep track of.

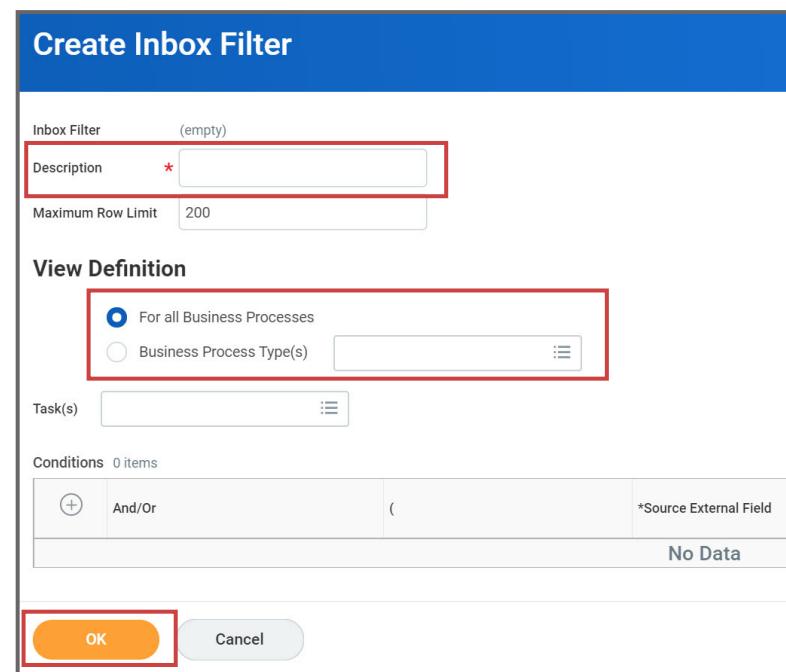
Create an Inbox Filter

1. In Workday, click on your **Inbox** icon
2. Under **Actions**, click **Viewing: All**
3. Click **Edit Filters**



4. On the **My Inbox Filters** screen, click **Create Inbox Filter**
5. In the **Description** field, enter the name of the filter

6. Under **View Definition**, select the appropriate answer:
 - a. **All Business Processes**: Add the filter to all business processes
 - b. **Business Process Type(s)**: Add the filter to select business processes. Find the process and click **Enter**
 - c. **Task(s)**: Add the filter to select types of tasks
7. Click **OK**



A screenshot of the 'Create Inbox Filter' dialog box. At the top, it says 'Create Inbox Filter'. Below that is a section for 'Inbox Filter (empty)'. It has a 'Description' field with a red asterisk and a 'Maximum Row Limit' set to 200. The next section is 'View Definition' which contains three radio buttons: 'For all Business Processes' (selected), 'Business Process Type(s)' (with a dropdown menu), and 'Task(s)'. Below this is a 'Conditions' section with a table for adding items. At the bottom right are 'OK' and 'Cancel' buttons, with 'OK' also having a red box around it.

8. Repeat steps 4-7 to create additional filters

Find the **Personal Information** app on the home page of Workday.

How Do I

...change my preferred name?

- a. From the home page, click the **Personal Information** app
- b. Under **Change**, select **Preferred Name**
- c. Complete the required fields indicated by the red asterisk
- d. Click **Submit**

...add or edit my work and home phone numbers?

- a. From the home page, click the **Personal Information** app
- b. Under **Change**, select **Contact Information**
- c. Click **Edit**
- d. Scroll to the appropriate section(s) and edit or add a phone number. Do not enter dashes, dots etc.
- e. Choose a phone device type. Work is your desk phone, mobile is a cell phone. You must define a mobile phone to receive text message notifications
- f. Expand the **Details** section and select the visibility of your entry
- g. Click **Submit**

...add or edit emergency contacts?

- a. From the home page, click on the **Personal Information** app
- b. Under **Change**, click **Emergency Contacts**
- c. Edit an existing contact or scroll to the bottom of the page to **Add an Alternate**
- d. Click **Submit**

...add or update my photo?

- a. From the home page, click the **Personal Information** app
- b. Under **Change**, click **Photo**
- c. Attach the new, appropriate photo. [See appropriate photo examples](#)
- d. Click **Submit**

...add or edit my business title?

- a. From the home page, click the **Personal Information** app
- b. Under **Change**, select **Business Title** (you may need to click **More**)
- c. Complete the required fields indicated by the red asterisk
- d. Click **Submit**. This will also change your Outlook email tag

...add my veteran status?

- a. From the home page, type **veteran** in the **Search** bar
- b. Click **Change My Veteran Status Identification**
- c. Under **Select a Veteran Status**, select the appropriate answer
- d. Click **Submit**.

Approval Process

The approval process applies to the preferred name, photo and business title tasks.



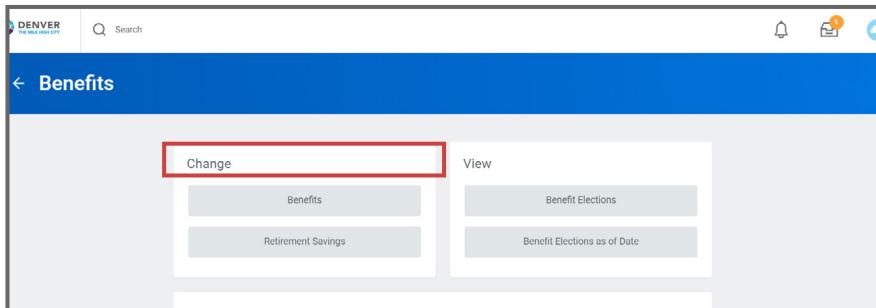
Benefits

This page is intentionally left blank.

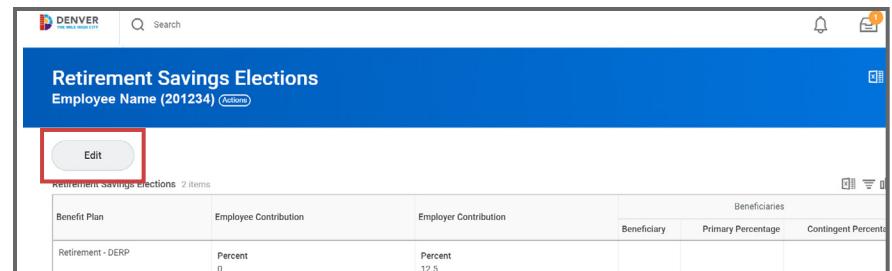
The Deferred Compensation Plan 457(b) is a voluntary retirement savings program offered by the City and County of Denver to all employees through TIAA Financial Services. The plan is designed to supplement the city's pension plan and provide additional financial and retirement planning options. You may elect payroll deductions on pre-tax and/or after-tax (Roth) basis. The city does not match deferred compensation contributions. You may enroll, increase or decrease your contributions at any time.

Process

1. From the home page, click on the **Benefits** app
2. Under **Change**, click **Retirement Savings**



3. Click **Edit**



Retirement Savings Elections
Employee Name (201234) [Actions]

| Benefit Plan | Employee Contribution | Employer Contribution | Beneficiaries |
|-------------------|-----------------------|-----------------------|--|
| Retirement - DERP | Percent 0 | Percent 12.5 | Beneficiary Primary Percentage Contingent Percentage |

4. Enter the effective date of your 457 contribution change



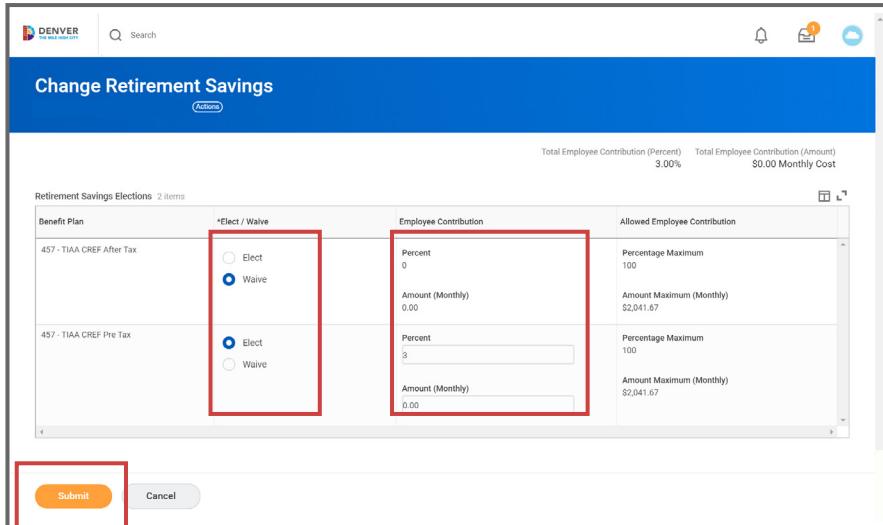
Note: The change to your 457 contribution will become effective the first of the month following the effective date you enter.

5. Click **OK**

Approval Process

There is no approval required for this process.

6. Elect your 457 plan (pre-tax/after-tax and regular or 50+), and enter your dollar amount or percent amount per month
7. Click Submit



Change Retirement Savings

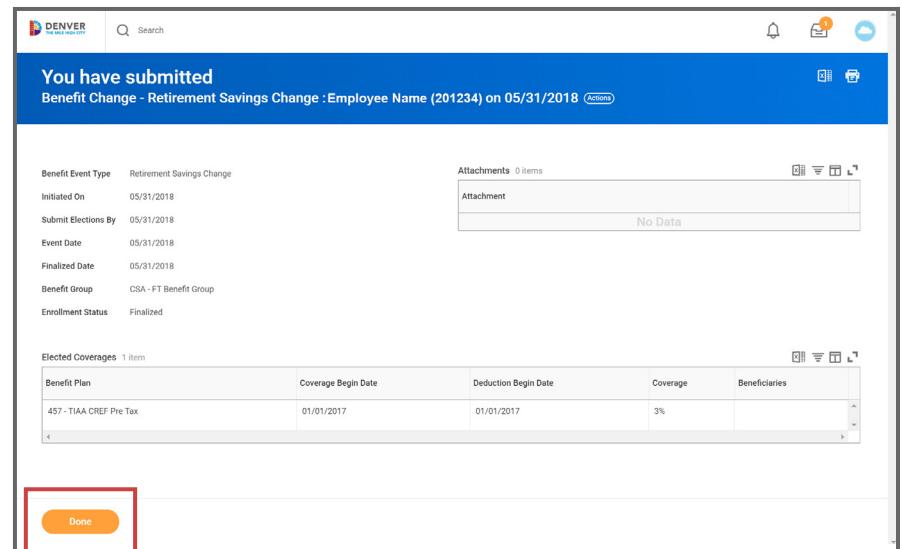
Retirement Savings Elections 2 items

| Benefit Plan | *Elect / Waive | Employee Contribution | Allowed Employee Contribution |
|---------------------------|--|--|---|
| 457 - TIAA CREF After Tax | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | Percent 0 Amount (Monthly) \$0.00 | Percentage Maximum 100 Amount Maximum (Monthly) \$2,041.67 |
| 457 - TIAA CREF Pre Tax | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | Percent 3 Amount (Monthly) \$0.00 | Percentage Maximum 100 Amount Maximum (Monthly) \$2,041.67 |

Total Employee Contribution (Percent) 3.00% Total Employee Contribution (Amount) \$0.00 Monthly Cost

Submit Cancel

8. Verify you have the correct election and contribution, then click **Done**



You have submitted
Benefit Change - Retirement Savings Change : Employee Name (201234) on 05/31/2018 [Actions](#)

Benefit Event Type: Retirement Savings Change
Initiated On: 05/31/2018
Submit Elections By: 05/31/2018
Event Date: 05/31/2018
Finalized Date: 05/31/2018
Benefit Group: CSA - FT Benefit Group
Enrollment Status: Finalized

Attachments: 0 items
Attachment: No Data

Elected Coverages 1 item

| Benefit Plan | Coverage Begin Date | Deduction Begin Date | Coverage | Beneficiaries |
|-------------------------|---------------------|----------------------|----------|---------------|
| 457 - TIAA CREF Pre Tax | 01/01/2017 | 01/01/2017 | 3% | |

Done

Approval Process

Employee Submits

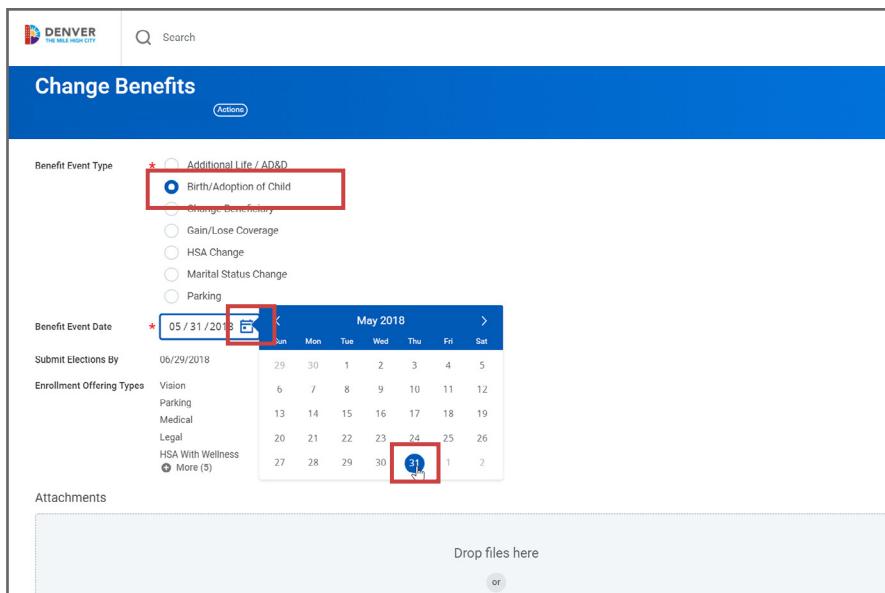


OHR Benefits Office

You are required to submit a copy of the child's birth certificate when adding a child as a dependent.

Adding a Child (Newborn or Adopted) as a Dependent

1. From the home page, click on the **Benefits** app
2. Under **Change**, click **Benefits**
3. From the **Benefit Event Type** list, click **Birth/Adoption of Child**
4. Enter the child's date of birth as the **Benefit Event Date**



The screenshot shows the 'Change Benefits' page. The 'Benefit Event Type' section has a radio button for 'Birth/Adoption of Child' selected, with a red box highlighting it. The 'Benefit Event Date' field shows '05/31/2018' with a red box around the date and a calendar icon. The 'Attachments' section at the bottom has a 'Drop files here' placeholder.

5. Drag a copy of the birth certificate in the **Attachments** area



6. Once the document is uploaded, click **Submit**



The screenshot shows the 'Change Benefits' page after the birth certificate was uploaded. The 'Attachments' section now lists 'Baby'sBirthCertificate.pdf'. The 'Submit' button is highlighted with a red box. Other buttons visible are 'Save for Later' and 'Cancel'.

7. On the next screen, click **Open** and follow the steps to add your child to your benefits



Note: Your current benefit plans, coverage tiers and dependents covered, if applicable, are displayed. If this is your first child you are adding to your plan, this will change the coverage tier to include a child(ren).

8. In **Enroll Dependents**, click the **menu icon** next to your medical plan. Only edit the plans you intend to add a child
9. Click **Add My Dependent from Enrollment** to add your child to your records as a dependent

The screenshot shows a list of benefit plans under 'Health Care Elections'. The 'Medical - Kaiser HDHP Kaiser HDHP' plan is selected. A red box highlights the 'Existing Dependents' dropdown menu, which contains the option 'Add My Dependent From Enrollment'. Below this menu, there is a search bar and three input fields for 'Child Name', 'Child Name', and 'Spouse Name', each preceded by a red asterisk indicating it is required.

10. On the next screen, answer the questions about whether your new dependent will also be a beneficiary. If yes, click **Yes** to add your dependent as a life insurance beneficiary.

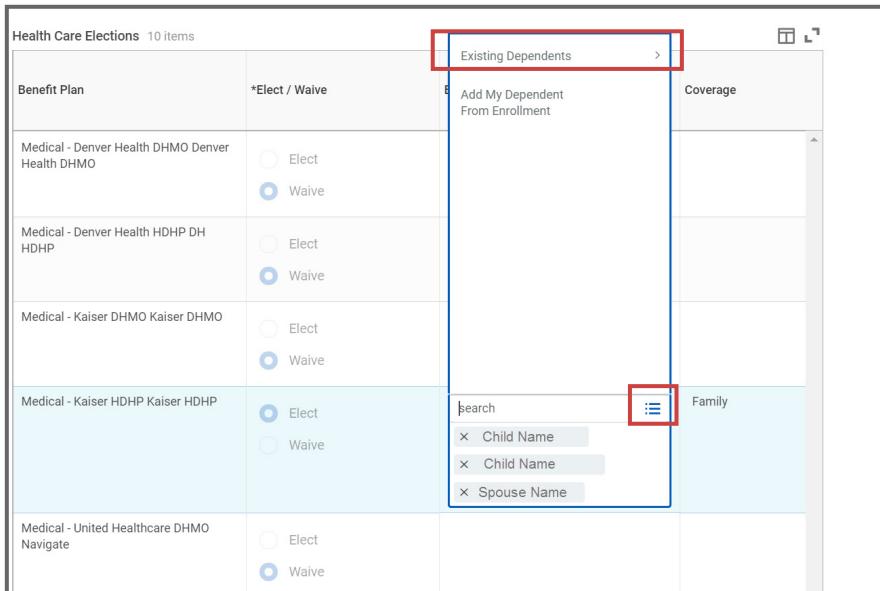
11. Click **OK**

The dialog box has the title 'Add My Dependent From Enrollment' and shows the employee name '(201234)'. It includes fields for asking if the new dependent is already a beneficiary or emergency contact, and if so, which one. It also asks if the new dependent should be used as a beneficiary. At the bottom are 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.

12. Add your child's information: **name, date of birth, etc.** Required fields are indicated with a red asterisk

13. Click **OK**. You should see your child listed as a covered dependent on the selected plan

- 14.** To add your child to other benefit plans, click the **menu icon** in **Enroll Dependents** and click **Existing Dependent**



The screenshot shows a table of benefit plans. A red box highlights the 'Existing Dependents' button in the top right corner of the 'Coverage' section. Below it, there's a search bar and a list of names: 'Child Name', 'Child Name', and 'Spouse Name'.

| Health Care Elections 10 items | |
|---|---|
| Benefit Plan | *Elect / Waive |
| Medical - Denver Health DHMO Denver Health DHMO | <input type="radio"/> Elect <input checked="" type="radio"/> Waive |
| Medical - Denver Health HDHP DH HDHP | <input type="radio"/> Elect <input checked="" type="radio"/> Waive |
| Medical - Kaiser DHMO Kaiser DHMO | <input type="radio"/> Elect <input checked="" type="radio"/> Waive |
| Medical - Kaiser HDHP Kaiser HDHP | <input checked="" type="radio"/> Elect <input type="radio"/> Waive |
| Medical - United Healthcare DHMO Navigate | <input type="radio"/> Elect <input checked="" type="radio"/> Waive |

- 15.** Check the box next to your child's name to add them to other plans

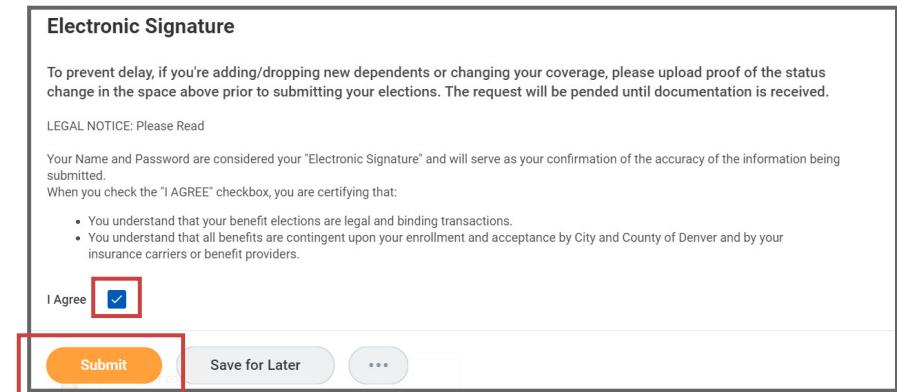
- 16.** When you have finished adding your child to your medical, dental and/or vision plans, click **Continue**

- 17.** Enter your child's **Social Security Number (SSN)**. If you do not have their SSN at this time, you must follow up with the Benefits Office when it is obtained

- 18.** You will be asked to make changes to your other plan elections like HSA contributions, flexible spending accounts and life insurance, if applicable. Click **Continue** to proceed through these options and make changes if necessary

- 19.** The dependent changes you have made are listed. Agree to your changes by clicking **I Agree**

- 20.** Click **Submit**



This screenshot shows the 'Electronic Signature' section. It includes a note about uploading proof of status change, legal notices, and a checkbox for 'I Agree' which is checked. Below are buttons for 'Submit', 'Save for Later', and '...'. A red box highlights the 'Submit' button.

Electronic Signature

To prevent delay, if you're adding/dropping new dependents or changing your coverage, please upload proof of the status change in the space above prior to submitting your elections. The request will be pended until documentation is received.

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

- You understand that your benefit elections are legal and binding transactions.
- You understand that all benefits are contingent upon your enrollment and acceptance by City and County of Denver and by your insurance carriers or benefit providers.

I Agree

Submit Save for Later ...

- 21.** Click **Print** to get a printed copy and/or click **Done** to finish the process

Approval Process

Employee Submits

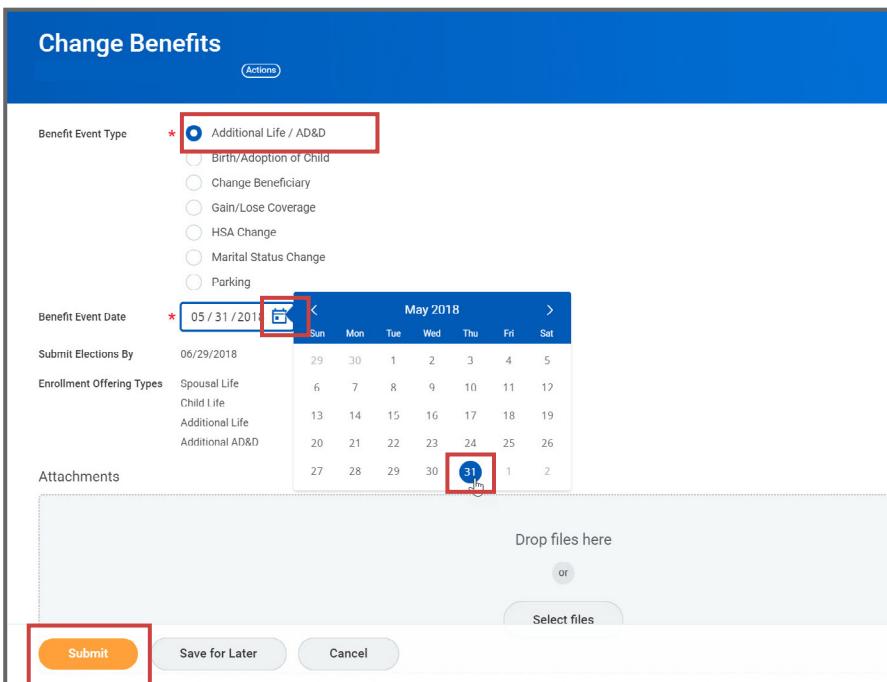


OHR Benefits Office

Adding life insurance follows a benefit event process.

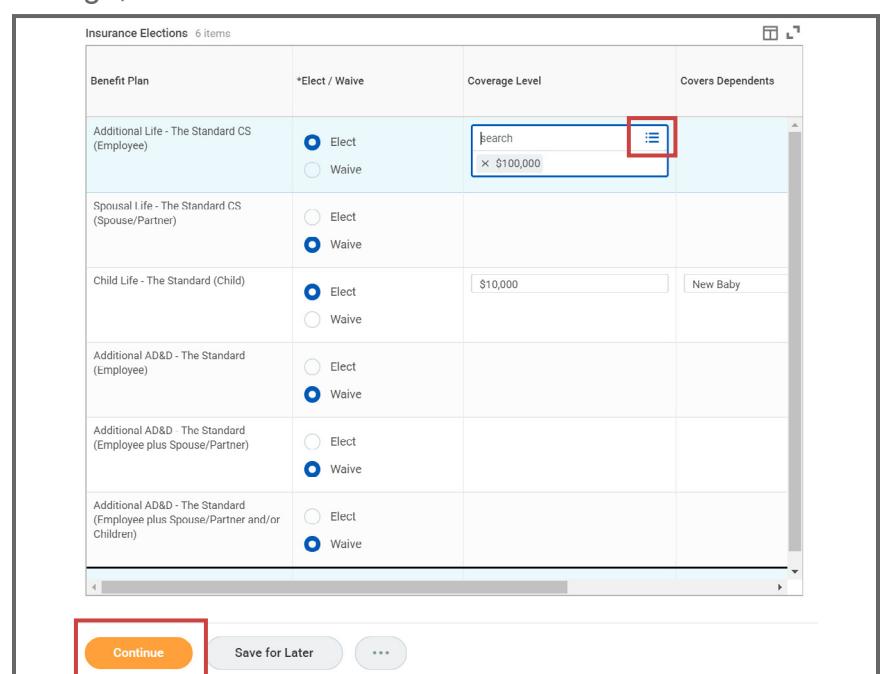
Adding Additional Life Insurance

1. From the home page, click the **Benefits** app
2. Under **Change**, click **Benefits**
3. From the **Benefit Event Type** list, click **Additional Life/AD&D**
4. Enter the effective date of the requested change in additional life insurance, then click **Submit**



The screenshot shows the 'Change Benefits' form. The 'Benefit Event Type' section has 'Additional Life / AD&D' selected, indicated by a red box. The 'Benefit Event Date' field shows '05/31/2018' with a calendar icon, also highlighted with a red box. Below these, there are sections for 'Submit Elections By' (06/29/2018), 'Enrollment Offering Types' (Spousal Life, Child Life, Additional Life, Additional AD&D), and 'Attachments'. At the bottom are buttons for 'Submit' (red box), 'Save for Later', and 'Cancel'.

5. Click **Open** to proceed to the change event for additional life insurance
6. The screen displays your current additional life insurance plans, along with coverage level and dependents covered, if applicable. Here, you will be able to waive or elect any of these plans. To enroll in a new plan or increase/decrease a current amount, click **Elect** and choose the dollar amount for the policy using the drop-down menu in **Coverage Level**
7. Once you have completed the additional life insurance policy change, click **Continue**



The screenshot shows the 'Insurance Elections' table with 6 items. The columns are 'Benefit Plan', '*Elect / Waive', 'Coverage Level', and 'Covers Dependents'. The rows show the following information:

| Benefit Plan | *Elect / Waive | Coverage Level | Covers Dependents |
|---|---|----------------|-------------------|
| Additional Life - The Standard CS (Employee) | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | \$100,000 | |
| Spousal Life - The Standard CS (Spouse/Partner) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | |
| Child Life - The Standard (Child) | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | \$10,000 | New Baby |
| Additional AD&D - The Standard (Employee) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | |
| Additional AD&D - The Standard (Employee plus Spouse/Partner) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | |
| Additional AD&D - The Standard (Employee plus Spouse/Partner and/or Children) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | |

At the bottom are buttons for 'Continue' (red box), 'Save for Later', and '***'.



Note: For additional Life (Employee) and Spousal Life, a medical history statement may need to be completed and approved by Standard Insurance Co. before your request can be processed.

8. Designate/update your beneficiaries for the additional life insurance policies. To designate a beneficiary, click the **add** icon
9. Select the beneficiary from the **Beneficiary** drop-down menu list of **Beneficiary Persons** or **Trusts**. To add a beneficiary, click **Create**
10. Once your beneficiaries are selected, designate primary/contingent and the percent applicable to each beneficiary. Keep in mind, the total primary percent must equal 100 percent. The same 100 percent is required for your total contingent percent

You may designate multiple primary beneficiaries and multiple contingent beneficiaries. Your percentage designations must add up to 100% for primary, and 100% for contingent.

You may either add a new beneficiary or designate a dependent already listed.

To add a new beneficiary:

- Click the + next to the benefit plan you wish to designate a beneficiary for.
- Click on the icon in the box that appears next to your plan, click Create then click A.
- Complete all the fields with a red asterisk next to them. NOTE: you will not be able next to the Legal Name tab.

To designate a dependent already listed:

- Click the + next to the benefit plan you wish to designate a beneficiary for.
- Click on the icon in the box that appears next to your plan, click Beneficiary Person.

Beneficiary Designations 1 item

| Benefit Plan | Requires Beneficiary |
|--|--------------------------|
| Additional Life - The Standard CS (Employee) | <input type="checkbox"/> |

(+)

search

Primary Percentage / Contingent Percentage

Primary Percentage Contingent Percentage

0

11. Click Continue

12. Agree to your changes by clicking **I Agree**

13. Click **Submit**

14. Print a copy of your additional life insurance policy changes confirmation form, or click **Done**

Electronic Signature

To prevent delay, if you're adding/dropping new dependents or changing your coverage, please upload proof of the status change in the space above prior to submitting your elections. The request will be pended until documentation is received.

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

- You understand that your benefit elections are legal and binding transactions.
- You understand that all benefits are contingent upon your enrollment and acceptance by City and County of Denver and by your insurance carriers or benefit providers.

I Agree

Submit

Save for Later

...

Approval Process

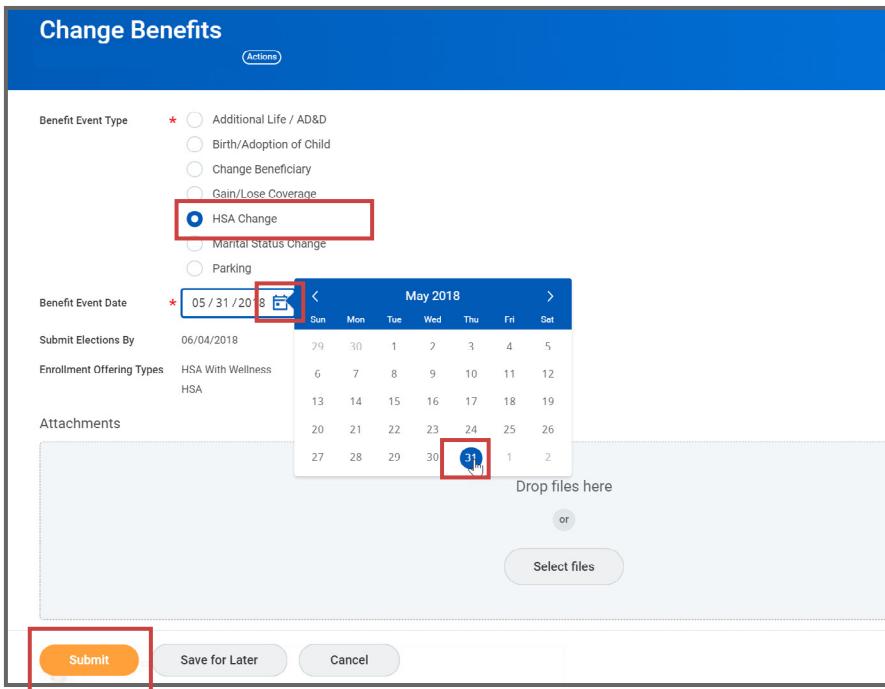
Employee Submits



OHR Benefits Office

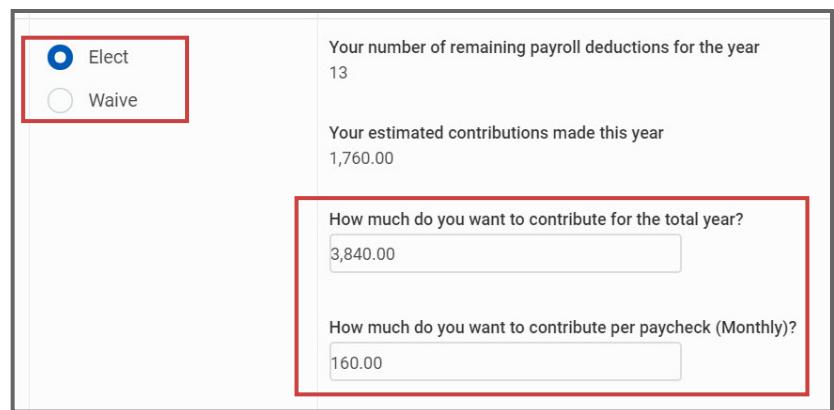
Changing HSA Contributions

1. From the home page, click the **Benefits** app
2. Under **Change**, click **Benefits**
3. From the **Benefit Event Type** list, click **HSA Change**
4. Enter the **Effective Date**
5. Click **Submit**



The screenshot shows the 'Change Benefits' form. The 'Benefit Event Type' section has 'HSA Change' selected. The 'Benefit Event Date' field shows '05/31/2018'. There is a file attachment icon with a red box around it. The 'Submit' button at the bottom is also highlighted with a red box.

6. Click **Open**
7. Click **Elect** or **Waive** depending on whether you intend to contribute to your HSA or stop your HSA contributions
8. If electing a new contribution amount, enter the amount in either field



The screenshot shows the 'Open' dialog box. It has two radio button options: 'Elect' (selected) and 'Waive'. To the right, it displays 'Your number of remaining payroll deductions for the year 13' and 'Your estimated contributions made this year 1,760.00'. Below these, there are two input fields: 'How much do you want to contribute for the total year?' containing '3,840.00' and 'How much do you want to contribute per paycheck (Monthly)?' containing '160.00'. Both input fields are enclosed in a red box.

9. Click **Continue**
10. Agree to your changes by clicking **I Agree**
11. Click **Submit**
12. Print a copy of your HSA Contributions changes confirmation form or click **Done**. You will receive a **Successfully Completed** notification in Workday once it is approved by the Benefits Office

Approval Process

The beneficiary designation process can be initiated any time.

Life Insurance Beneficiary Creation and Designation

1. From the home page, click the **Benefits** app
2. Under **Change**, click **Benefits**
3. From the **Benefit Event Type** list, click **Change Beneficiary**
4. Enter the current date (do not backdate)
5. Click **Submit**

Change Benefits
Employee Name (201234) [Actions](#)

| | |
|--|--|
| Benefit Event Type | <input type="radio"/> Additional Life / AD&D <input type="radio"/> Birth/Adoption of Child <input checked="" type="radio"/> Change Beneficiary <input type="radio"/> Gain/Lose Coverage <input type="radio"/> HSA Change <input type="radio"/> Marital Status Change <input type="radio"/> Parking |
| Benefit Event Date | * 05 / 31 / 2018  |
| Submit Elections By | 06/29/2018 |
| Enrollment Offering Types | Spousal Life Child Life Basic Life Additional Life Additional AD&D |
| Attachments | |
| Submit Save for Later Cancel | |



Note: The most recently dated beneficiary designation becomes the official designation when a claim is processed.

6. Click **Open**
7. All life insurance plan options offered by the city are listed. Your current life insurance plan(s) shows as elected and the policy amount is listed to the right. Click **Continue** to designate beneficiaries for your plans

> Insurance Plan Dependencies and Coverage Limitations

| Benefit Plan | *Elect / Waive | Coverage Level | Calculated Coverage | Employee Cost (Monthly) | Employer Contribution (Monthly) |
|--|---|----------------|---------------------|-------------------------|---------------------------------|
| Basic Life - The Standard (Due to a functionality issue, this benefit does not reflect your combined base pay and longevity pay benefit calculation of "1.5 x (base pay + longevity pay), up to \$300,000" is secured and accounted for in our records while we seek to correct.) (Employee) | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | 1.5 X Salary | \$123,500.00 | \$16.08 | |
| Additional Life - The Standard Do Not Use (Employee) | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | | | | |
| Additional Life - The Standard New Fire & Police (Employee) | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | | | | |

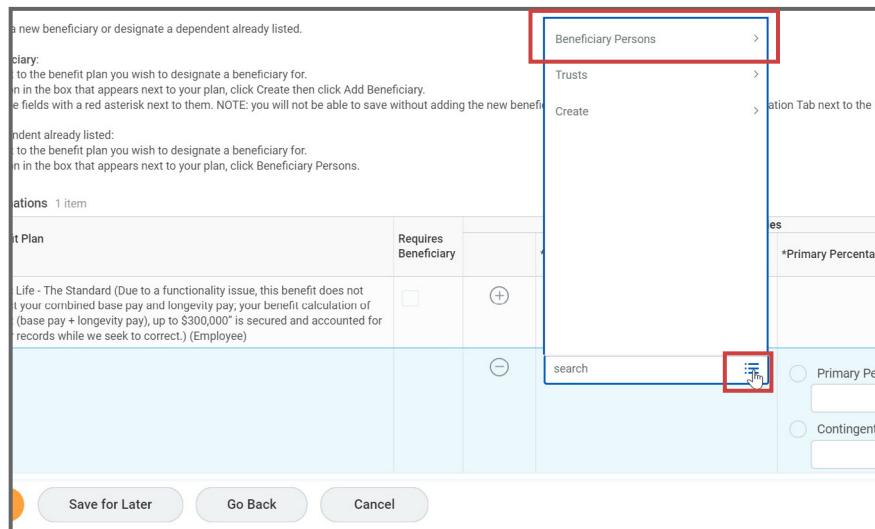
[Continue](#) [Save for Later](#) [Cancel](#)

8. Add a beneficiary by clicking the **add icon**

Beneficiary Designations - 1 item

| Benefit Plan | Requires Beneficiary | *Beneficiary | *Primary Percentage / Contingent Percentage |
|--|--------------------------|---|---|
| Basic Life - The Standard (Due to a functionality issue, this benefit does not reflect your combined base pay and longevity pay; your benefit calculation of "1.5 x (base pay + longevity pay), up to \$300,000" is secured and accounted for in our records while we seek to correct.) (Employee) | <input type="checkbox"/> |  | |

- 9.** In the **Beneficiary** drop-down menu list, click **Beneficiary Persons**



A new beneficiary or designate a dependent already listed.

Beneficiary Persons >

Trusts >

Create

Beneficiary Persons

Trusts

Create

Primary Percentages

*Primary Percentage

Primary Person

Contingent Person

search

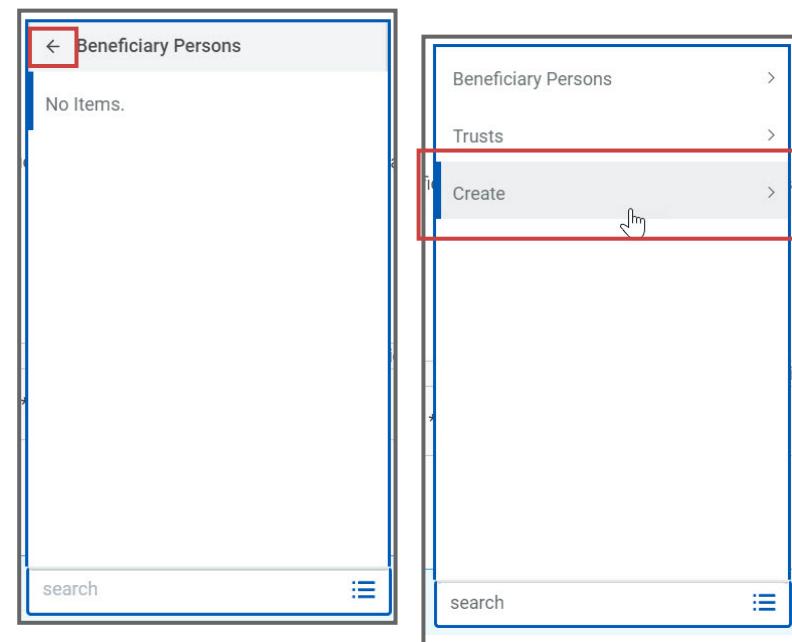
Save for Later Go Back Cancel

- 10.** Choose a beneficiary from the list

- 11.** If there are no beneficiaries listed here, use the **back arrow** to go back to the previous menu and click **Create**

- 12.** Under **Create**, there are several options. If you already have dependents (spouse/children) listed in Workday, you can turn these dependents into beneficiaries by clicking **Add Beneficiary Using Existing Contact**.

- 13.** If your beneficiaries are not included in Workday as dependents, click **Add Beneficiary** or **Add Trust** if you are adding a trust as a beneficiary.



No Items.

← Beneficiary Persons

Beneficiary Persons >

Trusts >

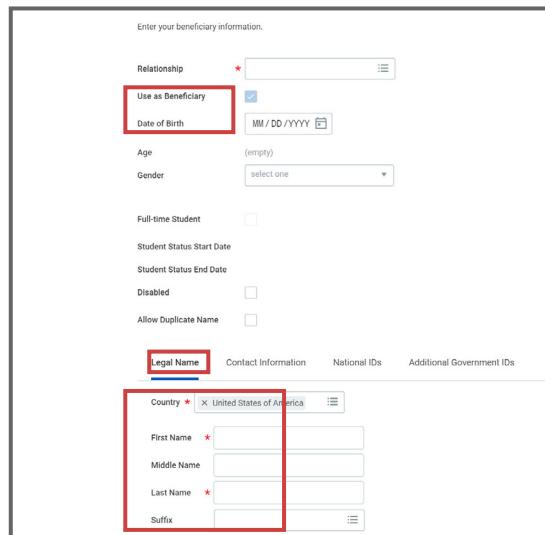
Create >

search

14. Complete the beneficiary fields. Required fields are indicated by a red asterisk

15. Under **Legal Name**, complete the required information

16. Click **Contact Information**



The screenshot shows a form for entering beneficiary information. The 'Legal Name' section is highlighted with a red box. It includes fields for Country (United States of America), First Name, Middle Name, Last Name, and Suffix. Other sections visible include Relationship, Use as Beneficiary, Date of Birth, Age, Gender, Full-time Student, Student Status Start Date, Student Status End Date, Disabled, and Allow Duplicate Name.

17. Click **Add** to open the required phone and address information for the beneficiary



The screenshot shows the 'Contact Information' section with fields for Phone and Address. The 'Address' field is highlighted with a red box. Below it are fields for Email and a large text area for Notes.

18. Once the beneficiary's information is completed, click **OK**. Your beneficiary will now show up for the specific life insurance plan



Note: If you are missing required information for your beneficiary, the orange **Errors** message in the upper right appears. Click on this error message to see what information is missing.

19. Under **Primary Percentage/Contingent Percentage**, click **Primary/Contingent** and type the appropriate percentage



| | Requires Beneficiary | *Beneficiary | *Primary Percentage / Contingent Percentage |
|------------------------------------|--------------------------|----------------------------------|---|
| does not calculate for account for | <input type="checkbox"/> | <input type="button" value="+"/> | <input type="radio"/> Primary Percentage <input type="text" value="0"/> <input type="radio"/> Contingent Percentage <input type="text" value="0"/> |
| | <input type="checkbox"/> | <input type="button" value="-"/> | Spouse Name |

20. If you are adding more than one beneficiary, repeat the process to add another row and select from the existing list of beneficiaries or create another new beneficiary



Note: The total percentage for your primary beneficiaries must equal 100 percent. The same 100 percent would also apply to your contingent beneficiaries.

21. Repeat this process for additional life insurance policies, if applicable. You can designate beneficiaries for your **Basic Life Insurance, Additional Life Insurance** and **AD&D** plans. For **Spouse and Child Life Insurance** plans, you are automatically the beneficiary, so there is no need to designate a beneficiary for those additional life plans. DERP pension plans are not stored in your Workday records. These beneficiaries are maintained by DERP

22. Click **Continue**

23. The beneficiary changes you have made are listed. Agree to your changes by clicking **I Agree**

24. Click **Submit**

Electronic Signature

To prevent delay, if you're adding/dropping new dependents or changing your coverage, please upload proof of the status change in the space above prior to submitting your elections. The request will be pended until documentation is received.

LEGAL NOTICE: Please Read

Your Name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted.

When you check the "I AGREE" checkbox, you are certifying that:

- You understand that your benefit elections are legal and binding transactions.
- You understand that all benefits are contingent upon your enrollment and acceptance by City and County of Denver and by your insurance carriers or benefit providers.

I Agree

Submit Save for Later

25. Click **Print** to get a printed copy and/or click **Done** to finish the process

Approval Process

Employee Submits



OHR Benefits Office

The 2020 Open Enrollment benefits election action **Open Enrollment Change** will be in your Workday inbox during the open enrollment period (October 7-October 31).

For most employees, open enrollment is an eight-step process that allows you to make changes to the following:

- 1. Health Care Elections:** Medical, dental and vision
- 2. Health Savings Elections:** High-deductible health plan (HDHP) enrollees may pledge 2020 Health Savings Account (HSA) contributions
- 3. Spending Account Elections:** Health flexible spending account (FSA), limited-use FSA, dependent day care FSA and qualified parking FSA
- 4. Insurance Elections:** Additional life (employee), spouse life, child life, accidental death and dismemberment (AD&D), and short term disability (STD)
- 5. Retirement Savings Elections:** Summit Savings (Denver's 457(b) Deferred Compensation Plan). Pre-tax, post-tax (Roth) and pre-retirement catch-up contributions. Contact OHR Benefits for pre-retirement catch-up changes
- 6. Beneficiary Designations:** Basic life and additional life beneficiary (if applicable)
- 7. Additional Benefits Elections:** ARAG legal plan and RTD EcoPass. To start or stop EcoPass, contact OHR Benefits

Getting Started

All 2020 open enrollment changes should be processed through the **Open Enrollment Change** action item in your Workday inbox. Do not create any benefit change actions for your 2020 open enrollment.

- 1.** From the home page, open your inbox
- 2.** Click the **Open Enrollment Change** task
 - a.** If your open enrollment task is on hold, you have another open benefit change action in your inbox. Your open enrollment action will remain on hold until the other action is completed or cancelled
 - i.** Search your inbox action items to see what other benefit change related action is holding up your open enrollment action
 - ii.** Click the benefit action that is delaying the process
 - iii.** Complete the action and click **Submit**
 - iv.** If the action is no longer applicable, click the **gear icon** and select **Cancel**

Health Care Elections

Health Care Elections include medical, dental and vision. When you change a benefit plan/provider, don't forget to re-add dependents to appropriate plans.

1. Click the **Open Enrollment Change** task in your inbox, Health Care Elections will automatically populate as the first step to complete

2. To enroll in a medical, dental and/or vision plan, select the appropriate answer in the **Elect/Waive** column:
 - a. **Elect:** Enroll in the plan for 2020
 - b. **Waive:** Do not enroll in the plan for 2020

3. If you elect to enroll in a plan, you may need to add or remove dependents from the plan
 - a. To add a dependent to the elected plan, click the menu icon in the **Enroll Dependents** column and choose the appropriate answer:
 - i. **Existing Dependents:** If your dependent already exists in Workday, check the dependent you want to add. Unchecked dependents will not be included in the plan
 - ii. **Add My Dependent From Enrollment:** If your dependent does not already exist in Workday, follow the prompts to create a record for your dependent

- b. To remove a dependent from an elected plan, click the dependent's name, then click the **X** icon

| Benefit Plan | *Elect / Waive | Enroll Dependents | Co |
|---|---|-------------------------------|----|
| Medical - Denver Health DHMO Denver Health DHMO | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | |
| Medical - Denver Health HDHP DHHDHP | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | X Brendan Employee + Child | |

4. Repeat steps 2-3 for each **Benefit Plan**

5. Click **Continue**



Note: 2019 UnitedHealthcare Navigate enrollees will be defaulted into UnitedHealthcare's HDHP as of January 1, 2020. The Navigate plan will be discontinued in 2020.



Note: Most of your 2019 elections will automatically carry over into 2020. However, you must re-elect your Health Savings Account (HSA) and Flexible Spending Account (FSA). Seven-day and 30-day short-term disability plans are discontinued in 2020.

Health Savings Election

Pledge your 2020 annual Health Savings Account (HSA) contributions. The HSA is only available to high-deductible health plan (HDHP) enrollees. In 2020, you must make HSA contributions to receive city matching HSA funds. Review page 13 of the [2020 Employee Benefits Guide](#) for details.

1. From the two HSA options, select the appropriate tier to match your HDHP medical enrollment
 - a. **Employee Only**
 - b. **Family**
2. Select the appropriate answer from the HSA plan
 - a. **Elect:** Select if you want to enroll in the plan
 - b. **Waive:** Select if you do not want to enroll in the plan

3. Under **Contribution Range (Annual)**, fill in your annual HSA pledge

| Health Savings Election 1 item | | | |
|--------------------------------|------------------|---|--|
| | Benefit Plan | *Elect / Waive | Contribution Range (Annual) |
| | HSA - Optum Bank | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | Your number of remaining payroll deductions for the year 24 How much do you want to contribute for the total year? 1,200.00 How much do you want to contribute per paycheck (Semi-monthly)? 50.00 |

4. Click Continue

Spending Account Elections

Pledge your 2020 Flexible Spending Account (FSA) contributions. If you enrolled in an HDHP, the Health Care - 24HourFlex FSA plan is not available to you. You may instead choose the Health Care-24 Hour Flex Limited plan used for dental and vision expenses only. Review page 14 of the [2020 Employee Benefits Guide](#) for details.

1. For each **Benefit Plan**, select the appropriate answer:
 - a. **Elect:** Click Elect if you want to enroll in this plan. If you elect to enroll in the plan, you must enter the contribution amount
 - b. **Waive:** This answer will automatically populate
2. Under **Contributions**, fill in your annual FSA pledge

| Spending Account Elections 4 items | | |
|------------------------------------|--------------------------------|---|
| | Benefit Plan | *Elect / Waive |
| | Health Care - 24 Hour Flex FSA | <input checked="" type="radio"/> Elect <input type="radio"/> Waive |
| | | Your number of remaining payroll deductions for the year 24 |
| | | How much do you want to contribute for the total year? <input type="text" value="1,200.00"/> |

3. Click Continue

Insurance Elections

Elect or waive your additional life (employee), spouse life, child life, accidental death and dismemberment (AD&D), and short-term disability (STD) if applicable. Spouses can get up to \$30,000 additional life insurance without answering medical history questions. Review page 17 of the [2020 Employee Benefits Guide](#) for details.



Note: Only during this Open Enrollment, Employees can get up to \$200,000 in additional life insurance without answering medical history questions.

1. For each **Benefit Plan**, select the appropriate answer:
 - a. **Elect:** Select if you want to enroll in the plan
 - i. If you elect additional life and disability coverage, you will be prompted to select the coverage amount and add dependents, if applicable
 - b. **Waive:** Select if you do not want to enroll in the plan

| Insurance Elections 9 items | | | | |
|---|---|----------------|-------------------|---------------------|
| Benefit Plan | *Elect / Waive | Coverage Level | Covers Dependents | Calculated Coverage |
| Basic Life - The Standard FT (Employee) | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | 2 X Salary | | \$100,000.00 |
| Additional Life - The Standard CS (Employee) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | | |
| Spousal Life - The Standard CS (Spouse/Partner) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | | |
| Child Life - The Standard (Child) | <input type="radio"/> Elect <input checked="" type="radio"/> Waive | | | |
| Additional AD&D - The Standard (Employee) | <input type="radio"/> Elect | | | |
| | | | | |
| | | | | |



Note: If you are requesting additional life insurance above \$200,000 for employee or \$30,000 for spouse, you / your spouse will then be required to complete Standard's medical history statement for approval of these policy requests. Click the Medical History Statement link included in this steps instructions.

2. Click Continue

Retirement Savings Elections

Start or stop and increase or decrease your Summit Savings 457(b) Deferred Compensation contributions. Your current contributions will carry over into 2020 unless changed during open enrollment. Any contribution change during open enrollment will take effect on January 1, 2020. If you are currently approved and contributing in the pre-retirement "catch-up," contact Office of Human Resources Benefits at benefits@denvergov.org or call 720.913.5697 for assistance changing your contributions.

1. For each **Benefit Plan**, select the appropriate answer:

- a. **Elect**: Select if you want to enroll in the plan
- b. **Waive**: Select if you do not want to enroll in the plan

2. Under **Contributions**, enter your contribution amounts

| Retirement Savings Elections 2 items | | |
|---|---|---|
| Benefit Plan | *Elect / Waive | Employee Contribution |
| 457 - Nationwide's Summit Savings After Tax | <input checked="" type="radio"/> Elect <input type="radio"/> Waive | Percent: <input type="text" value="10"/> Amount (Monthly): <input type="text" value="0.00"/> |

3. Click Continue

Beneficiary Designations

Select beneficiaries for your Basic Life coverage. Previously assigned beneficiaries in Workday will be visible in this step.

1. Under **Beneficiary**, click the **plus icon** to add a beneficiary
2. Under **Primary Percentage/Contingent Percentage**, enter the appropriate percentages for each beneficiary

| Beneficiary Designations 1 item | | Beneficiaries | |
|---|----------------------------------|---------------|---|
| Benefit Plan | Requires Beneficiary | *Beneficiary | *Primary Percentage / Contingent Percentage |
| Basic Life - The Standard FT (Employee) | <input type="button" value="+"/> | | Primary Percentage: <input type="text" value="0"/> Contingent Percentage: <input type="text" value="0"/> |

3. Repeat steps 1 and 2 for additional life insurance

4. Click Continue

Additional Benefits Elections

Elect or waive the legal insurance plan through ARAG. Your 2019 legal election will carry into 2020 unless a change is entered during open enrollment. To start or stop RTD EcoPass, contact OHR Benefits.

1. Under **Elect/Waive**, select the appropriate answer:
 - a. **Elect**: Select if you want to enroll in the ARAG Legal plan
 - b. **Waive**: Select if you do not want to enroll in the ARAG Legal plan
2. Click Continue

Benefit Elections Review

Review your benefit elections before continuing to the electronic signature.

1. Review all benefit elections
 - a. **Elected Coverages:** Displays selected benefit plans with correct dependents covered
 - b. **Waived Coverages:** Click > to display plans not selected
 - c. **Beneficiary Designation:** Click > to display selected beneficiaries
2. Under **Attachments**, upload required dependent documents by clicking anywhere in the attachment box
3. Click **Go Back** to make edits to any of your benefit elections
 - a. Once your benefit elections are corrected, click **Continue** until you have returned to the review page

Electronic Signature

By completing the electronic signature, you are agreeing that your benefit elections are correct.

1. Under the **Electronic Signature** section, click the **I Agree** checkbox
2. Click **Submit**



Note: The final page is **Elections Confirmation**. Print or save an electronic copy of this page for your records. If there are any issues with your benefit elections, the Benefits Office requires a copy of the confirmation page to correct your benefit enrollments.

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Learning

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Workday Learning allows employees to browse, enroll and rate courses.

How Do I

...search for courses?

- a. From the home page, click the **Learning** app
- b. Browse the courses in the **Based on Your Interests**, **Recently Added** or **Most Popular** sections or click **Browse Learning**

...enroll in a course?

- a. Click the image of the course you would like to enroll
- b. On the course page, click **Enroll**
- c. If required, click the **check mark box** of the class you would like to enroll in on the **Select Offerings** page
- d. Click **Submit**
- e. Click **Done**. Your enrollment will be sent to your manager for approval

...add myself to the waitlist for a course?

- a. On the course page, click **Enroll**
 - i. If required, click the **check mark box** of the class you would like to enroll in on the **Select Offerings** page
- b. Click **OK**
- c. If the class is full, a red error message box will display
- d. Click the error message
- e. Click the **Add to Waitlist check mark box**
- f. Click **Submit**
- g. Click **Done**. Your waitlist request will be sent to your manager for approval

...drop enrollment in a course?

- a. From the course page, click **Drop**
- b. In the **Drop Reason** field, select the appropriate answer
 - i. **Business**
 - a. Business Travel
 - b. Change in Job Duties
 - c. Change in Workload
 - d. Manager did not support attendance
 - e. Schedule Conflict
 - f. Travel Time
 - ii. **Personal**
 - a. No Longer Interested
 - b. Out of Office
 - c. Parking Issues
 - d. Personal Conflicting Appointment
- c. Click **OK**
- d. Click **Submit**
- e. Click **Done**. Your dropped enrollment will be sent to your manager for approval

...view my Learning transcript?

- a. From any page, click your **profile icon** (it is either the Workday cloud, or your picture)
- b. Click **View Profile**
- c. Click **Career**
- d. Click **Learning**

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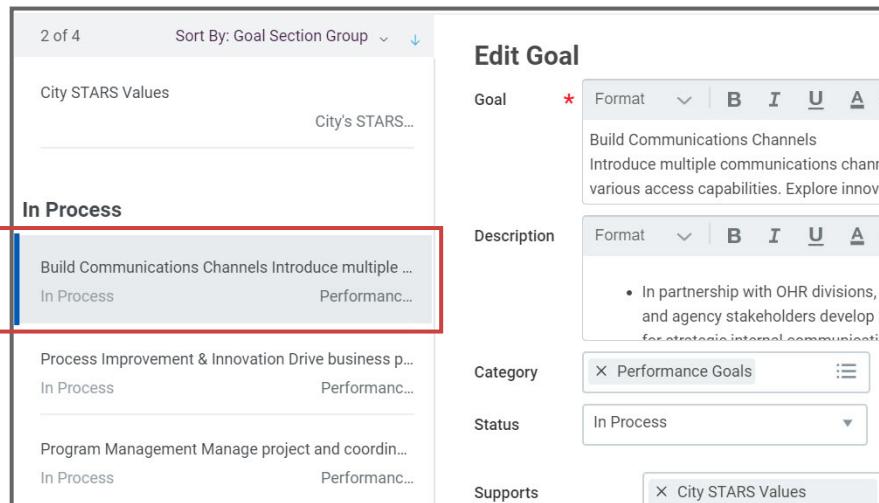
Performance

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At any time during the year, you and your manager can review, add and edit your goals. If you are completing the same work as last year, you can edit last year's goals for the current year. You can copy and paste goals written in a document into Workday. You can also use the chat icon to take ongoing notes about your progress toward a goal.

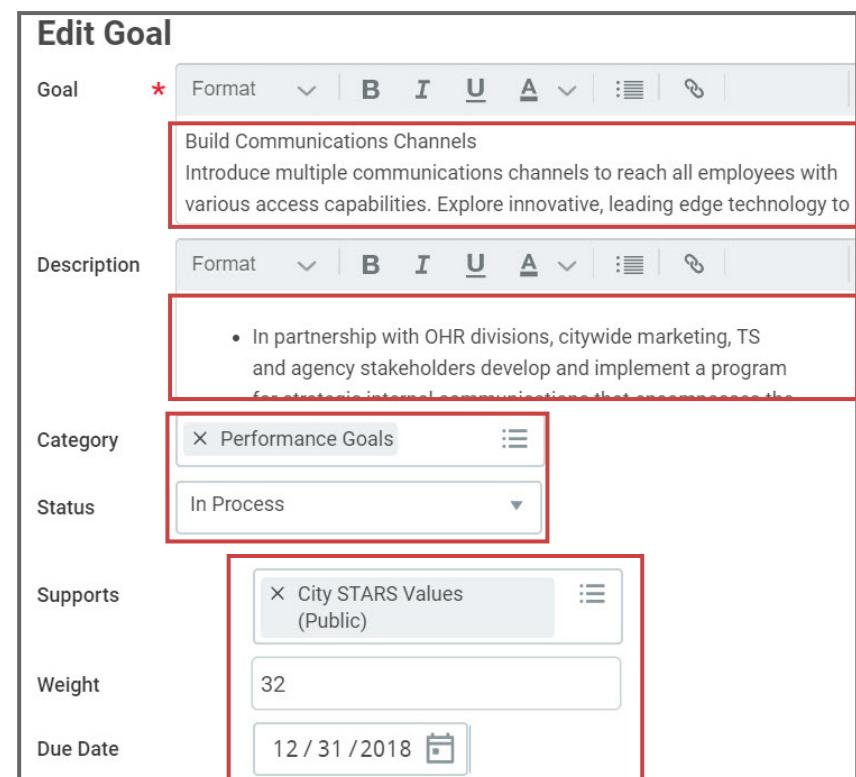
Edit a Goal

1. From the home page, click the **Performance** app
2. Under **View**, click **Goals**
3. Click **Edit**. Your goals will be sorted by their status: **Not Started**, **In Process** or **Completed**
4. From the list of goals, click on the goal you want to edit



The screenshot shows the Workday interface for managing performance goals. On the left, a sidebar lists 'City STARS Values' and 'In Process' goals. A specific goal titled 'Build Communications Channels' is selected and highlighted with a red box. The 'Edit Goal' dialog is open on the right, displaying the goal details. The 'Goal' field contains 'Build Communications Channels' with a note about introducing multiple channels. The 'Description' field contains a bulleted list about developing a program with OHR divisions. The 'Category' field is set to 'Performance Goals'. The 'Status' field is set to 'In Process'. The 'Supports' field lists 'City STARS Values (Public)'. The 'Weight' field is set to '32'. The 'Due Date' field is set to '12/31/2018'.

5. Click into the **Goal** field to edit the content
6. Click into the **Description** field to edit
7. Select one **Category (Performance or Development)**
8. Change the **Status** to **In Process**
9. Enter proposed **Weight**
10. Change the **Due Date** to **12/31**



The screenshot shows the 'Edit Goal' dialog with various fields highlighted by red boxes. The 'Goal' field contains 'Build Communications Channels' with a note about introducing multiple channels. The 'Description' field contains a bulleted list about developing a program with OHR divisions. The 'Category' field is set to 'Performance Goals'. The 'Status' field is set to 'In Process'. The 'Supports' field lists 'City STARS Values (Public)'. The 'Weight' field is set to '32'. The 'Due Date' field is set to '12/31/2018'.

1. Once you have edited one goal, click the next goal you want to edit. Repeat steps 5-10 to edit the other goals
2. When you are finished, click **Submit** at the bottom of the screen or **Save for Later** to save the goal in your Workday inbox if you want to continue working on it later

| | | |
|---------------|----------------|------------|
| | Weight | 32 |
| | Due Date | 12/31/2019 |
| Submit | Save for Later | Cancel |

Add a New Goal

1. From the home page, click the **Performance** app
2. Under **View**, click **Goals**
3. Click **Edit**, then click **Add**
4. Complete the required fields
5. When you are finished, click **Add** if you want to add another goal
6. When you have added all your goals, click **Submit** to send the new goals to your manager. Click **Save for Later** to save the goal in your Workday inbox if you want to continue working on it later

Approval Process



Once you set your new goals for the year, you may want to archive goals that are no longer needed. This process explains how to archive your previous goals so they don't appear on your profile or your **Performance** app. Once goals are archived, they can be unarchived if necessary.

Archive a Goal

1. From the home page, click the **Performance** app
2. Under **Actions**, click **Archive Goals**
3. Click **OK**. Your name will be selected in the **Worker** field
4. Click **Archive Goals**. All your goals will appear with a check box in the **Archive** column
5. Click the **Select All** checkbox above Active goals to archive all goals or from the list of goals, click the checkbox next to each goal you want to archive
6. When you are finished, click **OK**

Archive Goals

[Actions](#)

Select All

Active 4 items

| Archive | Goal | Category |
|-------------------------------------|---|---------------------|
| <input checked="" type="checkbox"/> | Process Improvement & Innovation Drive business process improvements to improve efficiency, quality and impact of communications programs | Performance Goals |
| <input checked="" type="checkbox"/> | Program Management Manage project and coordinate all internal and external communications efforts. Build branding strategy based on research that will define who we are based on the definition of the brand platform. | Performance Goals |
| <input type="checkbox"/> | Build Communications Channels Introduce multiple communications channels to reach all employees with various access capabilities. | Performance Goals |
| <input type="checkbox"/> | 2018 City STARS Values | City's STARS Values |

Select All

Archived 1 item

| Category | Status | Completed On |
|---------------------|--------|--------------|
| City's STARS Values | | |

OK **Cancel**

Approval Process

Employee Submits



Manager

You can track performance notes and conversations in Workday using the chat feature. These notes will be visible to employees and managers and pull into performance review.

Chat Feature

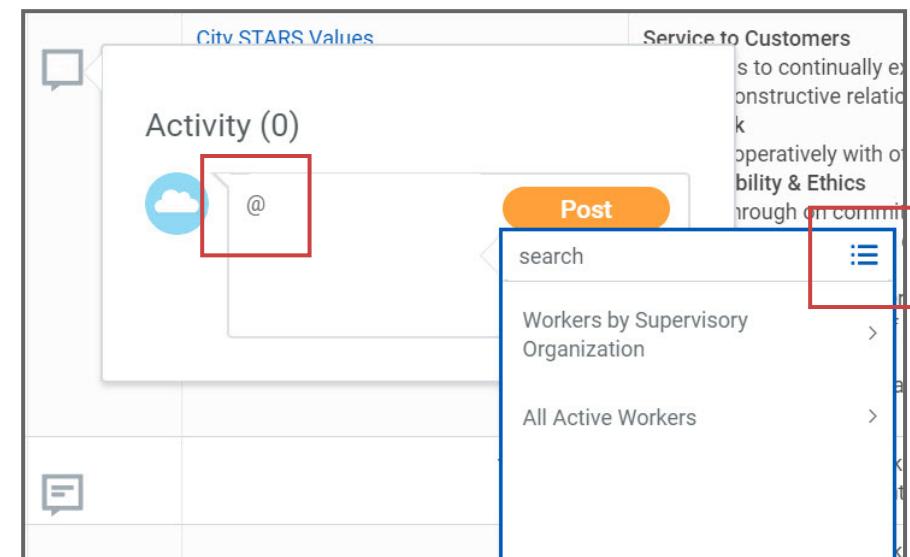
1. From the home page, open the **Performance** app
2. Click the **Comments** box attached to each goal
3. Write your notes about the goal and progress made in the **Activity** box
4. When you are finished, click **Post**



Optional Tagging

Tagging someone in the comments box is optional. Tagging someone will allow them visibility to the comment and the goal and will send them a Workday notification.

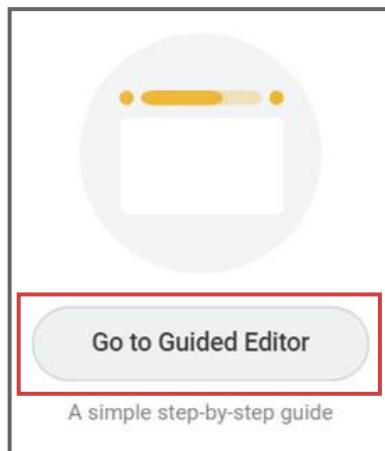
1. Type @ in the **Activity** box. This will bring up the search feature
2. Enter the name of the person you want to tag and tap **Enter** on your keyboard. That employee's name will appear in the **Activity** box
3. Type your comments
4. Click **Post** when you are finished



The self-evaluation is an optional step of the Performance Review.

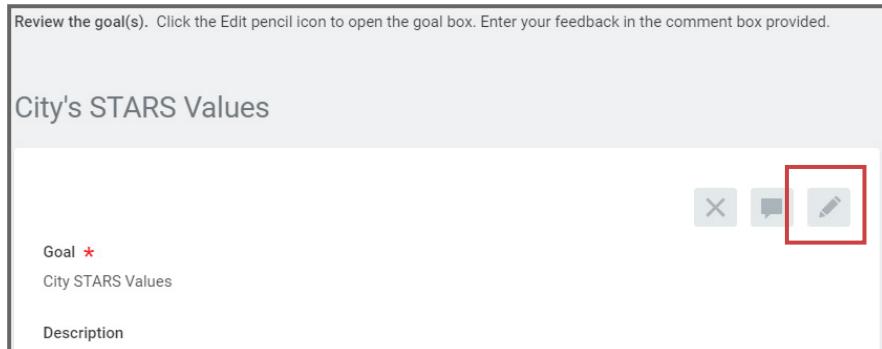
Complete Your Self-Evaluation

1. From the home page, click your **Inbox** icon
2. Click the **Self-Evaluation: Annual Review 2018** inbox item
3. Click **Go to Guided Editor** to open the self-evaluation



STARS Goals

4. Under **City's STARS Values**, review your goals
5. Click the **pencil icon** to make any changes



6. Under **Summary Employee Evaluation**, click **Comment**
 7. Enter your self-evaluation in the comment box, click the **check mark icon**
 8. Click **Next**
- ### Performance Goals
9. Under **Performance Goals**, review your goals
 10. Click the **pencil icon** to make any changes
 11. Under **Summary Employee Evaluation**, click **Comment**
 12. Enter your self-evaluation in the comment box, click the **check mark icon**
 13. Click **Next**

Development Goals

1. Under **Development Goals**, add your goals. Development goals are optional. If you do not have development goals, proceed to step 15
2. Under **Summary Employee Evaluation**, click **Comment**
3. Enter your self-evaluation in the comment box, click the **check mark icon**
4. Click **Next**
5. Under **Supporting Documents**, click **Add**. This is an optional field
6. Under **Comment**, list the document(s) attached

Evaluation Supporting Document
(empty)

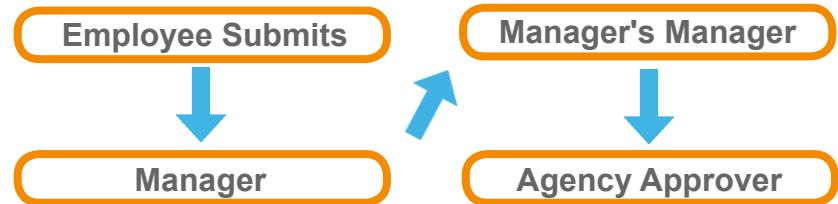
File

Updated By
(empty)

Upload Date
(empty)

Comment

7. Click **Next Summary**
8. On the **Summary** page, review all your comments
9. Use the **pencil icon** to make any changes
10. Click **Submit or Save for Later Approval Process**



Once you finish your self-evaluation, your manager will review your performance.

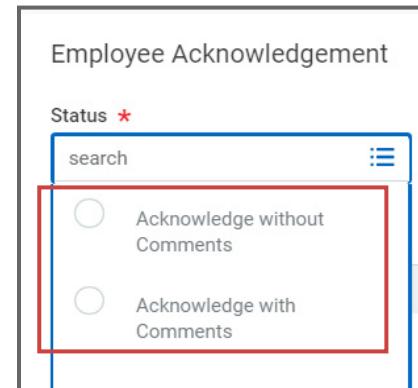
Once all ratings have been calibrated, the Agency Approver will release the review back to your manager. After you have met with your manager to discuss your review and rating for the year, your manager will send the review to you in Workday to acknowledge.

Complete Your Performance Review Acknowledgement

1. From the home page, click your **Inbox** icon
2. Click the **Manager Evaluation: Annual Review 2018** inbox item
3. Review your manager's comments and ratings for your **STARS** and **Performance** goals
4. Under **Acknowledgement**, click the pencil icon

5. In the **Status** field, select the appropriate answer

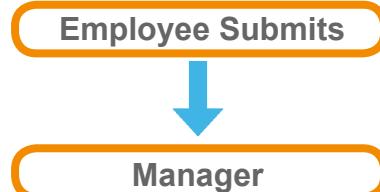
- a. **Acknowledge without Comments**
- b. **Acknowledge with Comments:** Enter your comments in the space provided



The screenshot shows a user interface for 'Employee Acknowledgement'. At the top, it says 'Status *'. Below that is a search bar and a grid of two items. The first item, 'Acknowledge without Comments', has a radio button next to it and is highlighted with a red border. The second item, 'Acknowledge with Comments', also has a radio button next to it.

6. Click **Submit** when you are finished

Approval Process



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Career with the City

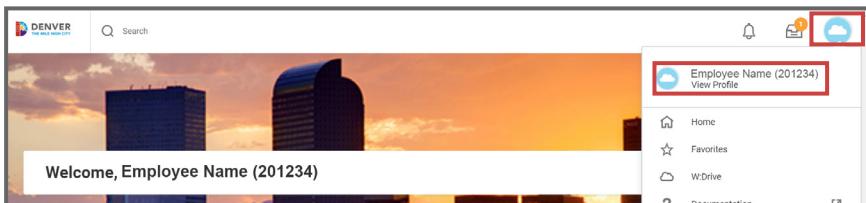
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In your Talent Profile you can share information such as job history, education, skills, certifications and language proficiency. Updating your Talent Profile allows managers and Human Resources to utilize that information for recruiting, career development and mobility. Keeping your Talent Profile updated also makes it easy to apply for jobs at the city.

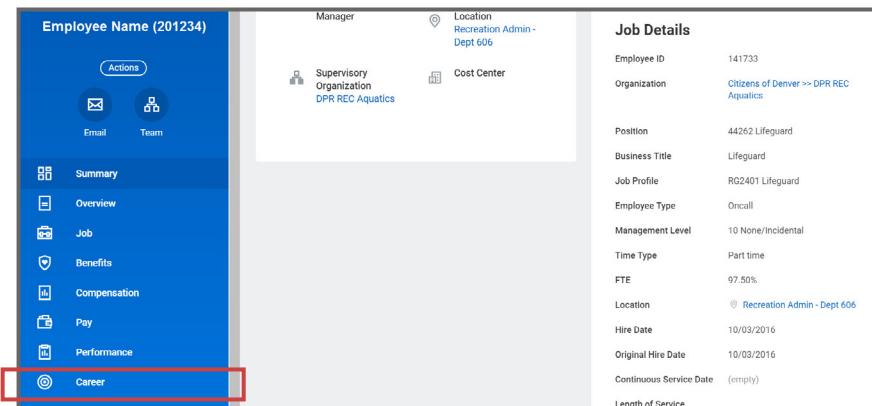
Do not complete the **Career Interests** or **Training** tabs.

Locate Career Section

1. From any page, click your **profile icon**
2. Click **View Profile**



3. Click **Career**. The **Talent Profile** is completed in the Career section



The screenshot shows the Employee Profile page for 'Employee Name (201234)'. The left sidebar has a 'Career' tab highlighted with a red box. The main content area displays 'Job Details' for the employee, including fields like Employee ID, Organization, Position, Business Title, etc.

| Job Details | |
|-------------------------|--|
| Employee ID | 141733 |
| Organization | Citizens of Denver >> DPR REC Aquatics |
| Position | 44262 Lifeguard |
| Business Title | Lifeguard |
| Job Profile | RG2401 Lifeguard |
| Employee Type | Oncall |
| Management Level | 10 None/Incidental |
| Time Type | Part time |
| FTE | 97.50% |
| Location | Recreation Admin - Dept 606 |
| Hire Date | 10/03/2016 |
| Original Hire Date | 10/03/2016 |
| Continuous Service Date | (empty) |
| Length of Service | |

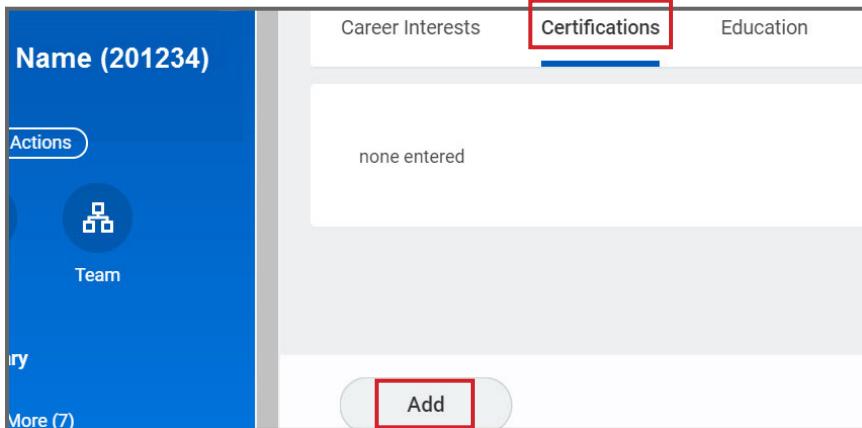
Career Interests

Do not complete this tab.

Add Your Certifications

1. Click the **Certifications** tab

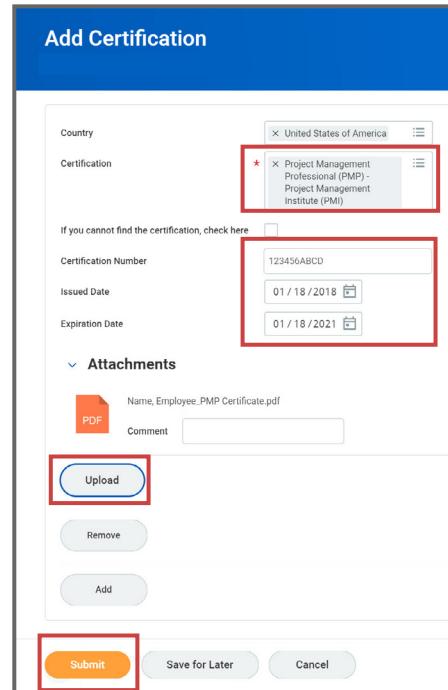
2. Click **Add**



The screenshot shows a blue sidebar with 'Name (201234)' and 'Actions' (with a gear icon). The main area has tabs for 'Career Interests', 'Certifications' (which is selected and highlighted with a red box), and 'Education'. Below these tabs, it says 'none entered'. At the bottom right, there is an 'Add' button highlighted with a red box.

3. Complete the following fields. Required fields are indicated with a red asterisk

- Country:** select from drop-down list
- Certification:** select from drop-down list. If you do not see your certification, click the **If You Cannot Find the Certification, Check Here** checkbox. The **Issuer** and **Certification Name** are required
- Certification Number**
- Issued Date**
- Expiration Date**
- Attachments**



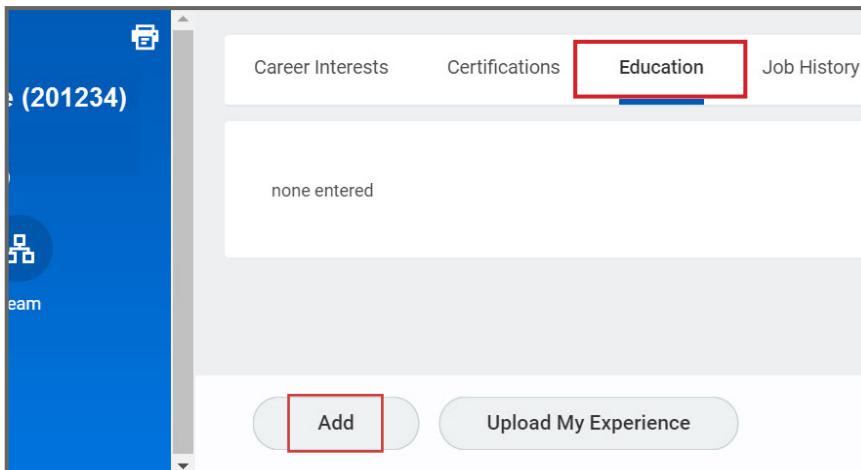
The screenshot shows the 'Add Certification' form. It includes fields for 'Country' (United States of America), 'Certification' (Project Management Professional (PMP) - Project Management Institute (PMI)), 'Certification Number' (123456ABCD), 'Issued Date' (01/18/2018), 'Expiration Date' (01/18/2021), and an 'Attachments' section with a PDF file named 'Name, Employee_PMP Certificate.pdf'. The 'Upload' button is highlighted with a red box. At the bottom, the 'Submit' button is also highlighted with a red box.

- Click **Submit** once all information has been entered and reviewed
- Click **Done**
- To add additional certifications, repeat steps one through five

Add Your Education

1. Click the **Education** tab

2. Click **Add**



3. Complete the following fields. Required fields are indicated with a red asterisk

- a. **Country:** select from drop-down list
- b. **School:** select from drop-down list. Click the **If You Cannot Find Your School, Check Here** checkbox
- c. **Degree:** select from drop-down list
- d. **Field of Study:** select from drop-down list
- e. **Details**

- i. **Degree Received**
- ii. **First Year Attended**
- iii. **Grade Average**

4. Click **Submit** once all information has been entered and reviewed.

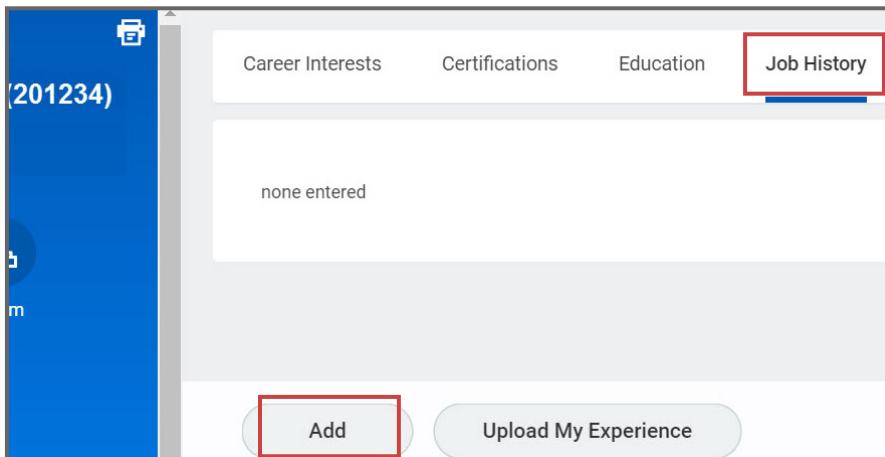
5. Click **Done**

6. To add additional education, repeat steps one through five

Add Your Job History

1. Click the **Job History** tab

2. Click **Add**



3. Complete the following fields. Required fields are indicated with a red asterisk

a. **Job Title**

b. **Company Name:** select from drop-down list

i. If the company name is not listed, click the **Create New** checkbox to add the company

b. **Start Date**

c. **End Date**

d. **Details**

i. **Responsibilities and Achievements**

ii. **Location**

iii. **Reference**

iv. **Contact information**

f. To save updated **Job History**, click the **check mark icon**. Click the **X icon** to remove an item

4. Click **Submit** once all information has been entered and reviewed

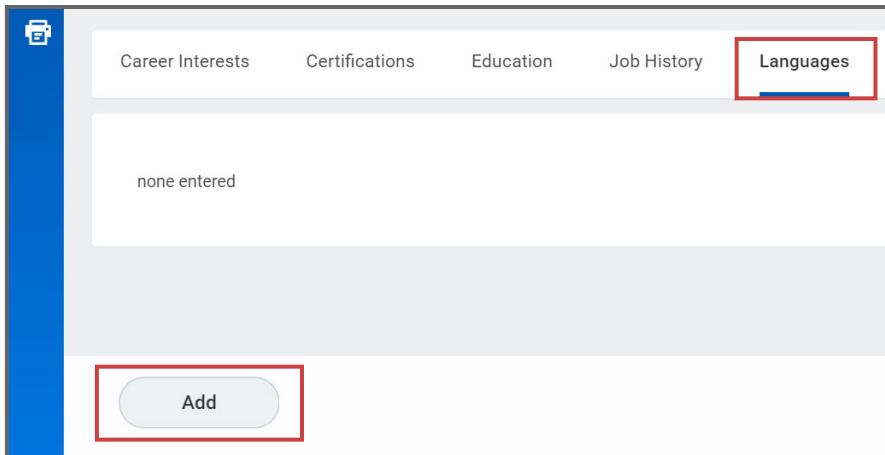
5. Click **Done**

6. To add additional job history, repeat steps one through five

Add Your Languages

1. Click the **Languages** tab

2. Click **Add**



3. Complete the following fields. Required fields are indicated with a red asterisk

a. **Language:** select from drop-down list

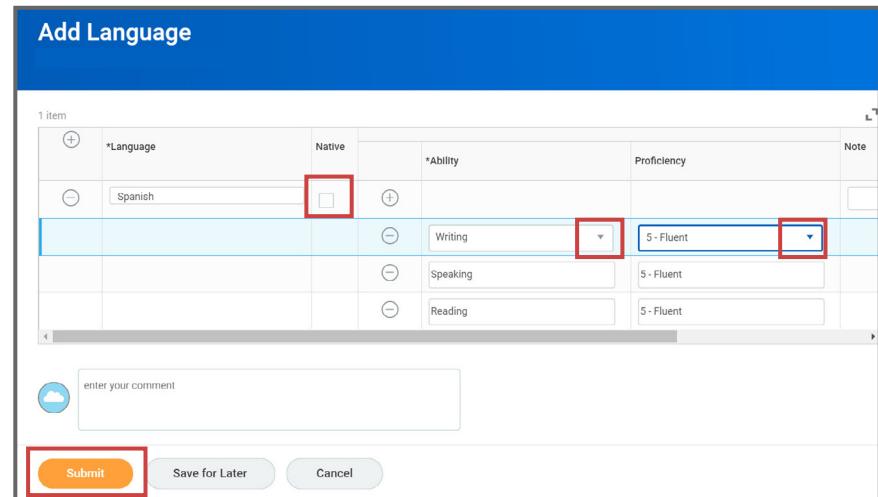
b. **Ability:** select from drop-down list

i. Click the **add icon** to add multiple abilities

c. **Proficiency:** select from drop-down list

4. To add additional languages, click the **add icon** in the header row

5. Click **Submit** once all relevant information has been entered and reviewed



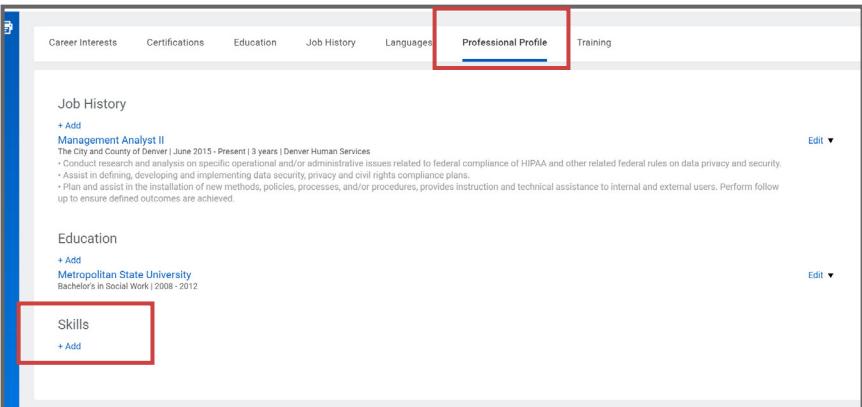
6. Click **Done**

Complete Your Professional Profile

The information you entered in the **Education and Job History** tabs will display in the **Professional Profile** tab. From here, you can edit and add to your education, skills and job history.

1. Click the **Professional Profile** tab

2. Under **Skills**, click **Add**



Screenshot of the Professional Profile tab. The tab navigation includes Education, Job History, Languages, Professional Profile (which is selected and highlighted with a red box), Training, and More. Below the tabs, there are three main sections: Job History, Education, and Skills. The Skills section contains a '+ Add' button, which is also highlighted with a red box.

3. Complete the following fields. Required fields are identified with a red asterisk

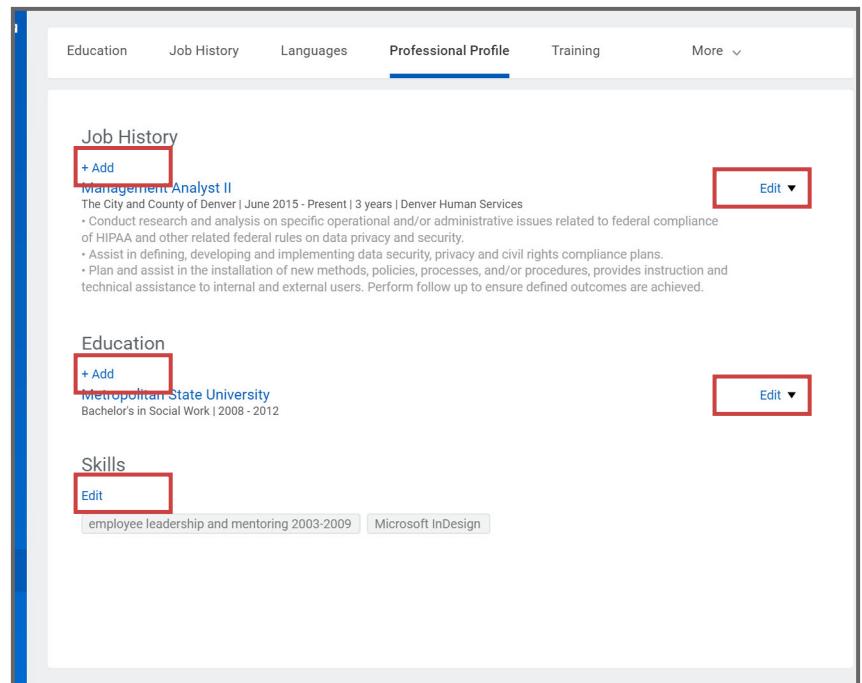
i. **Skill:** Select from dropdown list or click **Create New**

5. Click the **check mark** when complete

6. To add additional skills, click **Add** and repeat steps four through five

7. Click the **back button** in your browser to return to the **Talent Profile**

8. **Edit or Add** to your **Job History**, **Education** and **Skills** in the **Professional Profile** tab as needed



Screenshot of the Professional Profile tab. The tab navigation includes Education, Job History, Languages, Professional Profile (selected), Training, and More. Below the tabs, there are three main sections: Job History, Education, and Skills. Each section has a '+ Add' button and an 'Edit' button, both of which are highlighted with red boxes.

Training

Do not complete this tab.

Approval Process

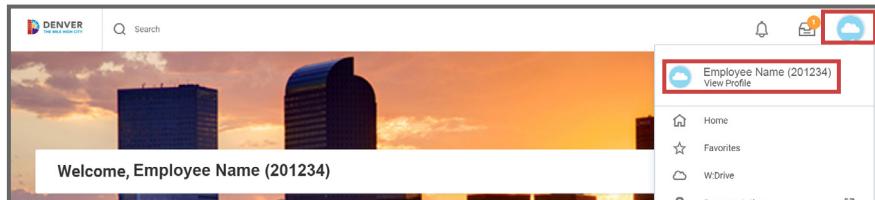
There is no approval required for this process.

Another way to complete your Talent Profile is by uploading your resume. Your Talent Profile is where you can share information such as job history, education, skills, certifications and language proficiency. Updating your Talent Profile allows managers and Human Resources to utilize that information for recruiting, career development and mobility. Keeping your Talent Profile updated also makes it easy to apply for jobs at the city.

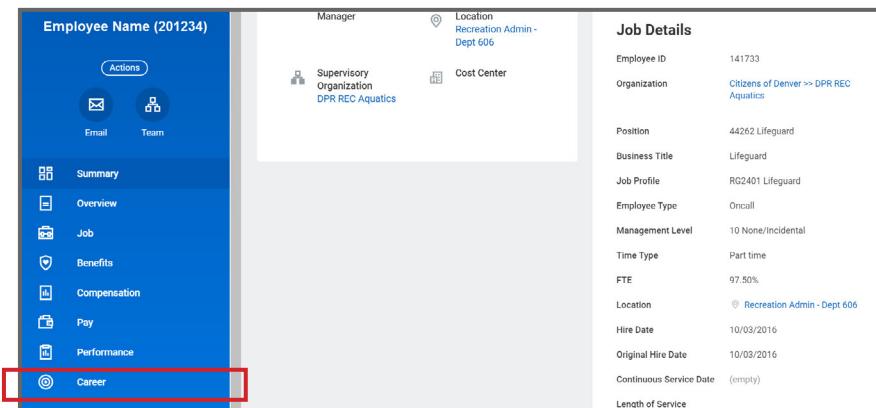
Do not complete the **Career Interests** or **Training** tabs.

Upload Resume to Complete Talent Profile

1. From any page, click your **profile icon** (it is either the Workday cloud, or your picture)
2. Click **View Profile**



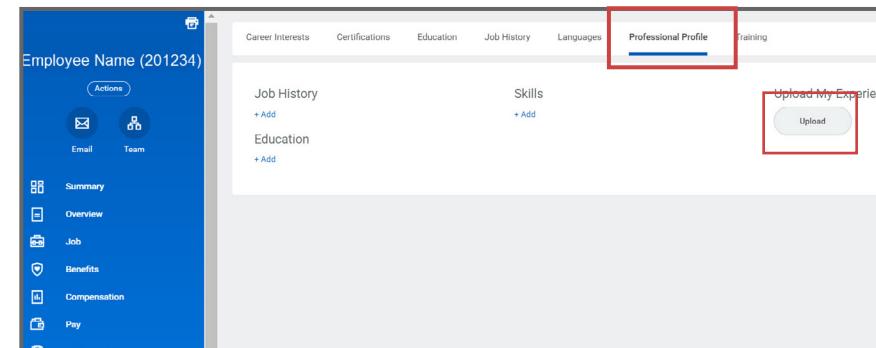
3. Click **Career**. Talent Profile is completed in the Career section



| Employee Name (201234) | | Manager | Location | Job Details |
|------------------------|----------|--|--|---|
| Actions | | Supervisory Organization DPR REC Aquatics | Recreation Admin - Dept 606 | Employee ID: 141733 Organization: Citizens of Denver >> DPR REC Aquatics |
| Email | Team | Cost Center | Position: 44262 Lifeguard Business Title: Lifeguard | Job Profile: RG2401 Lifeguard Employee Type: Oncall |
| Summary | Overview | | Management Level: 10 None/Incidental Time Type: Part time | Management Level: 10 None/Incidental Time Type: Part time |
| Job | Benefits | | FTE: 97.50% | FTE: 97.50% |
| Compensation | Pay | | Location: Recreation Admin - Dept 606 | Location: Recreation Admin - Dept 606 |
| Performance | | | Hire Date: 10/03/2016 | Hire Date: 10/03/2016 |
| | | | Original Hire Date: 10/03/2016 | Original Hire Date: 10/03/2016 |
| | | | Continuous Service Date: (empty) | Continuous Service Date: (empty) |
| | | | Length of Service: | Length of Service: |

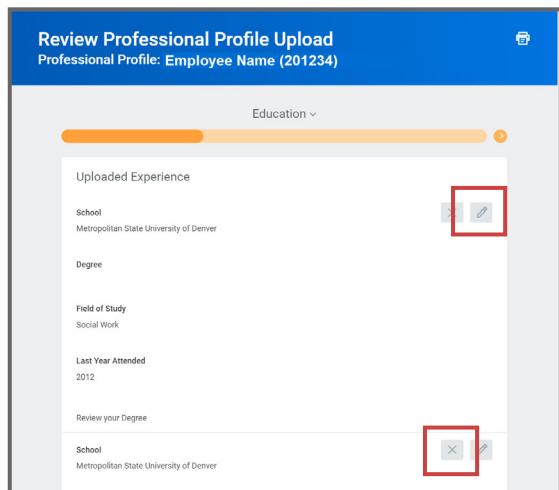
4. Click the **Professional Profile tab**. Information added to the Professional Profile tab will also appear in the **Job History** and **Education** tabs

5. Under **Upload My Experience**, click **Upload**



6. Either drag and drop your resume into the box or click **Select Files** to find your resume
7. Click **OK** once the file is selected

8. When the upload is successful, review your **Education**
9. Click the **pencil icon** to make any edits to the following:
 - a. **Country**: select from drop-down list
 - b. **School**: select from drop-down list
 - i. If your school is not listed, select **Other** to add your school
 - c. **Degree**: select from drop-down list
 - d. **Field of Study**: select from drop-down list
 - e. Under **Details**, complete **Degree Received, First Year Attended** and **Grade Average**
 - f. Click the **check mark icon** to save
7. Click the **X icon** to delete any duplicates or to remove an item



Review Professional Profile Upload
Professional Profile: Employee Name (201234)

Education

Uploaded Experience

School
Metropolitan State University of Denver

Degree

Field of Study
Social Work

Last Year Attended
2012

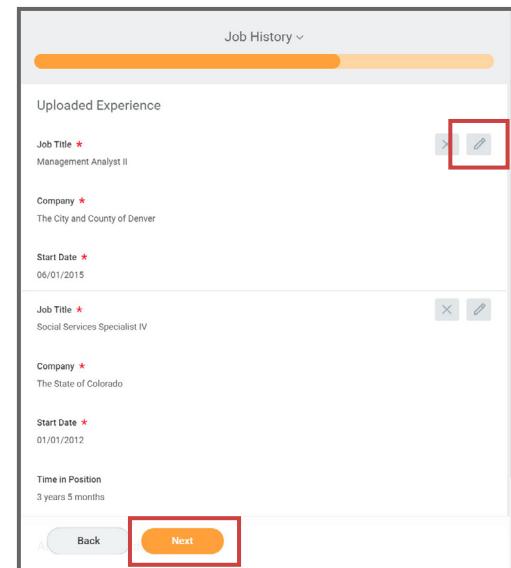
Review your Degree

School
Metropolitan State University of Denver

8. Click **Next** when complete

9. Review your **Job History**
10. Click the **pencil icon** to make any edits to the following fields:
 - a. **Job Title**
 - b. **Company Name**: select from drop-down list
 - i. If the company name is not listed, click the **Create New** checkbox to add the company
 - c. **Start Date**
 - d. **End Date**
 - e. Under **Details**, complete **Responsibilities and Achievements, Location, Reference and Contact Information**
 - f. Click the **check mark icon** to save

9. Click Next



Job History

Uploaded Experience

Job Title *
Management Analyst II

Company *
The City and County of Denver

Start Date *
06/01/2015

Job Title *
Social Services Specialist IV

Company *
The State of Colorado

Start Date *
01/01/2012

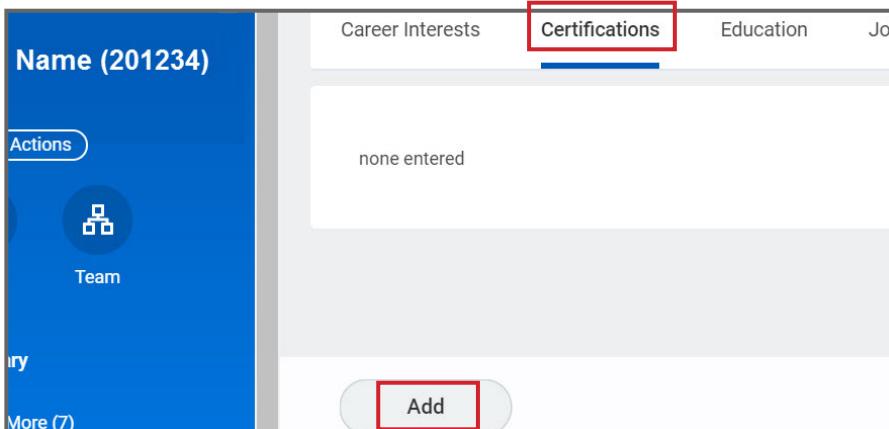
Time in Position
3 years 5 months

Back **Next**

10. Thoroughly review your **Education** and **Job History** information
11. Click the **pencil icon** to make any changes
12. Click **Submit**
13. Click **Done**
14. To continue with your **Talent Profile**, click on your **profile icon**
15. Click **Career**

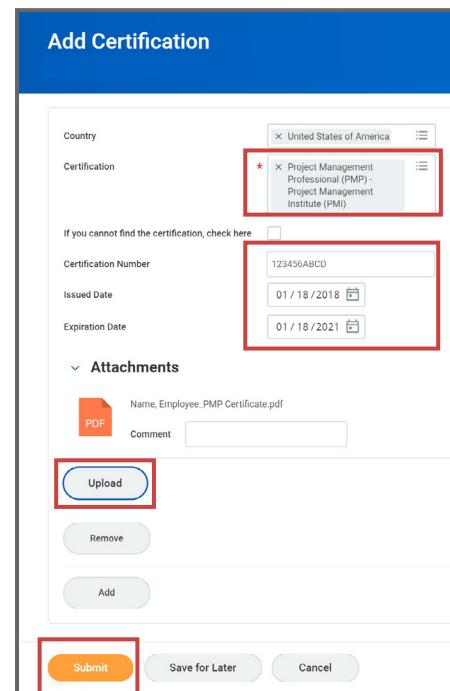
Add Your Certifications

1. Click the **Certifications** tab
2. Click **Add**



The screenshot shows a user profile page with a blue sidebar on the left containing 'Name (201234)', 'Actions', 'Team', 'History', and 'More (7)'. The main content area has tabs for 'Career Interests', 'Certifications' (which is highlighted with a red box), 'Education', and 'Job'. Below these tabs, it says 'none entered'. At the bottom right of the content area, there is a large red box around the 'Add' button.

3. Complete the following fields. Required fields are indicated with a red asterisk
- a. **Country:** select from drop-down list
 - b. **Certification:** select from drop-down list. If you do not see your certification, click the **If You Cannot Find the Certification, Check Here** checkbox. The **Issuer** and **Certification Name** are required
 - c. **Certification Number**
 - d. **Issued Date**
 - e. **Expiration Date**
 - f. **Attachments**

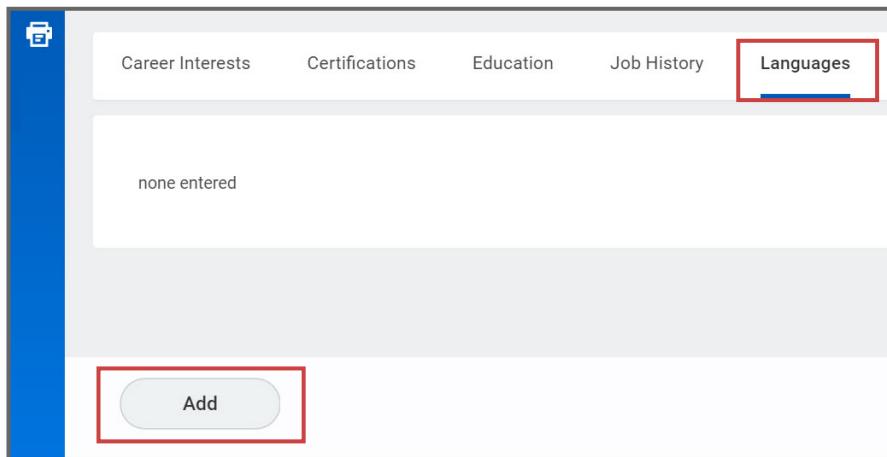


The screenshot shows a 'Add Certification' dialog box. It includes fields for 'Country' (United States of America), 'Certification' (Project Management Professional (PMP) - Project Management Institute (PMI)), 'Certification Number' (123456ABCD), 'Issued Date' (01/18/2018), 'Expiration Date' (01/18/2021), and an 'Attachments' section where a PDF file named 'Name, Employee.PMP Certificate.pdf' is listed. A red box highlights the 'Upload' button. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons, with 'Submit' being highlighted.

4. Click **Submit** once all information has been entered and reviewed
5. Click **Done**
6. To add additional certifications, repeat steps one through five

Add Your Languages

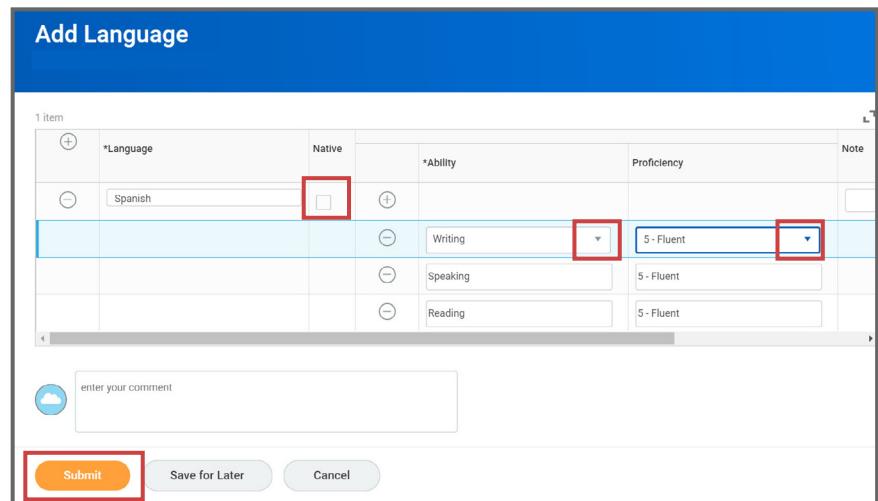
1. Click the **Languages** tab
2. Click **Add**



The screenshot shows a user interface for managing languages. At the top, there are tabs: Career Interests, Certifications, Education, Job History, and Languages. The Languages tab is selected and highlighted with a red box. Below the tabs, it says "none entered". At the bottom, there is a large "Add" button enclosed in a red box.

3. Complete the following fields. Required fields are indicated with a red asterisk
- a. **Language:** select from drop-down list
- b. **Ability:** select from drop-down list
 - i. Click the **+** icon to add multiple abilities
- c. **Proficiency:** select from drop-down list

4. To add additional languages, click the **add icon** in the header row
5. Click **Submit** once all relevant information has been entered and reviewed



The screenshot shows a modal dialog titled "Add Language". It contains a table with four rows. The first row has columns for Language, Native, Ability, and Proficiency. The second row has columns for Language, Native, Ability, and Proficiency. The third row has columns for Language, Native, Ability, and Proficiency. The fourth row has columns for Language, Native, Ability, and Proficiency. Each row has a red box around its "Native" column. The "Ability" and "Proficiency" columns also have red boxes around them. At the bottom, there is a "Submit" button, a "Save for Later" button, and a "Cancel" button.

6. Click **Done**

Approval Process

There is no approval required for this process.

Create a job alert to receive notifications about new job opportunities. When you set up a job alert, you will also want to configure your email notification preferences. Refer to the [Email Notifications - Update Preferences](#) job aid. To view your job alerts, go to Notifications in Workday and/or you will receive an email either daily or weekly.

Create a Job Alert from the Home Page

1. From the home page, search **Job Alert**
2. Complete the following fields:
 - a. **Name Your Job Alert:** Type a unique label to distinguish the job alert from other alerts
 - b. **Frequency:** Choose to receive the alert daily or weekly
 - c. Select one or more of the following fields depending on what positions you are interested in:
 - i. **Full/Part-Time:** Full-time or part-time position
 - ii. **Job Families:** Various functional areas
 - iii. **Job Profiles:** Job classification specifications
 - iv. **Job Type:** Different types of positions
 - v. **Primary Location:** Downtown Denver, Greater Denver Area or Denver International Airport
 - vi. **Management Level:** Supervisory responsibility
3. Click **OK**

Create a Job Alert from a Job Posting

1. From the home page, click the **Career** app
2. Click **Find Jobs - CCD**

3. Click on a position to review the full details of the job posting
4. On the job posting, click **Create Job Alert**
5. Complete the following fields:
 - a. **Name Your Job Alert:** Type a unique label to distinguish the job alert from other alerts
 - b. **Frequency:** Choose to receive the alert daily or weekly
 - c. Select one or more of the following fields depending on what positions you are interested in:
 - i. **Full/Part-Time:** Full-time or part-time position
 - ii. **Job Families:** Various functional areas
 - iii. **Job Profiles:** Job classification specifications
 - iv. **Job Type:** Different types of positions
 - v. **Primary Location:** Downtown Denver, Greater Denver Area or Denver International Airport
 - vi. **Management Level:** Supervisory responsibility
6. Click **OK**

Manage Job Alerts

1. From the home page, search **Manage Job Alerts**
2. Under **Actions**, delete or edit a job alert:
 - a. To delete a job alert, click **Delete**
 - b. To edit a job alert, click **Edit**. Update the form according to your new criteria
3. Click **OK**

To apply for a position, first complete your Talent Profile. Refer to the [Build a Talent Profile](#) or [Build a Talent Profile Using Resume](#) job aids. After your Talent Profile is completed, you must add your personal email address in Workday. Communications about the position you are applying for will only be sent to your personal email address. Once your Talent Profile and email task are complete, you can proceed to search and apply for positions. Use your employee credentials to sign in to Workday.

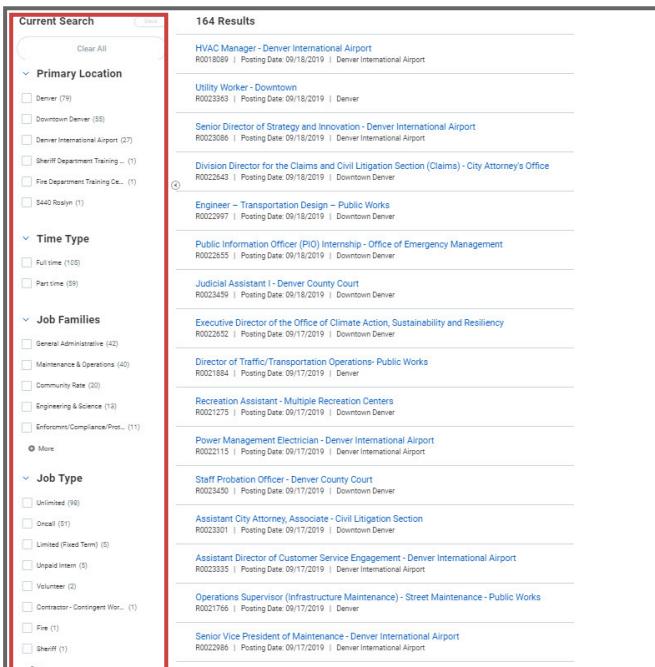
Add Your Personal Email Address

1. From the home page, click the **Personal Information** app
2. Under **Change**, click **Contact Information**
3. Click **Edit**
4. Under **Primary Email**, click **Add**
5. Enter your email address
6. Click the **check mark icon** to save
7. Click **Submit**
8. Click **Done**

Search and Apply for a Job

1. From the home page, click the **Career** app
2. Under **View**, click **Find Jobs - CCD**. The list Find Jobs list contains positions open to both internal and external candidates
3. Use the **Search bar** to type in keywords to narrow the list of results and/or under **Current Search**, use the categories to filter by the following criteria:
 - i. **Primary Location:** Downtown Denver, Greater Denver Area or Denver International Airport
 - ii. **Time Type:** Full Time or Part Time
 - iii. **Job Families:** Various functional areas

- iv. Job Type:** Refers to different types of positions at CCD
- a. **Unlimited:** Position with no end date
 - b. **Limited:** Position with a specified end date
 - c. **On-Call:** Work as needed
 - d. **Police:** Uniformed police officer positions
 - e. **Fire:** Uniformed firefighter positions
 - f. **Sheriff:** Uniformed sheriff positions
 - g. **Fixed Term Contractor:** Employee contractor position with a specified end date
 - h. **Unpaid Intern:** Student Worker
 - i. **Job Profiles:** Job classification specifications
 - j. **Management Level:** Supervisory responsibility



The screenshot shows a job search interface with the following filters applied:

- Primary Location:** Denver (79), Downtown Denver (55), Denver International Airport (27)
- Time Type:** Fulltime (155), Parttime (59)
- Job Families:** General Administrative (42), Maintenance & Operations (40), Community Rate (20), Engineering & Science (12), Enforcement/Compliance/Prot... (11)
- Job Type:** Unlimited (94), Oncall (51), Limited (Fixed Term) (5), Unpaid Intern (5), Volunteer (2), Contractor - Contingent Work... (1), Fire (1), Sheriff (1)

164 Results

- HVAC Manager - Denver International Airport
R001809 | Posting Date: 09/18/2019 | Denver International Airport
- Utility Worker - Downtown
R002358 | Posting Date: 09/18/2019 | Denver
- Senior Director of Strategy and Innovation - Denver International Airport
R002308 | Posting Date: 09/18/2019 | Denver International Airport
- Division Director for the Claims and Civil Litigation Section (Claims) - City Attorney's Office
R0022643 | Posting Date: 09/18/2019 | Downtown Denver
- Engineer - Transportation Design - Public Works
R0022997 | Posting Date: 09/18/2019 | Downtown Denver
- Public Information Officer (PIO) Internship - Office of Emergency Management
R0023555 | Posting Date: 09/18/2019 | Downtown Denver
- Judicial Assistant I - Denver County Court
R0023459 | Posting Date: 09/17/2019 | Downtown Denver
- Executive Director of the Office of Climate Action, Sustainability and Resiliency
R0022652 | Posting Date: 09/17/2019 | Downtown Denver
- Director of Traffic/Transportation Operations- Public Works
R0021884 | Posting Date: 09/17/2019 | Denver
- Recreation Assistant - Multiple Recreation Centers
R0021275 | Posting Date: 09/17/2019 | Downtown Denver
- Power Management Electrician - Denver International Airport
R0022115 | Posting Date: 09/17/2019 | Denver International Airport
- Staff Probation Officer - Denver County Court
R0022450 | Posting Date: 09/17/2019 | Downtown Denver
- Assistant City Attorney, Associate - Civil Litigation Section
R0023301 | Posting Date: 09/17/2019 | Downtown Denver
- Assistant Director of Customer Service Engagement - Denver International Airport
R0023335 | Posting Date: 09/17/2019 | Denver International Airport
- Operations Supervisor (Infrastructure Maintenance) - Street Maintenance - Public Works
R0021766 | Posting Date: 09/17/2019 | Denver
- Senior Vice President of Maintenance - Denver International Airport
R0022986 | Posting Date: 09/17/2019 | Denver International Airport

4. Click on a position to review the full details of the job posting
5. Review the job posting thoroughly
 - a. **About Our job:** Position overview
 - b. **About You:** Target candidate profile
 - c. **About Everything Else:** Supplemental information including job profile, position type, pay range and department/agency
6. To apply for the job, click **Apply**
7. On the **Apply to Job** page, if your Talent Profile has already been created, the information will appear under **Job History, Education, Languages and Skills**. If your Talent Profile has not been created, refer to **Talent Profile** section to complete
8. Click **Select Files** under Resume/Cover Letter.
 - a. Select your resume, cover letter and any other relevant documents from your files. You should always upload a new resume and cover letter for each new application even if a document is uploaded in your **Talent Profile**
9. Scroll down to answer **Application Questions**
10. Answer all the questions truthfully and accurately and review before clicking submit.
11. Click **Submit** once your application is complete
12. Click **Done**

Check the Status of Job Application

1. From the home page, click the **Career** app
 2. Under **View**, click **My Applications**
 3. A table will display with a list of all the positions you have applied for with one of the following stages:
 - a. **Not Selected:** No longer under consideration
 - b. **Application Under Review:** Initial review of application
 - c. **Next Level Review:** Additional review of application
 - d. **Assessment/Testing:** Required testing in process
 - e. **Under Consideration:** Participating in interviews and finalist for hire
 - f. **Pre-Employment Screenings:** Selected for hire and pending required pre-employment contingencies
 - g. **Processing Hire:** Successfully completed pre-employment contingencies and cleared to start

| My Applications | | | | | | | |
|-----------------|--------------------------|--------------------|-----------------------------------|-----------------|------------------------------|----------------------|-------------------------|
| Date Applied | Candidate Stage | Job Title | Job Requisition | Department | Hiring Manager | Location | Recruiter |
| 07/18/2018 | Application Under Review | Internal Job Title | R0010313 1st Atz Jb Req (Open) | Department Name | Hiring Manager Name (123456) | 200 West 14th Avenue | Recruiter Name (221133) |
| 4 | | | | | | | |

5. Check your Workday inbox regularly for communications. Candidates will be notified immediately when they are no longer in consideration for a position

Once you receive a job offer, you will need to acknowledge it in Workday.

Acknowledge Job Offer

1. From the home page, go to your **Inbox**
2. Select the task: **Your Task: Job Offer Letter**
3. Click **Offer Letter OHR [Date]** to open and review the job offer letter
4. Accept or decline the job offer:
 - a. To accept the offer, click the **I Agree** checkbox
 - b. To decline the offer or to request modifications, provide an explanation in the **Comments** section
 - i. Click the **Don't Accept** checkbox
5. Click **Submit**

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Hiring

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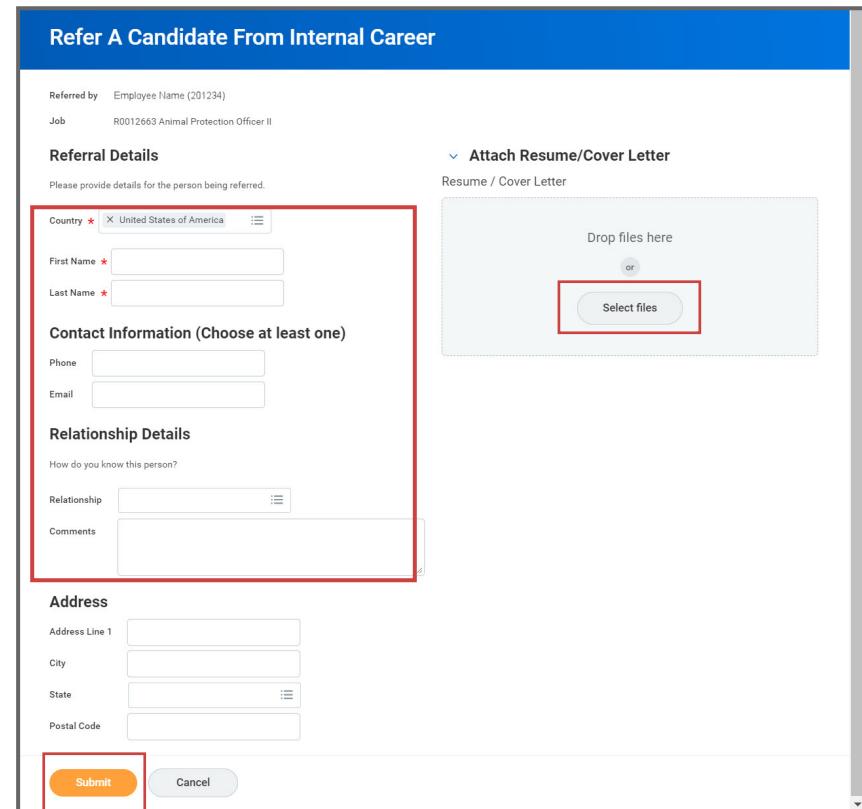
Employees can refer an internal or external candidate to a specific open position.

Refer a Candidate

1. From the home page, click the **Careers** app
2. Under **View**, click **Find Jobs - CCD**
3. Select a position from the list
4. On **View Job Posting Details**, click the **Refer** button
5. Under **Referral Details**, enter the potential candidate's first and last name
6. Under **Contact Information**, enter the potential candidate's email address and phone number
7. Under **Relationship Details**, select your relationship to the potential candidate
8. Under **Comments**, add any relevant information
9. Information under **Referral Address** is not required

10. Under **Attach Resume/Cover Letter**, upload a resume or any additional relevant documents

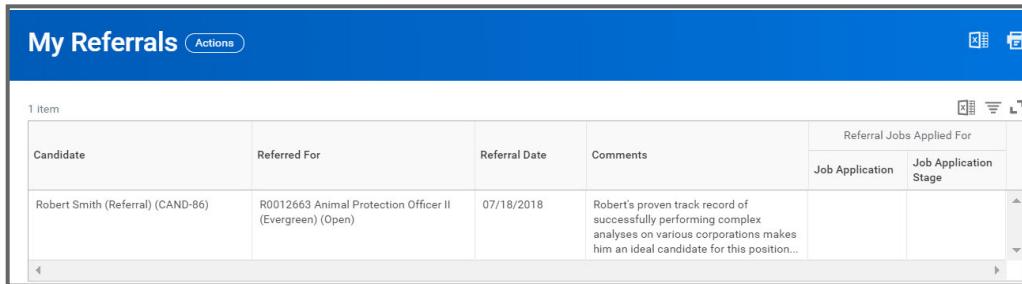
11. Click Submit



The screenshot shows a web-based application for referring candidates. At the top, it says "Refer A Candidate From Internal Career". Below that, there are sections for "Referred by" (Employee Name (201234)) and "Job" (R001263 Animal Protection Officer II). The "Referral Details" section is highlighted with a red box and contains fields for "First Name" and "Last Name". Below this is a "Contact Information" section with fields for "Phone" and "Email". The "Relationship Details" section follows, with a dropdown for "Relationship" and a text area for "Comments". At the bottom, there is an "Address" section with fields for "Address Line 1", "City", "State", and "Postal Code". At the very bottom are "Submit" and "Cancel" buttons.

Check the Status of a Referral

1. From the home page, click the **Career** app
2. Under **View**, click **My Referrals**
3. A summary of all your referrals will display in a table, including the following information:
 - a. **Candidate**: Name of candidate referred
 - b. **Referred For**: Position(s) selected
 - c. **Referral Date**: Date referral was placed
 - d. **Comments**: Referral text you provided
 - e. **Referral Jobs Applied Job**: Lists all positions the candidate has successfully applied to and their status



| My Referrals Actions | | | | | |
|-----------------------------------|--|---------------|--|---------------------------|-----------------------|
| Candidate | Referred For | Referral Date | Comments | Referral Jobs Applied For | |
| | | | | Job Application | Job Application Stage |
| Robert Smith (Referral) (CAND-86) | R0012663 Animal Protection Officer II (Evergreen) (Open) | 07/18/2018 | Robert's proven track record of successfully performing complex analyses on various corporations makes him an ideal candidate for this position... | | |

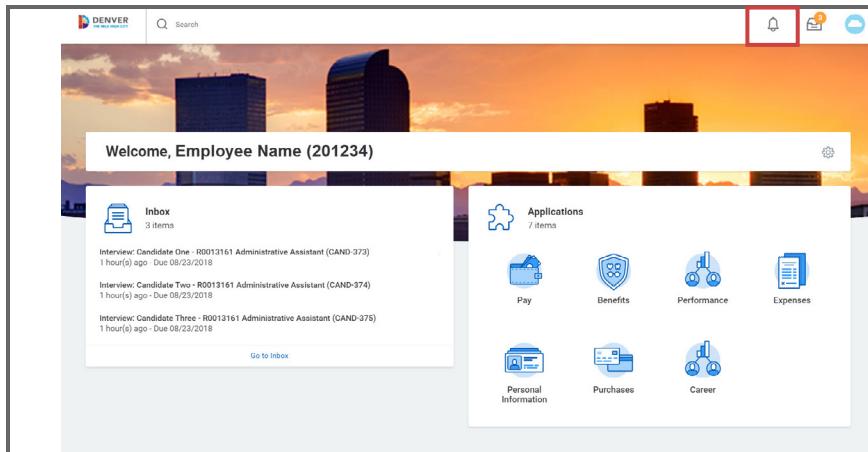
If you are selected to participate in an interview, you will receive a notification in Workday to access the candidate's profile. Interviewers should review a candidate's profile prior to the interview.

Review a Candidate for Interview

1. From the home page, click the **Notification**

2. In your **Notifications**, find the notification **Interview: Candidate Name - Req #, Position Name by Interviewer Name**

3. To view a candidate's profile, click **View Candidate**
- a. **Candidate Name and Contact Information**
- b. **Overview tab:** Includes work experience, education, skills, languages and any attachments provided (i.e. resume)
- c. **Interview tab:** Includes the interviewers and interview schedule
- d. **Personal Notes:** Keeps notes about the candidate and is not visible to others



If you are selected to participate in an interview, you will receive a task in your Workday Inbox on the date of the interview. The inbox task allows you to provide feedback on the interview. Your rating will be provided to the hiring manager and recruiter to make a hiring decision.

Give Feedback on an Interview Candidate

- 1.** From the home page, click your **Inbox**

- 2.** In your **Inbox**, find the task **Give Interview Feedback:**
Candidate Name - Req #, Position Name by Interviewer Name

- 3.** In **Give Interview Feedback**, view the candidate and interview details. Scroll down to the **Overall Feedback** section and complete the following assessment of the candidate against the target qualifications for the position:
 - a. Rating:** Select from the drop-down menu
 - i. Well-Qualified:** Meets or exceeds the ideal qualifications for the position and recommend for hire
 - ii. Qualified:** Meets some but not all of the ideal qualifications for the position; consider for hire with reservations
 - iii. Not Qualified:** Does

 - b. Comments:** Enter any relevant comments to share with the hiring team. This is not required

- 4.** Click **Submit**

Managers

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Position Management

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The Office of Human Resources loads new positions approved through the annual budget into Workday, managers should not create a new position in Workday for these positions. Occasionally departments/agencies are granted positions outside the budget process and will use this **Create Position** task to add a new position to an org chart in Workday. Once the position is approved, it will display on the org chart. If you would like to hire for the position, create a position first, then refer to the **Create a Job Requisition: Existing Position** process.

Create a Position

1. Type **Create Position** in **Search area**



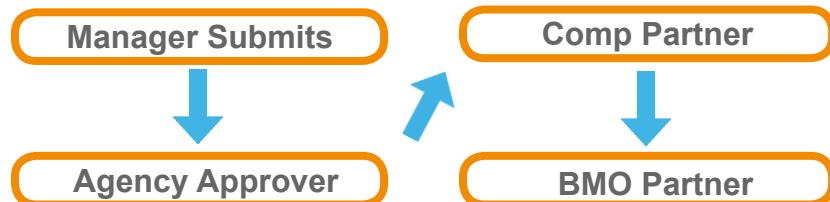
2. Your **Supervisory Organization** will appear, update it if necessary
3. Click **OK**
4. Verify the **Position Request Reason** is **Position Request Reason: Create Position > Create Position > New Position**
5. In the **Job Posting Title** field, enter the business title. This is how the position will be displayed on the org chart and the job posting

6. In the **Number of Positions** field, enter the number of new positions for this request
7. Under **Hiring Restrictions**, complete the following fields:
 - a. **Availability Date:** Today's date
 - b. **Earliest Hire Date:** Today's date (unless funding is not available until a future date - not common)
 - c. **No Job Restrictions:** Leave blank
 - d. **Job Family:** Leave blank
 - e. **Job Profile:** Select desired job classification. All Career Service classifications begin with the letter **C**
 - f. **Job Profile Requirements (DO NOT EDIT):** The duties and minimum qualifications (education, experience, equivalencies and certifications) will automatically populate. Use this as a reference for the job description and to ensure that the job profile selected is the position you are wanting to create
 - g. **Job Description:** Add in a summary of the position and a list of duties and responsibilities. The HR Comp Partner will not approve without a completed **Job Description**
 - h. **Location:** Select the building location--do not specify floors
 - i. **Time Type:** Select appropriate answer
 - j. **Worker Type:** Select Employee or Contingent Worker
 - k. **Worker Sub-Type:** Unlimited, Limited, On-Call, Fire, Police or Sheriff
 - l. **Critical Job:** Do not edit
 - m. **Difficulty to Fill:** Do not edit

8. Comments: (Required) Enter the justification for requesting the position. The Budget Management Office will not approve unless you provide justification. Attach any necessary documentation

9. Click Submit

Approval Process



Make changes to a filled position and the employee in the position. The **Edit Position** task allows changes to **Location**, **Change in Hours** and **Position Ends Date Extension**.

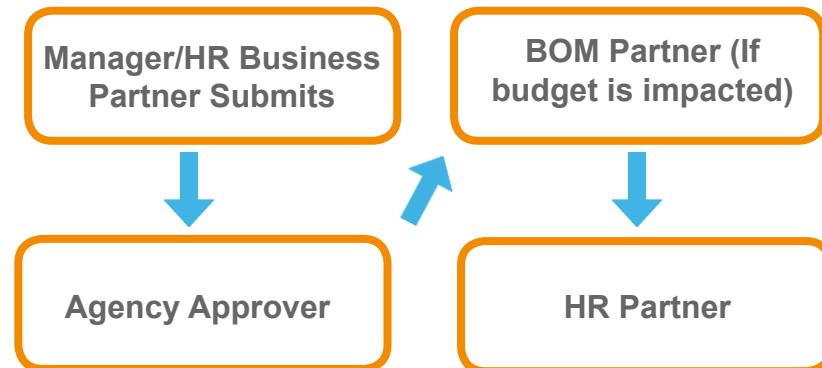
Edit a Position

1. From your org chart, go to the employee
2. Under **Position**, click the related actions button
3. Hover over **Position**, click **Edit Position**
4. Enter the **Effective Date**: Date the change goes into effect
5. Select the appropriate reason depending on the action you would like to take:
 - a. **Edit Position > Change in Hours**, to update the number of hours or position's time type (full-time or part-time)
 - b. **Edit Position > Job Code Correction**, to correct an error in the **Job Profile**
 - c. **Edit Position > Job Profile Change to Vacant Position**, not applicable. Use the **Edit Position Restrictions** task
 - d. **Edit Position > Job Profile Upgrade (Safety)**, to change the position of a uniformed officer (Safety only)
 - e. **Edit Position > Location Change**, to update the **Location** of the position
 - f. **Edit Position > Position Ends Date Extension**, to update the **End Date** of a limited position
 - g. **Edit Position > Progressive Reallocation**, contact your OHR business partner

- h. **Edit Position > Reallocation**, contact your OHR business partner
- i. **Edit Position > Worker Type Change**, not applicable. Use **Edit Positions Restrictions** task
5. Update the following fields depending on the reason. You may update more than one at a time:
 - a. **Employee Type**: Unlimited, limited, on call, or contingent
 - b. **Time Type**: Full-time or part-time
 - c. **Location**: Where the position is located
 - d. **End Employment Date**: End date of a limited position only
6. If you chose **Change in Hours** or **Position Ends Date Extension**, use the **Comments** box to add the justification. The BMO will not approve unless you provide justification

7. Click **Submit**

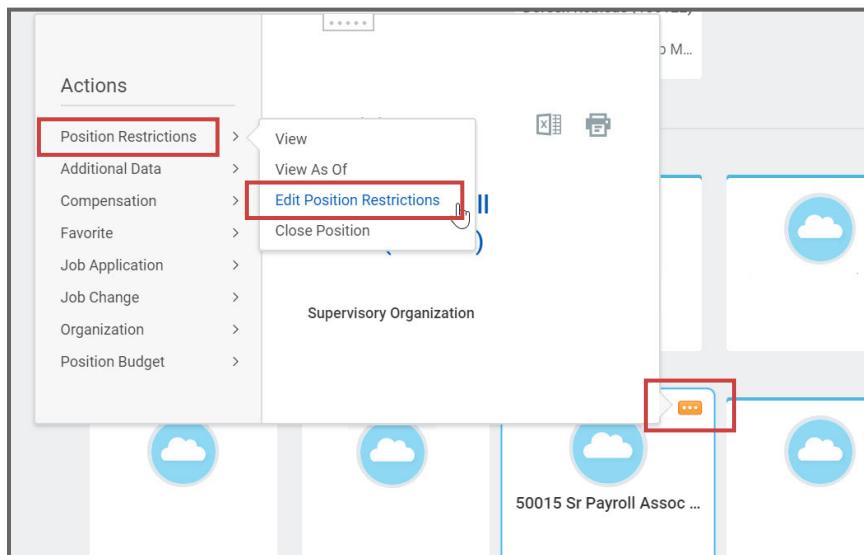
Approval Process



The **Edit Position Restrictions** task is used to make classification changes to a vacant position or when a position is about to be vacant.

Edit Position Restrictions

1. From your org chart, click the vacant position's **related actions** button
2. Click **Position Restrictions > Edit Position Restrictions**

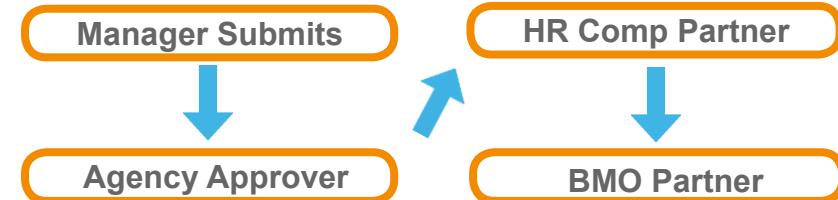


3. Select the appropriate **Position Change Reason** depending on the action you would like to take:
 - a. **Edit Position > Change in Hours**, to update the number of hours or position's time-type (full-time or part-time)
 - b. **Edit Position > Job Code Correction**, to correct an error in the job profile
 - c. **Edit Position > Job Profile Change to Vacant Position**, to select a new job profile for the position. This reason code should be used for any job profile (classification) changes for a vacant position
 - d. **Edit Position > Job Profile Upgrade (Safety)**, not applicable. Use the **Edit Position** task
 - e. **Edit Position > Location Change**, to update the location of a position
 - f. **Edit Position > Position Ends Date Extension**, not applicable. Use the **Edit Position** task
 - g. **Edit Position > Progressive Reallocation**, not applicable. Use the **Edit Position** task
 - h. **Edit Position > Reallocation**, not applicable. Use the **Edit Position** task
 - i. **Edit Position > Worker Type Change**, to update the worker sub-type (Unlimited, Limited, On-Call, Fire, Police or Sheriff)
4. Under **Position Details**, verify the **Job Posting Title** is correct

4. Under **Hiring Restrictions**, complete the following fields:
- a. **Availability Date**: Today's date
 - b. **Earliest Hire Date**: Today's date (unless funding is not available until a future date - not common)
 - c. **No Job Restrictions**: Leave blank
 - d. **Job Family**: Leave blank
 - e. **Job Profile**: Select desired job classification. All Career Service classifications begin with the letter **C**
 - f. **Job Profile Requirements (DO NOT EDIT)**: The duties and minimum qualifications (education, experience, equivalencies and certifications) will automatically populate. Use this as a reference for the job description and to ensure that the job profile selected is the position you are wanting to create
 - g. **Job Description**: Add in a summary of the position and a list of duties and responsibilities.
 - h. **Location**: Select the building location--do not specify floors
 - i. **Time Type**: Select appropriate answer
 - j. **Worker Type**: Select Employee or Contingent Worker
 - k. **Worker Sub-Type**: Unlimited, Limited, On-Call, Fire, Police or Sheriff
 - l. **Critical Job**: Do not edit
 - m. **Difficulty to Fill**: Do not edit
 - n. **Comments**: Enter the justification for editing the position restrictions.

5. Click **Submit**

Approval Process



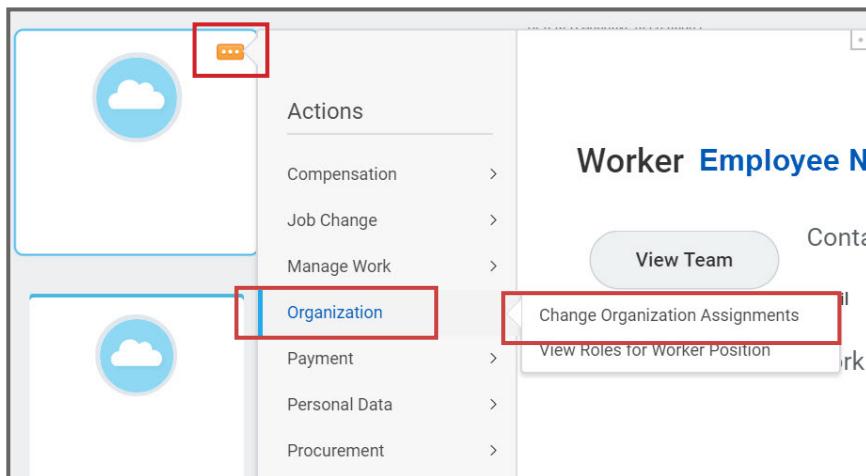
The **Change Organization Assignments** task is used to update a position's cost center.

Updating a Position's Cost Center

1. From your org chart, click the position's **related actions** button

2. Click **Organization**

3. Click **Change Organization Assignments**



4. Verify the required fields

- a. Effective Date
- b. Worker
- c. Job

5. Click **OK**

6. Click the pencil icon to edit the **Cost Center** field

7. Click the menu icon to open the **Organizations** list

8. Choose the new cost center

9. Click the **check mark icon** to save

10. In the comments, enter why you are changing the cost center

11. Click **Submit**

Approval Process

Manager Submits

HR Comp Partner

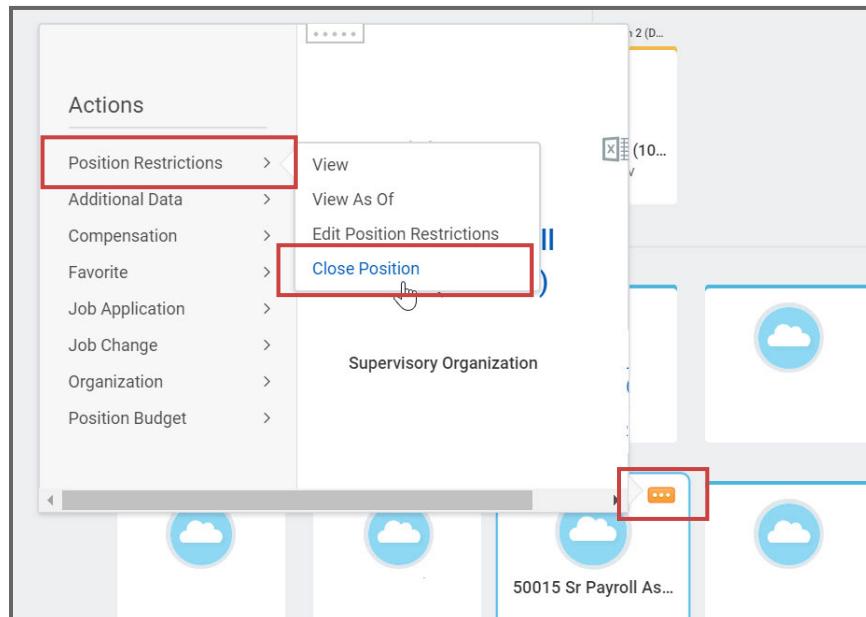
Agency Approver

BMO Partner

Once the **Close Position** process is completed, the closed position will no longer be available to fill. Supervisors will not be able to see the position in their org charts. The action can only be taken on vacant positions or when you initiate a separation.

Closing a Position

1. From your org chart, click on the closing vacant position's **related actions** button
2. Click **Position Restrictions**
3. Click **Close Position**



4. Complete the required fields in **Close Position**

- a. **Close Reason:** Choose **Close Position** or **Headcount > Close Position > No Longer Needed**
- b. **Close Date**
- c. **Comments:** Enter in the comments why you are closing the position

5. Click **Submit**.

Approval Process



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Hiring

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The **Create Job Requisition** task is used when requesting to fill a vacant position or when a position becomes vacant. You must have an open and approved job requisition to fill any position. Initiated job requisitions for competitive recruitments will route to your agency's agency approver to approve the request to fill. Then your recruiter will post the job and begin the recruiting process.

You cannot change the **Position Restrictions (Job Profile, Worker Type, Worker Sub-Type, Time Type or Location)** during the job req process. To change position restrictions, complete the **Edit Position Restrictions** task before requesting the job requisition--this is called fix then fill.

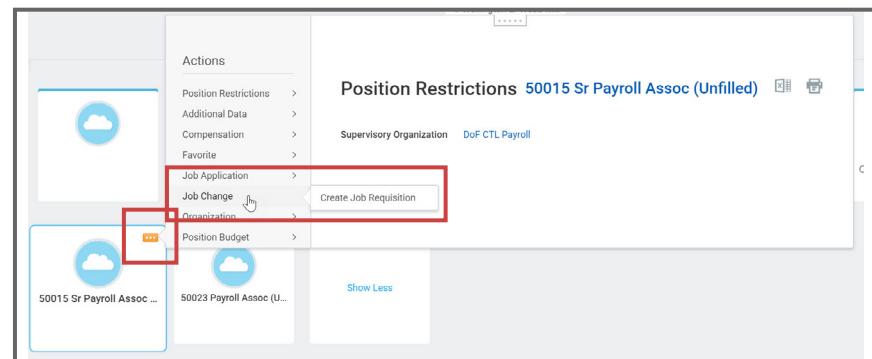
To determine which type of action you are trying to initiate with the job requisition, refer to the Appendix.

Create a Job Requisition for an Existing Position

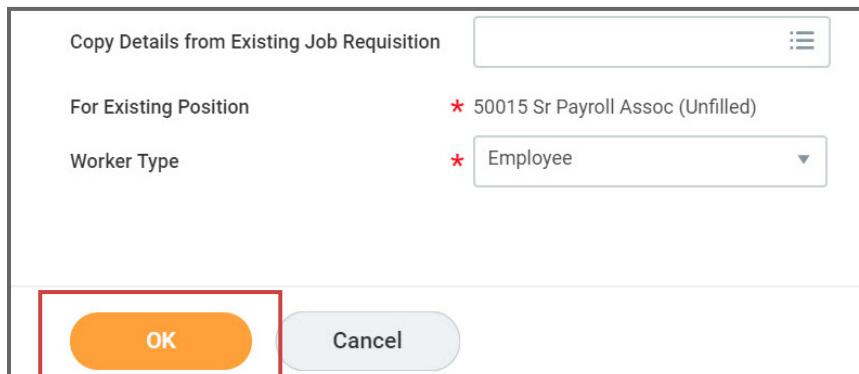
1. From your org chart, click the vacant position's **related actions** button
 - a. If you are creating a job requisition on a filled position that will be vacated soon, search **Create Job Req** and select the **Existing Position** option

2. Click Job Change

3. Click Create Job Requisition



1. Review the fields on the **Create Job Requisition** screen
 - a. **Copy Details from Existing Job Requisition:** If you would like to use a previous job description from a previous or existing job requisition, select the job requisition from the list
 - b. **For Existing Position:** Verify the correct position is listed
 - c. **Worker Type:** Do not change
5. Click **OK** to continue



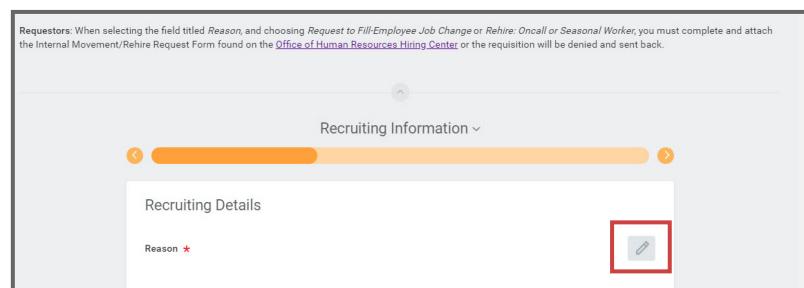
Copy Details from Existing Job Requisition

For Existing Position * 50015 Sr Payroll Assoc (Unfilled)

Worker Type * Employee

OK Cancel

6. Click the pencil icon to complete the highlighted fields on the **Recruiting Information** tab



Requestors: When selecting the field titled **Reason**, and choosing **Request to Fill-Employee Job Change or Rehire: Oncall or Seasonal Worker**, you must complete and attach the Internal Movement/Rehire Request Form found on the [Office of Human Resources Hiring Center](#), or the requisition will be denied and sent back.

Recruiting Information

Reason *



Note: Review the help text at the top of the screen above **Recruiting Information** for additional help with the **Reason** field.

- a. **Reason:** Click **Request Position to Fill** and select one of the options below in blue. If you want to select an option that is not in blue, review the **Create Job Req: Existing Position - Employee Job Change/Rehire**
 - i. **Ready to Recruit Employee**
 - ii. **Employee Job Change**
 - iii. **Rehire - Oncall or Seasonal Worker**
 - iv. **Ready to Recruit Intern**
 - v. **Contingent Worker**
 - vi. **Library**
 - vii. **Elected Appointed**
 - viii. **Uniformed Officer Job Change**



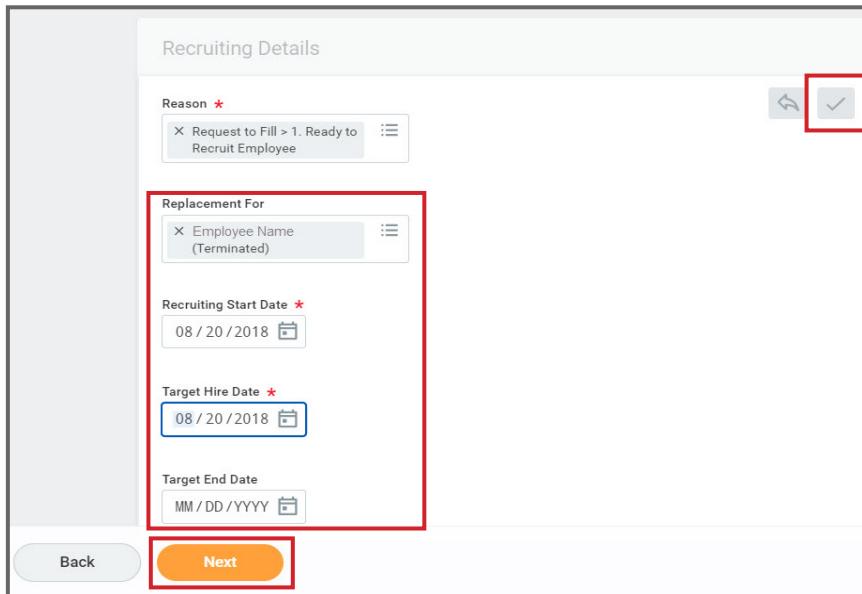
Recruiting Details

Reason *

X Request to Fill > 1. Ready to Recruit Employee

- b. **Replacement For:** If applicable, this will automatically populate
- c. **Recruiting Start Date:** Today's date
- d. **Target Hire Date:** Today's date
- e. **Target End Date:** Only used for limited positions. This is the end date of the position

7. Click the **check mark icon** to save the changes
8. Click **Next** to continue



Recruiting Details

Reason *

Request to Fill > 1. Ready to Recruit Employee

Replacement For

Employee Name (Terminated)

Recruiting Start Date *

08 / 20 / 2018

Target Hire Date *

08 / 20 / 2018

Target End Date

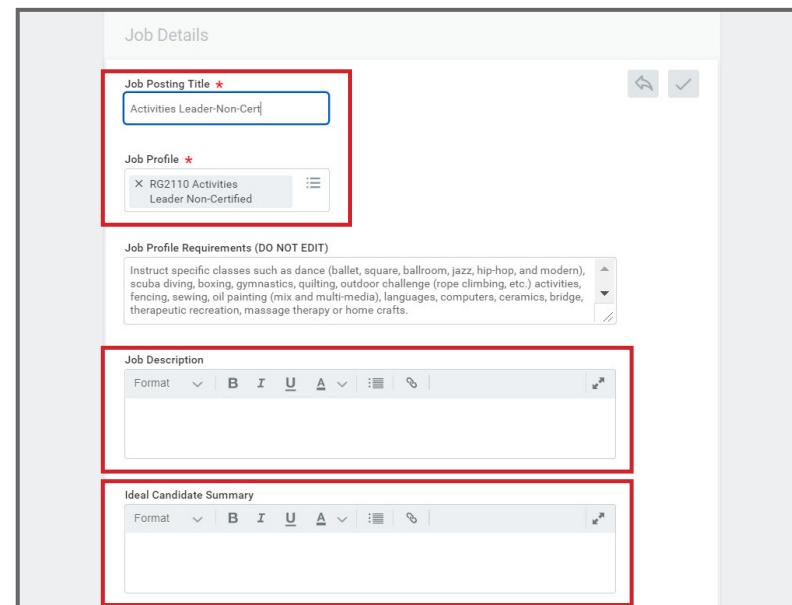
MM / DD / YYYY

Back

Next

9. Click the **pencil icon** to edit the **Job Details**

10. Complete the required fields on the **Job Details** tab
 - a. **Job Position Title:** Enter the functional title. This is how the job will be posted on the job posting
 - b. **Job Profile Requirements (DO NOT EDIT):** The duties and minimum qualifications (education, experience, equivalencies and certifications) will automatically populate
 - c. **Job Description:** Enter a summary of the position and a list of duties and responsibilities
 - d. **Ideal Candidate Summary:** Enter the profile of the ideal candidate including preferred qualifications, education and/or degree, specific experience and skill. This will feed into the job posting



Job Details

Job Posting Title *

Activities Leader-Non-Certified

Job Profile *

RG2110 Activities Leader Non-Certified

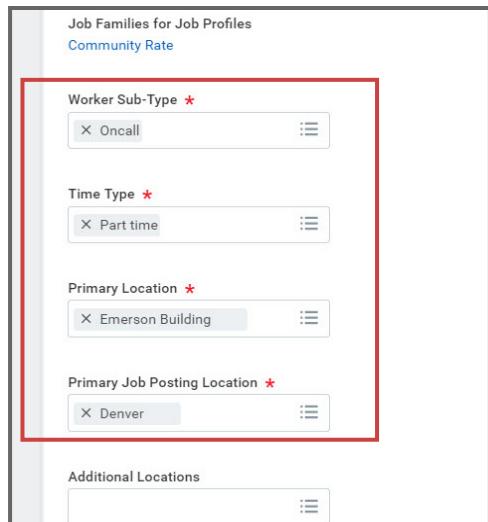
Job Profile Requirements (DO NOT EDIT)

Instruct specific classes such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor challenge (rope climbing, etc.) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, massage therapy or home crafts.

Job Description

Ideal Candidate Summary

- a. **Scheduled Weekly Hours:** Modify for part-time and on-call positions
- b. All other fields (**Job Families for Job Profile, Worker Sub-Type, Time Type, Primary Location, Primary Job Posting Location**) will automatically populate and cannot be changed. Leave **Additional Locations** and **Additional Job Postings** blank



Job Families for Job Profiles
Community Rate

Worker Sub-Type *

X Oncall

Time Type *

X Part time

Primary Location *

X Emerson Building

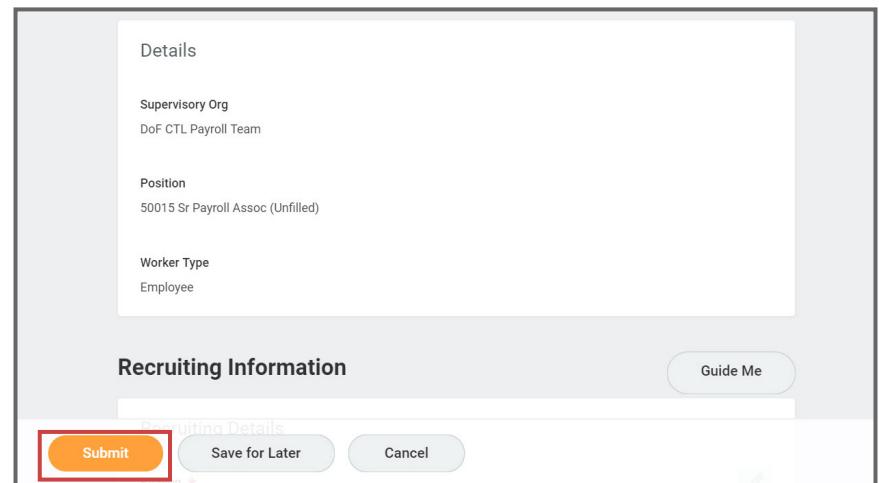
Primary Job Posting Location *

X Denver

Additional Locations

11. Click the **check mark icon** to save the changes
12. Click **Next** to continue to the **Organizations** tab. You will not need to make any changes to the **Organizational Assignments** field
13. Click **Next** to move to the **Attachments** tab

14. In the **Attachments** tab, add any documents related to the position or recruiting the position
15. Click **Next** to continue to the **Summary** tab
16. Review the **Summary** of the job requisition for accuracy and make any necessary edits
17. Click **Submit**



Details

Supervisory Org
DoF CTL Payroll Team

Position
50015 Sr Payroll Assoc (Unfilled)

Worker Type
Employee

Recruiting Information

Guide Me

Submit Save for Later Cancel

Approval Process

Manager Submits

Agency Approver

Recruiter

The **Create Job Requisition** task is used when requesting to fill a vacant position or when a position becomes vacant. You must have an open and approved job requisition to fill any position. Initiated job requisitions for **Non-Competitive Employee Job Changes and Rehires** will route to your agency's agency approver to approve the employee movement, start date and compensation. Then, your onboarding coordinator will change the employee's current position in Workday or rehire the on-call/seasonal worker.

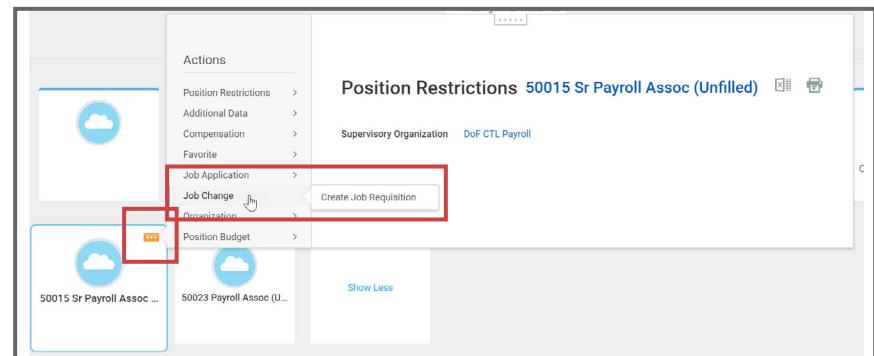
You cannot change the **Position Restrictions (Job Profile, Worker Type, Worker Sub-Type, Time Type or Location)** during the job requisition process. To change **Position Restrictions**, complete the **Edit Position Restrictions** task before requesting the job requisition - this is called fix then fill.

To determine which type of action you are trying to initiate with the job requisition, refer to the Appendix.

Create a Job Requisition for an Existing Position

1. From your org chart, click the **related actions** button on the vacant position
 - a. If you are creating a job req on a filled position that will be vacated soon, search **Create Job Req** and select the **Existing Position** option
2. Click **Job Change**

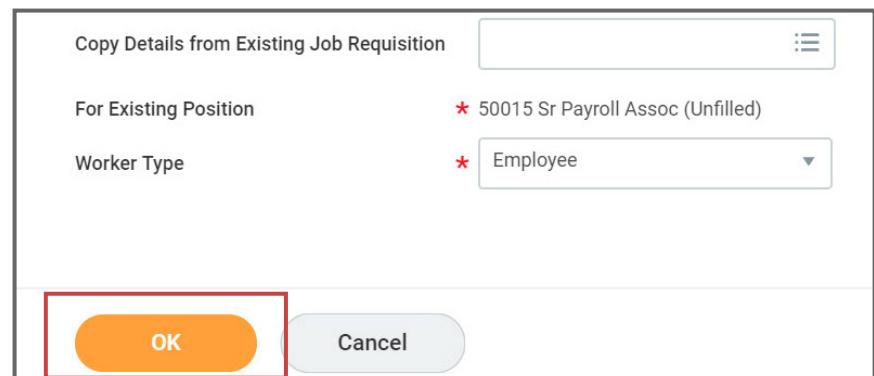
3. Click Create Job Requisition



4. Review the fields in Create Job Requisition

- a. **Copy Details from Existing Job Requisition:** If you would like to use a previous job description, find the previous job requisition
- b. **For Existing Position:** Verify the correct position is listed
- c. **Worker Type:** Do not change

5. Click OK to continue



| | |
|---|---|
| Copy Details from Existing Job Requisition | <input type="text"/> |
| For Existing Position | * 50015 Sr Payroll Assoc (Unfilled) |
| Worker Type | * Employee <input type="button" value="▼"/> |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

6. Click the pencil icon to complete the highlighted fields on the **Recruiting Information** tab
- Reason:** Click **Request Position to Fill** and select one of the options in blue. To select an option that is not in blue, review **Create Job Req: Ready to Recruit**
 - Ready to Recruit Employee
 - Employee Job Change
 - Rehire - Oncall or Seasonal Worker
 - Ready to Recruit Intern
 - Contingent Worker
 - Library
 - Elected/Appointed
 - Uniformed Officer Job Change
 - Recruiting Date:** Today's date
 - Target Hire Date:** Today's date
 - Target End Date:** Only used for limited positions. This is the end date of the position
7. Click the **check mark icon** when done editing
8. Click **Next** to continue



Note: Review the help text at the top of the screen above **Recruiting Information** for additional help with the **Reason** field.

Create Job Requisition

Requestors: When selecting the field titled *Reason*, and choosing *Request to Fill-Employee Job Change or Rehire: Oncall or Seasonal Worker*, you must complete and attach the Internal Movement/Rehire Request Form found on the [Office of Human Resources Hiring Center](#) or the requisition will be denied and sent back.

Recruiting Information ▾

Recruiting Details

Reason *

X Request to Fill > 3. Rehire - Oncall or Seasonal Worker

Replacement For

X Employee Name (Terminated)

Recruiting Start Date *

08 / 20 /2018

Target Hire Date *

08 / 20 /2018

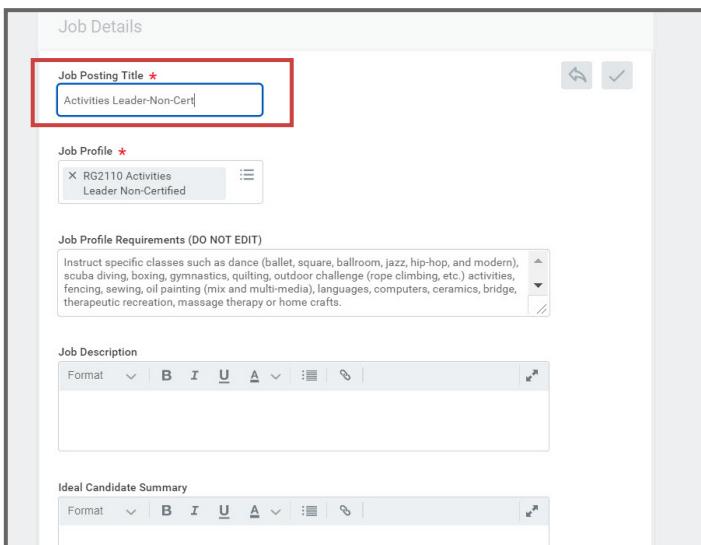
Target End Date

MM / DD /YYYY

Back

Next

9. Complete the required fields on the **Job Details** tab
- a. **Job Position Title:** Enter the functional title. This is how the job will be posted on the career website, so use a descriptive title
 - b. **Job Profile Requirements (DO NOT EDIT):** The duties and minimum qualifications (education, experience, equivalencies and certifications) will automatically populate here
 - c. Leave **Job Description** and **Ideal Candidate Summary** blank
 - d. **Scheduled Weekly Hours:** Modify for part-time and on-call positions

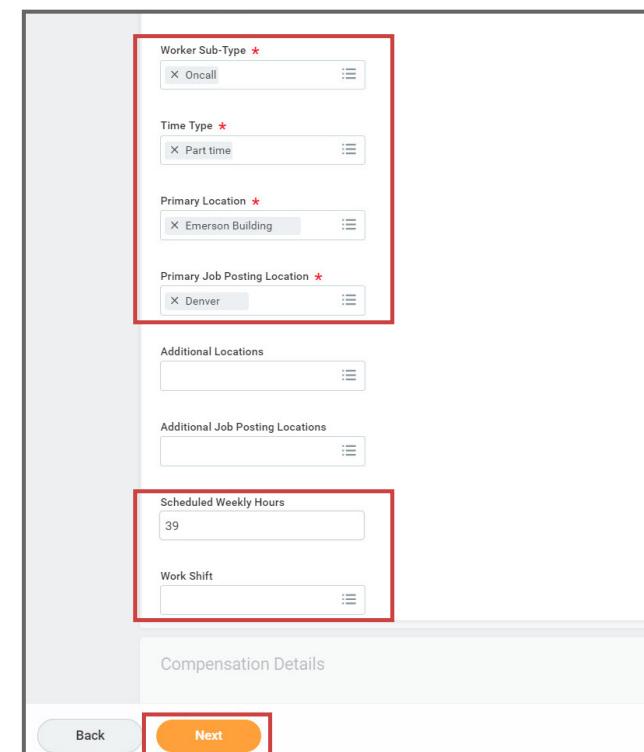


The screenshot shows the 'Job Details' tab with several input fields:

- Job Posting Title ***: Contains 'Activities Leader-Non-Cert'. This field is highlighted with a red box.
- Job Profile ***: Contains 'RG2110 Activities Leader Non-Certified'.
- Job Profile Requirements (DO NOT EDIT)**: A text area containing a list of activities like dance, scuba diving, etc.
- Job Description**: A rich text editor with a toolbar.
- Ideal Candidate Summary**: A rich text editor with a toolbar.

- e. All other fields (**Job Families for Job Profile**, **Worker Sub-Type**, **Time Type**, **Primary Location**, **Primary Job Posting Location**) will automatically populate and cannot be changed
- f. Leave **Additional Locations** and **Additional Job Postings** blank

10. Click **Next** to continue to the **Organizations** tab. You will not need to make any changes to the **Organizational Assignments** field

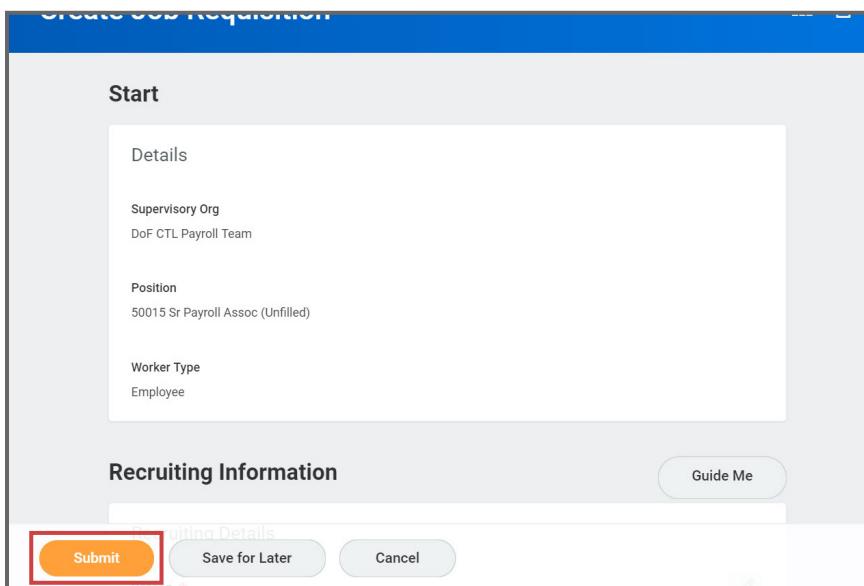


The screenshot shows the 'Job Details' tab with several input fields:

- Worker Sub-Type ***: Contains 'Oncall'.
- Time Type ***: Contains 'Part time'.
- Primary Location ***: Contains 'Emerson Building'.
- Primary Job Posting Location ***: Contains 'Denver'.
- Additional Locations**: An empty text input.
- Additional Job Posting Locations**: An empty text input.
- Scheduled Weekly Hours**: Contains '39'.
- Work Shift**: An empty text input.

At the bottom right, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

11. Click **Next** to continue to the **Attachments** tab
12. In the **Attachments** tab, add the [Non-Competitive or Rehire Request form](#)
13. Click **Next** to continue to the **Summary** tab
14. Review the **Summary** of the job requisition for accuracy and make any necessary edits. Add comments to the Agency Approver or Recruiter about this position
15. Click **Submit**.



The screenshot shows the 'Create Job Requisition' interface. The 'Start' screen displays the following information:

- Details:**
 - Supervisory Org: DoF CTL Payroll Team
 - Position: 50015 Sr Payroll Assoc (Unfilled)
 - Worker Type: Employee
- Recruiting Information:** A 'Guide Me' button is visible.
- Action Buttons:** 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

Approval Process



A contract employee temp is distinct from a contingent worker and meets the criteria per Executive Order 8. A contract employee temp has a temporary employment contract with the city (the contract is written to an individual, rather than a company) and the individual services contract will use the contract work type of Temporary Employment. The contract must be fully executed (signed by the mayor and auditor) in the city's contract workflow system (Jaggaer) before the Contract Employee Temp can be hired in Workday. The city is responsible for performing a background check and an I-9 for the contract employee temp. The individual will be paid through the Controller's Office, rather than by submitting invoices to be paid through Accounts Payable.

Refer to the **Create Position** job aid if a new position needs to be created for the contract employee temp. Otherwise, an existing vacant position can be filled.

[Create a Job Requisition for a Contract Employee Temp](#)

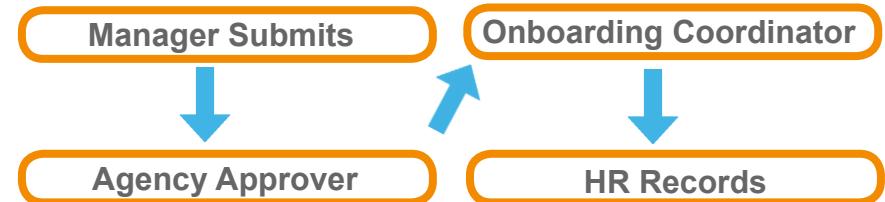
1. The Contract Employee Temp position must have the following position restrictions
 - a. **Job Profile:** KK1464 Contractor Employee Hourly Temp
 - b. **Worker Type:** Employee
 - c. **Worker Sub-Type:** Contractors (Fixed Term)

2. Refer to the **Create a Job Requisition: Ready to Recruit** job aid for creating a job requisition details and complete the following fields:

- a. **Reason:** Request to Fill > Employee Job Change
- b. **Recruiting Instruction:** Employee Job Change
- c. **Recruiting Start Date:** Today's date
- d. **Target Hire Date:** Today's date

3. Click Submit

Approval Process



A manager is responsible for reviewing all candidates sent over by a recruiter and providing feedback on those candidates by moving them to a designated status.

Candidate Grid Overview

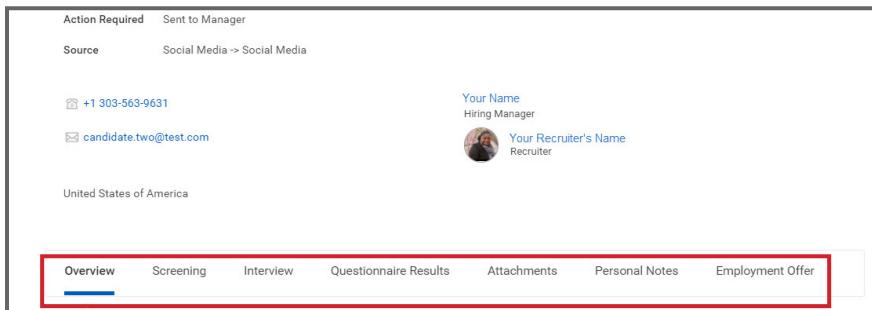
1. From the home page, click the **Recruiting app**
2. Under **Recent**, click the open position you would like to review
3. Tabs in the **Candidate Grid** include:
 - a. **Candidates**: List of referred candidates sent by recruiter listed from most recent to least recent
 - b. **Candidate Name**: Includes whether or not the candidate is an internal applicant
 - c. Candidate Step: Status in the application process
 - d. **Most Recent Activity Date**: Date the last action was taken
 - e. **Date Sent to Manager**: Date the recruiter sent the candidate to the manager
 - f. **Email**: Only displays for external candidates and internal candidates within manager's department/agency. Contact the recruiter for internal candidates outside manager's department/agency
 - g. **Phone**: Only displays for external candidates and internal candidates within manager's department/agency. Contact the recruiter for internal candidates outside manager's department/agency

- h. **Resume Attachments**: Attachments provided on the candidate's job application
- i. **Current Job Title**: Current position
- j. **Current Company**: Current employer
- k. **Previous Worker**: If the candidate has previously been employed with the City and County of Denver

Review a Candidate Profile

1. From the home page, click **Recruiting**
2. Under **Recent**, select the position to review candidates
3. Under **Candidates**, view all candidates sent by the recruiter
4. To view a **Candidate Profile**, click on a candidate's name
5. Tabs in the **Candidate Profile** include:
 - a. **Overview**: Candidate's application
 - b. **Screening**: Supplemental questions on the job application - duplicate of **Questionnaire Results** tab
 - c. **Interview**: Dates and time of interviews
 - d. **Questionnaire Results**: Supplemental questions on the job application
 - e. **Attachments**: Any additional attachments such as a resume and cover letter
 - f. **Personal Notes**: Log notes about a candidate (not visible to others)

- a. Employment Offer:** Offer details and attachment of bonus/relocation approval if applicable



Action Required: Sent to Manager
Source: Social Media -> Social Media

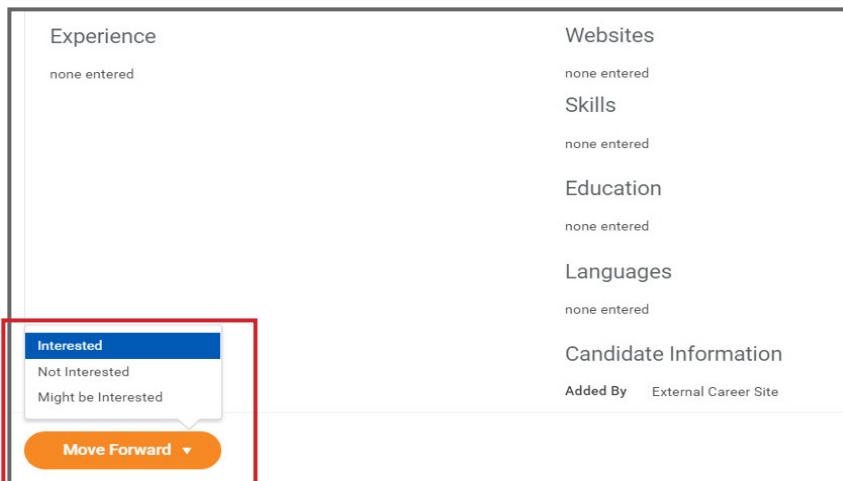
Phone: +1 303-563-9631
Email: candidate.two@test.com

United States of America

Overview Screening Interview Questionnaire Results Attachments Personal Notes Employment Offer

- 6.** Review the **Candidate Profile** and then select one of the following statuses from the **Move Forward** options

- a. Interested**
- b. Not Interested**
- c. Might be Interested:** Select this option if unsure and the candidate will remain in the grid for reconsideration



| | |
|--------------|--------------------------------|
| Experience | Websites |
| none entered | none entered |
| | Skills |
| | none entered |
| | Education |
| | none entered |
| | Languages |
| | none entered |
| | Candidate Information |
| | Added By: External Career Site |

Move Forward ▾

- 7.** Click the **back arrow** in your browser to go back to the **Candidate Grid** and select the next candidate's name to review. You will receive another inbox task for candidates statused as Might Be Interested

- 8.** When you are ready to make a final selection, select one of the following statuses from the **Move Forward** options:

- a. Interested**
- b. Not Interested**

Approval Process



Recruiters can grant access to allow additional managers to review candidates for a position. This only works as a view role for anyone who has a supervisory organization in the system, and the recruiter or hiring manager must inform the person that they are being assigned this role outside of the system.

Review Candidates as an Additional Manager

- 1.** From the home page, search **Additional Manager Assigned**
- 2.** Click the **Additional Manager Assigned** report
- 3.** Select the **Job Requisition** number provided by the recruiter
- 4.** Click the candidate's name to review their job application
- 5.** Close out of the report after reviewing

To submit a one-time payment for a Recruitment Bonus and/or Relocation Premium as part of a job offer, a justification must be provided. The job offer is initiated by the recruiter followed by a task to submit a justification. The justification can be completed by a recruiter or manager.

Submit a One-Time Payment Justification

1. From the home page, open your **Inbox**
2. Select the task **Justification of One-Time Payment: Offer for Position: Candidate Name - Job Requisition**
3. Under **Comments**, provide a sufficient explanation detailing the rationale for the one-time payment. For guidelines on justification criteria, refer to [**Career Service Rule 9-66**](#) for Recruitment Bonus and [**Career Service Rule 9-67**](#) for Relocation Premium
4. Click **Submit**

At the conclusion of the hiring process for an ulimited, limited or intern position, managers should complete the **Hiring Satisfaction Survey** to provide feedback on your hiring experience.

Complete the Hiring Satisfaction Survey

- 1.** From the home page, click your **Inbox**
- 2.** Click the task **Hire: Candidate Name - Position Name**
- 3.** Under **Complete Questionnaire**, answer all the questions based on your hiring experience for the specific candidate
- 4.** Click **Submit**

Starting 30 days prior to the end of the employee's probationary period, the manager will receive weekly notifications in their Workday inbox alerting them of the upcoming deadline. If a manager is considering extending or ending employment, the manager should contact their HR business partner as soon as possible.

Managers will receive a **Review Probation Period** task in their Workday inbox 15 days prior to the end of the employee's probationary period. The manager must pass, extend or terminate the employee's employment.

You will verify the employee has completed all required courses and process the employee's end of probation.

Verify the Employee has Completed All Required Training

1. From the home page, click **My Team Management** app
2. Click **View More...** to view all transcripts
3. Click the **Worker** header to sort by employee
4. Verify the employee's completion status of all required training

Process End of Probation

1. From the home page, open your inbox
2. Click the **Submit Probation Period Review** task
3. Click the **Menu** icon for **Probation Outcome**
4. Select the appropriate outcome:
 - a. **Successfully Completed:** the employee has successfully completed the employment probationary period
 - i. Choose **No Action Needed** under **Action**
 - b. **Under Review:** the employee's employment probation is extended up to an additional 6 months
 - i. Under **Action**, choose **Extend Probation Period**
 - ii. Under **Attachments**, upload the notice given to the employee
 - c. **Failed Probation:** the employee is going to separate during employment probation
 - i. Under **Action**, choose **Terminate for Review Probation Period**
 - ii. Under **Attachments**, upload the notice of separation or dismissal given to the employee

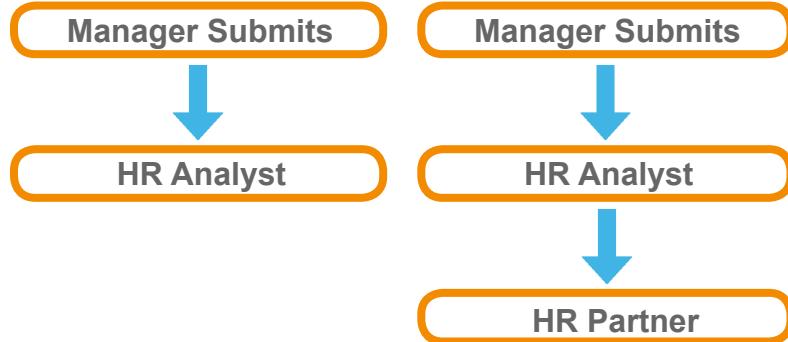


Note: To terminate an employee who is on probation, refer to the **Termination** job aid.

Approval Process

Pass Probation

Extend or Fail Probation



Employee Changes/ Compensation

This page is intentionally left blank.

The Bilingual Pay stipend is part of the Request Compensation Change process. Download the **Bilingual Services Request form** at www.denvergov.org/humanresources under Classification and Compensation. Go to [Instructions, Processes and Forms](#).

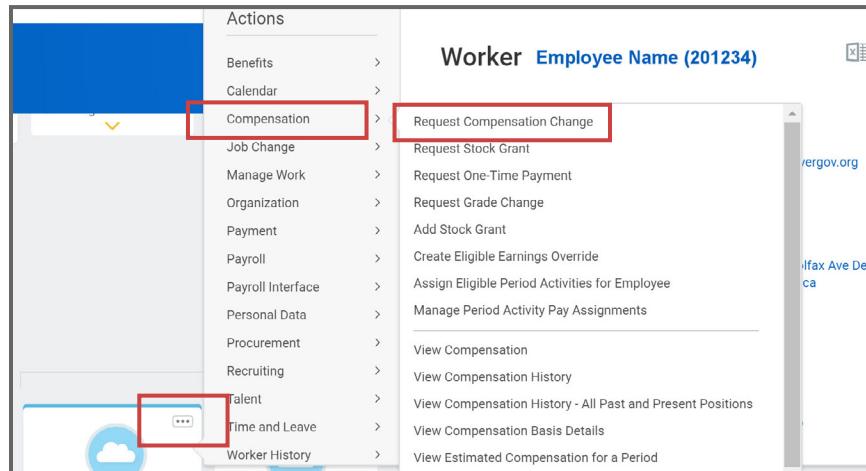
Once the employee has completed the bilingual testing process, you will receive the completed Bilingual Services Request from the Assessment Team and these instructions to initiate the bilingual stipend in Workday.

Add a Bilingual Pay Stipend

1. From your org chart, click the employee's **related action** button

2. Click Compensation

3. Click Request Compensation Change



4. Complete the following fields

- a. **Effective Date:** Enter the date the stipend goes into effect. This defaults to the start of the next pay period. Update as necessary
- b. **Use Next Pay Period:** Automatically populates based on the Effective Date
- c. **Reason:**
 - i. Select Request Compensation Change > Variable Compensation Change
 - ii. Select Variable Compensation Change > Allowance Change

Request Compensation Change

Effective Date * 06 / 10 / 2018

Use Next Pay Period

Reason *

Employee *

Position *

OK **Cancel**

Request Compensation Change

Effective Date * 06 / 10 / 2018

Use Next Pay Period

Reason *

Employee * Variable Compensation Change > Allowance Change

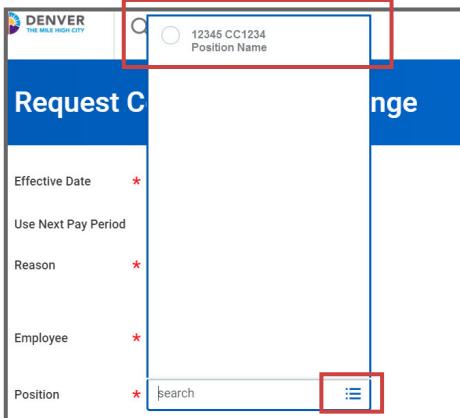
Position * Variable Compensation Change > Correction

Variable Compensation Change > Merit Plan

Variable Compensation Change > Merit Plan Removal due to Ineligibility

OK **Cancel**

- d. Employee: The employee's name will already appear
- e. Position: Select the employee's position from the list



The screenshot shows the 'Request Change' form. The 'Position' field is highlighted with a red box. Above it, the 'Position Name' field contains the value '12345 CC1234'. The 'Position' field has a search icon and a filter icon.

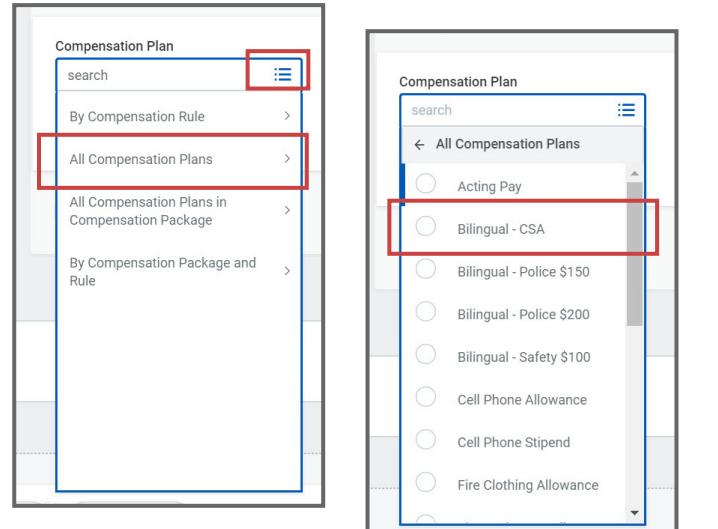
5. Click OK

6. Scroll down to the **Allowance** section and click Add

7. Complete the following fields

- a. Compensation Plan:

- i. Select All Compensation Plans
- ii. Bilingual-CSA



The first screenshot shows the 'Compensation Plan' interface with a search bar and a list of options: 'By Compensation Rule', 'All Compensation Plans', 'All Compensation Plans in Compensation Package', and 'By Compensation Package and Rule'. The 'All Compensation Plans' option is highlighted with a red box. The second screenshot shows a list of compensation plans: Acting Pay, Bilingual - CSA, Bilingual - Police \$150, Bilingual - Police \$200, Bilingual - Safety \$100, Cell Phone Allowance, Cell Phone Stipend, and Fire Clothing Allowance. The 'Bilingual - CSA' plan is highlighted with a red box.

b. Amount: Change the amount based on the amount listed on the Bilingual Services Request

c. Currency and Frequency: Automatically populates, do not change

8. Click the check mark icon when completed

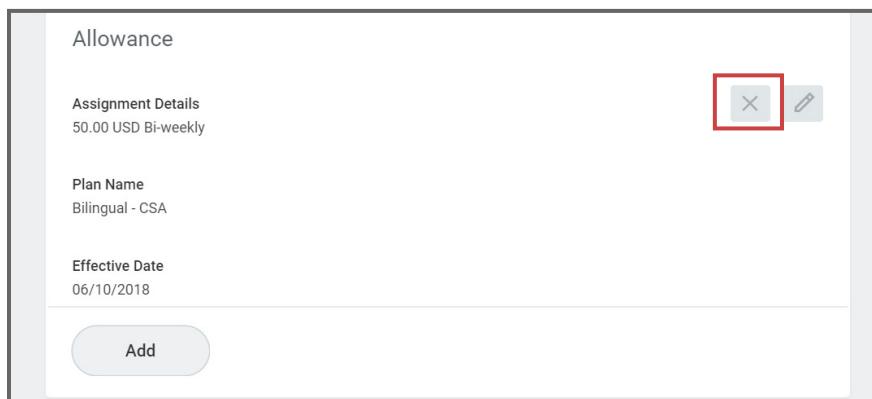


9. Scroll down to the **Comments and Attachments**
 - a. **Comments:** Enter comments about the request
 - b. **Attachments:** Select the completed **Bilingual Services Request** file

10. Click Submit

Remove a Bilingual Pay Stipend

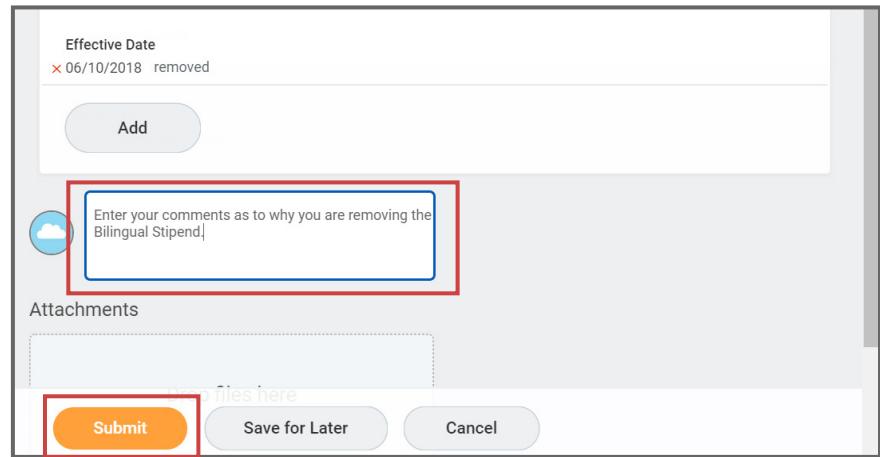
1. From your org chart, click the employee's **related action** button
2. Click Compensation
3. Click Request Compensation Change
4. Follow steps 4-5 from the **To Add a Bilingual Pay Stipend** section
5. Scroll down to the **Allowance** section and click the **X** icon



The screenshot shows the 'Allowance' section of the Workday application. It includes fields for 'Assignment Details' (50.00 USD Bi-weekly), 'Plan Name' (Bilingual - CSA), and 'Effective Date' (06/10/2018). At the bottom right of this section is a small window with an 'X' icon and a pencil icon, which is highlighted with a red box.

6. In the **Comments** field, enter why you are removing the Bilingual Stipend

7. Click Submit



This screenshot shows a modal dialog box for removing a bilingual pay stipend. It contains an 'Effective Date' field showing '06/10/2018 removed'. Below it is an 'Add' button. A text input field labeled 'Enter your comments as to why you are removing the Bilingual Stipend.' is shown, with its border highlighted in red. Below the input field is a 'Attachments' section with a placeholder 'Drop files here'. At the bottom are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

8. Click Done

Approval Process

Manager Submits

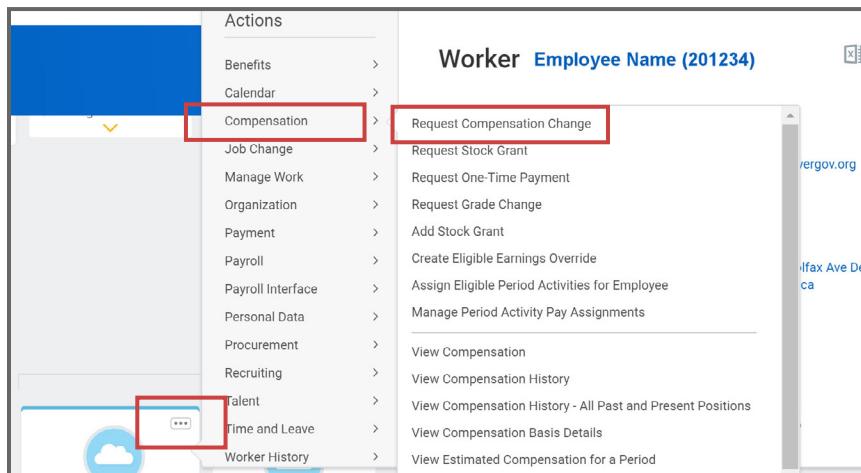


HR Partner

Career Service Rule 9-68 Fleet Technician Certification Stipend has a list of classifications eligible to receive the stipend, in addition to the types of certifications and stipend amounts associated with the type and number of certifications. Once you have verified that your employee has met the requirements to receive a fleet technician certification stipend as listed in Career Service Rule 9-68, you must enter the stipend in Workday.

Add a Fleet Tech Certification Stipend

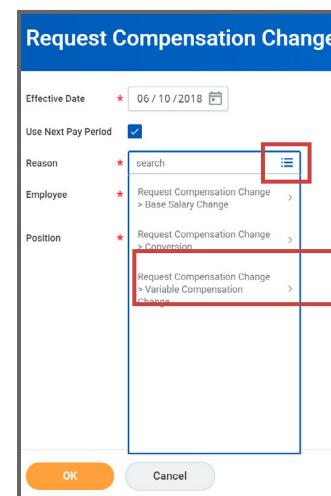
1. From your org chart, click the employee's **related action** button
2. Click Compensation
3. Click Request Compensation Change



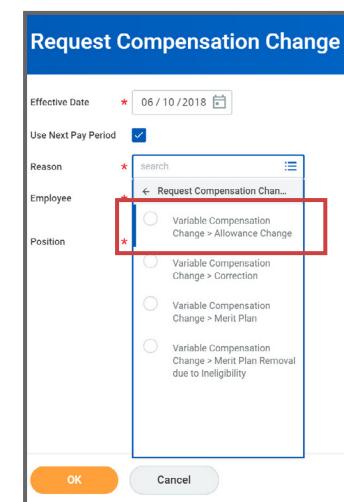
A screenshot of the Workday Org Chart interface. On the left, there is a sidebar with various actions like Benefits, Calendar, Compensation, Job Change, etc. A red box highlights the 'Compensation' action. On the right, the main area shows a worker profile for 'Employee Name (201234)' with a red box highlighting the 'Request Compensation Change' link under the 'Actions' section. At the bottom, there are icons for cloud, mobile, and more, with a red box highlighting the three-dot menu icon.

4. Complete the following fields

- a. **Effective Date:** Enter the date the stipend goes into effect. This defaults to the start of the next pay period. Update as necessary
- b. **Use Next Pay Period:** Automatically populates based on the Effective Date
- c. **Reason:**
 - i. Select Request Compensation Change > Variable Compensation Change
 - ii. Select Variable Compensation Change > Allowance Change

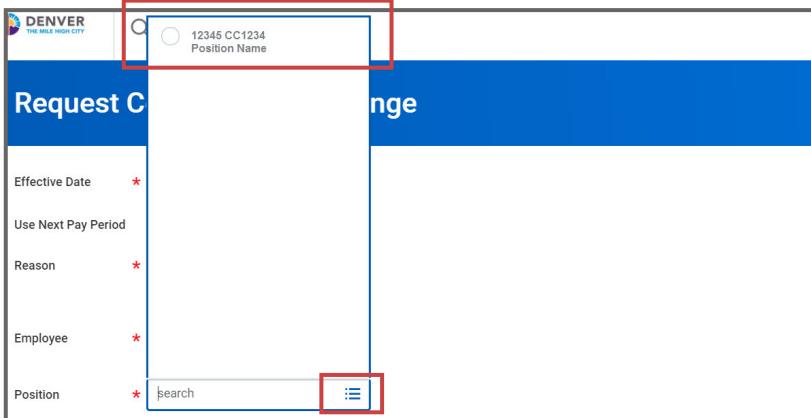


The 'Request Compensation Change' dialog box. It has fields for 'Effective Date' (06/10/2018), 'Use Next Pay Period' (checked), 'Reason' (search bar), 'Employee' (dropdown menu showing 'Request Compensation Change > Base Salary Change' and 'Request Compensation Change > Conversion'), and 'Position' (dropdown menu showing 'Request Compensation Change > Variable Compensation Change'). Buttons at the bottom are 'OK' and 'Cancel'. A red box highlights the 'Reason' dropdown.



The 'Request Compensation Change' dialog box, step 2. It shows the selected reason 'Request Compensation Change > Variable Compensation Change' highlighted with a red box. Other options like 'Variable Compensation Change > Correction' and 'Variable Compensation Change > Merit Plan' are also listed. Buttons at the bottom are 'OK' and 'Cancel'.

- d. **Employee:** The employee's name will automatically populate
- e. **Position:** Select the employee's position from the list



The screenshot shows the 'Request Compensation' page. At the top, there is a search bar with the placeholder 'Position Name' containing '12345 CC1234'. Below it, there is a table with several rows. The 'Employee' row has a red box around the input field. The 'Position' row also has a red box around its input field.

5. Click OK

6. Scroll down to the Allowance section and click Add

7. Complete the following fields

- a. **Compensation Plan:**
 - i. Select All Compensation Plans
 - b. Fleet Tech Certification Allowance



The first screenshot shows a dropdown menu titled 'Compensation Plan' with options like 'By Compensation Rule', 'All Compensation Plans', 'All Compensation Plans in Compensation Package', and 'By Compensation Package and Rule'. The 'All Compensation Plans' option is highlighted with a red box. The second screenshot shows a list of allowances under 'All Compensation Plans'. The 'Fleet Tech Certification Allowance' option is highlighted with a red box.

- c. **Amount:** Change the amount based on the amount listed in [Career Service Rule 9-68D Fleet Technician Certification Stipend](#)
- d. **Currency and Frequency:** Automatically populates, do not change

8. Click the check mark icon when completed



9. Scroll down to **Comments and Attachments**

- Comments:** Enter comments about the request
- Attachments:** No Attachments are required unless required by your specific department/agency guidelines

10. Click Submit

Remove a Fleet Tech Certification Stipend

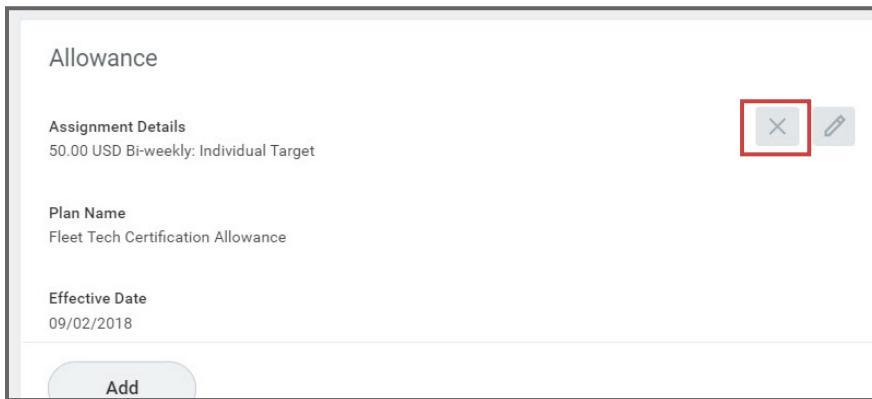
1. From your org chart, click the employee's **related action** button

2. Click Compensation

3. Click Request Compensation Change

4. Follow steps 4-5 from the **To Add a Fleet Tech Certification Stipend** section

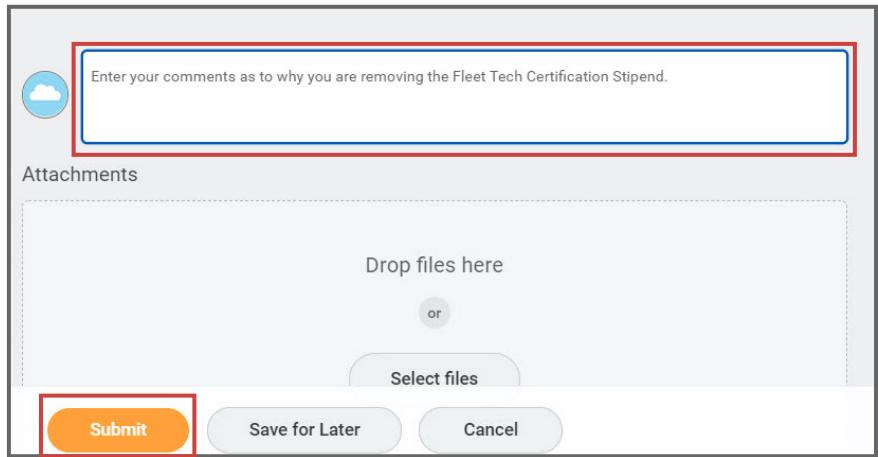
5. Scroll down to the **Allowance** section and click the **X** icon



The screenshot shows the 'Allowance' section of a Workday page. It includes fields for 'Assignment Details' (50.00 USD Bi-weekly: Individual Target), 'Plan Name' (Fleet Tech Certification Allowance), and 'Effective Date' (09/02/2018). At the bottom right of this section is a red-bordered 'X' icon, which is the target for step 5.

6. Enter why you are removing the **Fleet Technician Allowance** in the **Comments** field

7. Click **Submit**



This screenshot shows a modal window for submitting comments and attachments. It has a text input field labeled 'Enter your comments as to why you are removing the Fleet Tech Certification Stipend.' with a red border. Below it is an 'Attachments' section with a cloud icon, a file upload area labeled 'Drop files here', and a 'Select files' button. At the bottom are three buttons: 'Submit' (red), 'Save for Later', and 'Cancel'.

8. Click Done

Approval Process

Manager Submits



HR Partner

Your employee must have a completed and signed the **Mobile Device Financial Options Form** before you add a cell phone stipend. Upon receipt of the form, you must sign it and authorize the stipend allowance. Please reference [Fiscal Accountability Rule 10.9 – Utilizing Mobile Devices to Conduct City Business](#).

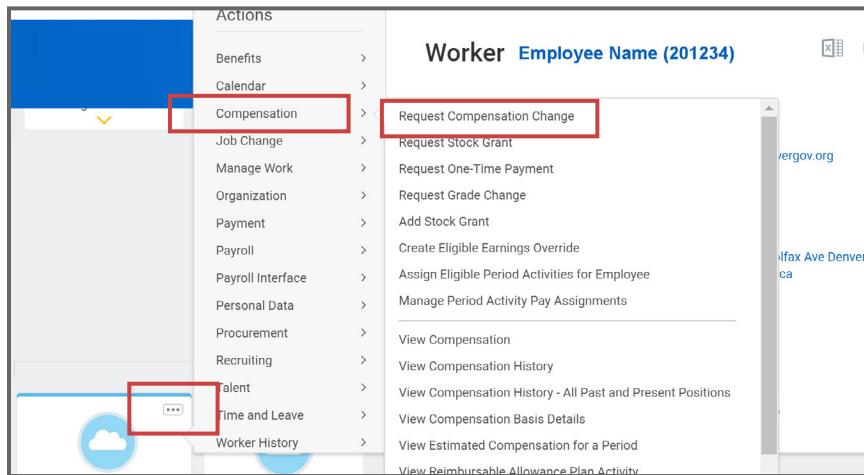
To add the cell phone stipend, follow steps 1-13. To remove the cell phone stipend, follow steps 1-4 and 13 using the same process.

Add a Cell Phone Stipend

1. From your org chart, click the employee's **related actions** button

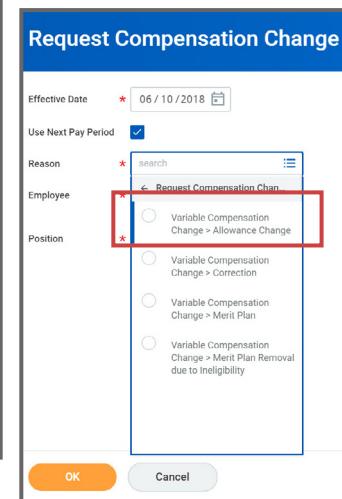
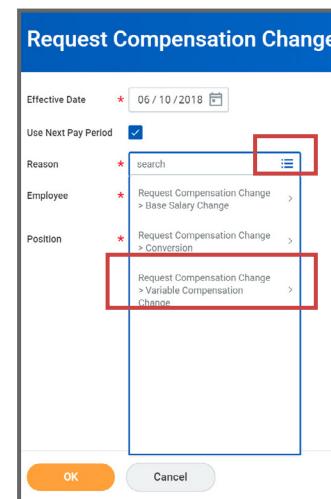
2. Click Compensation

3. Click Request Compensation Change



4. Complete the following fields

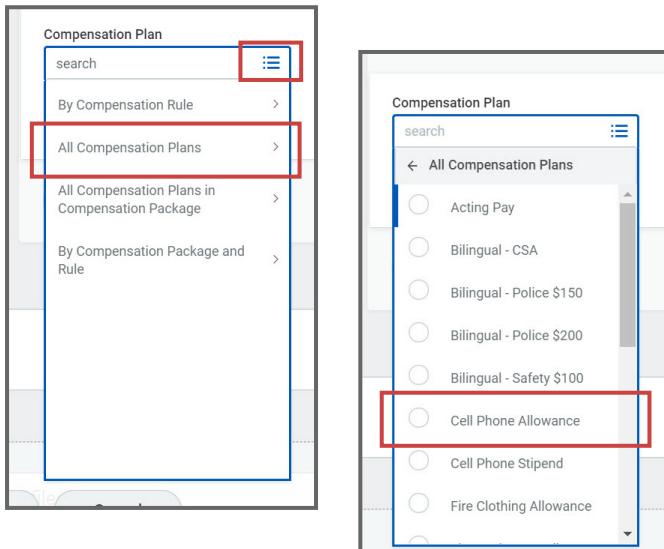
- a. **Effective Date:** Enter in the date the stipend goes into effect or the date that you are removing the stipend (this defaults to the start of the next pay period – update as necessary).
- b. **Use Next Pay Period:** Automatically populates based on the **Effective Date**
- c. **Reason:**
 - i. Select **Request Compensation Change > Variable Compensation Change**
 - ii. Select **Variable Compensation Change > Allowance Change**



- d. **Employee:** Displays the employee's name
- e. **Position:** Select the employee's position from the list

5. Click OK

6. Scroll down to the **Allowance** section and click **Add**
7. Complete the following fields:
 - a. **Compensation Plan:**
 - i. Select All Compensation Plans
 - ii. Cell Phone Stipend
 - b. The remaining information will automatically populate

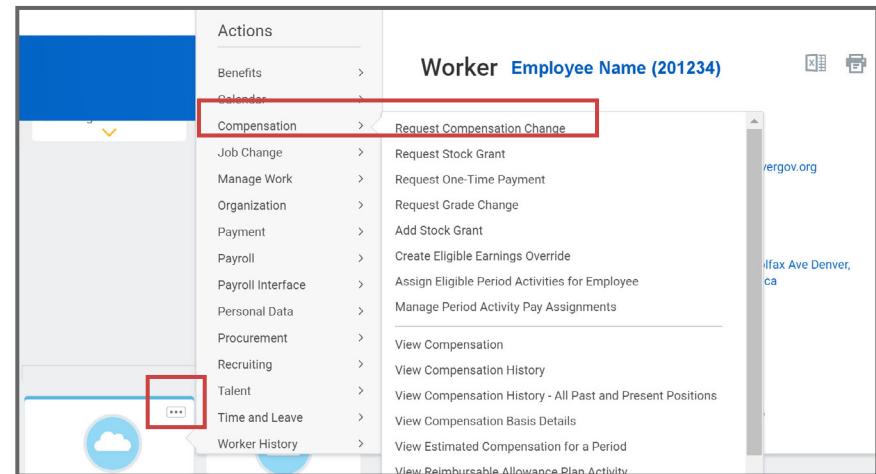


The first screenshot shows the 'Compensation Plan' search interface with 'All Compensation Plans' selected. The second screenshot shows the list of compensation plans, with 'Cell Phone Allowance' selected.

9. Click the **check mark icon** when completed



10. Scroll down to **Comments** and **Attachments**
 - a. **Comments:** Enter comments about the request
 - b. **Attachments:** Select the completed and signed **Mobile Device Financial Options Form** file
 13. Click **Submit**
- ### Remove a Cell Phone Stipend
1. From your org chart, click the employee's **related actions** button
 2. Click **Request Compensation Change**
 3. Follow steps 4-5 from the **To Add a Cell Phone Stipend**



4. Scroll down to the **Allowance** section and click the **X** icon
 5. Scroll down to **Comments** and **Attachments**
 - a. **Effective Date:** Enter the effective date. The effective date to stop the stipend should be the first Sunday of the pay period for the first check of the month the employee should stop receiving the stipend, or any date within the prior pay period (the pay period for the second paycheck of the previous month)
 - b. **Comments:** Enter comments about why the stipend is being removed.
- 17. Click Submit**



Note: It is your responsibility to remove the cell phone stipend to avoid an overpayment to the employee.

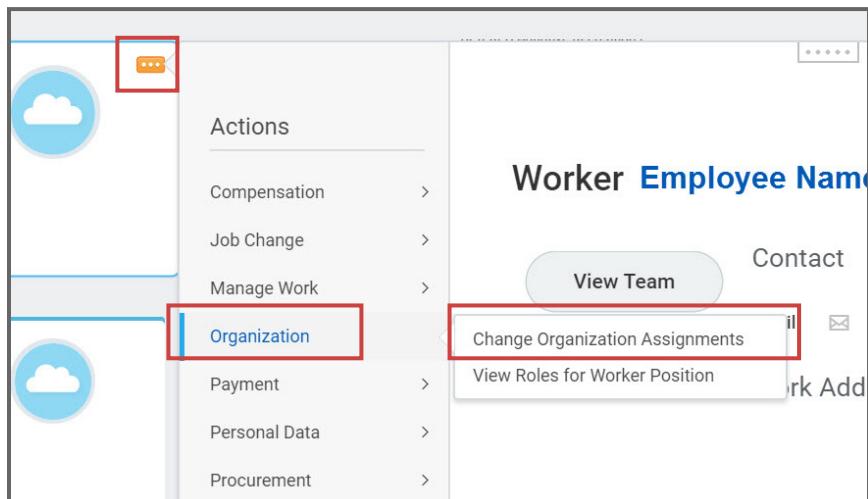
Approval Process



The **Change Organization Assignments** task is used to update a position's cost center.

Updating Employee's Cost Center

1. From your org chart, click the employee's **related actions** button
2. Click **Organization**
3. Click **Change Org Assignments**



4. Complete the **Effective Date** field
5. Complete the **Cost Center** fields

6. Enter in the comments on why you are changing the cost center

7. Click **Submit**

Approval Process



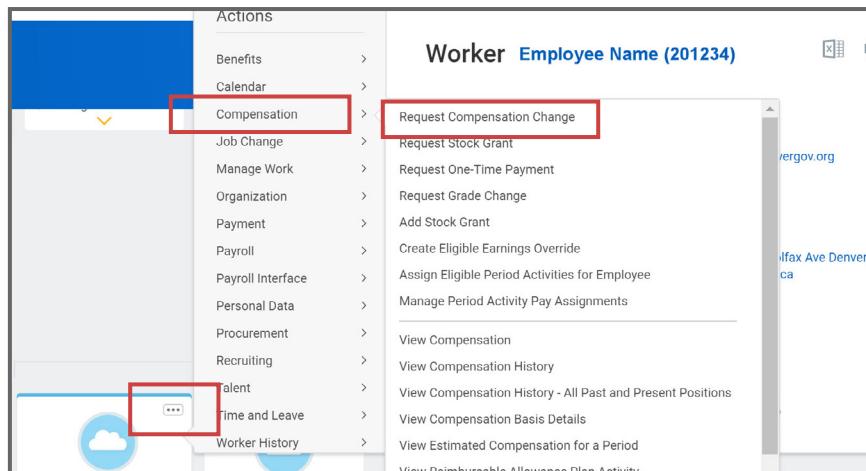
A **Pay Equity Adjustment** is a change to an employee's pay to maintain internal equity within a group unit or classification. The employee's immediate manager inputs the pay equity adjustment into Workday. Before completing this task, complete the [Pay Equity Adjustment Request Form \(CSR 9-39\)](#).

Submit a Pay Equity Adjustment Request

1. From your org chart, click the employee's **related actions** button

2. Click **Compensation**

3. Click **Request Compensation Change**



4. Complete the following fields

a. **Effective Date:** The Sunday following approval by the OHR Executive Director

b. **Reason:** Click **Request Compensation Change > Base Salary Change**

i. Select **Base Salary Change > Pay Equity**

c. **Employee:** Employee name and ID will automatically populate

d. Click **OK**

5. Review and edit the employee's **Salary or Hourly** amount

a. For exempt employees, under the **Salary** section, click the **pencil icon** to edit the employee's salary

i. In the **Amount** field, enter the new salary amount

b. For non-exempt employees, under the **Hourly** section, click the **pencil icon** to edit the employee's hourly amount

i. In the **Amount** field, enter the new hourly amount

9. Under **Attachments**, upload the completed [Pay Equity Adjustment Request Form \(CSR 9-39\)](#)

10. Click **Submit**

Approval Process

Manager Submits



Compensation



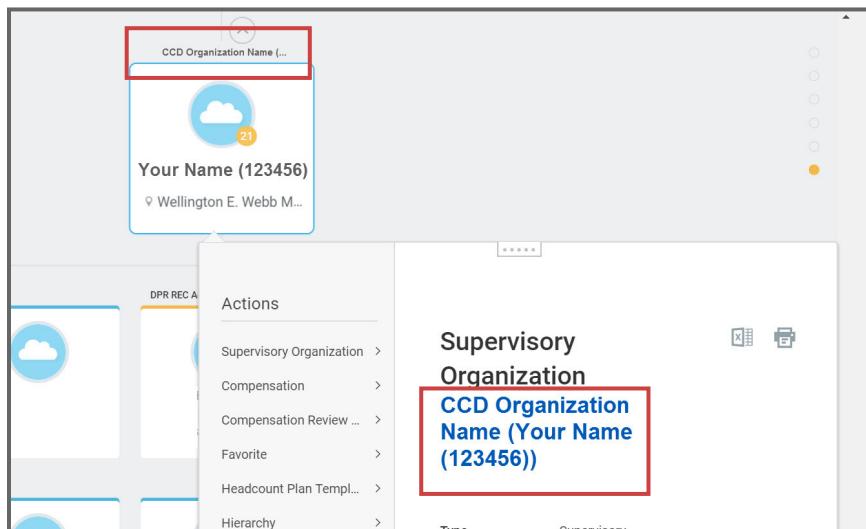
HR Records

The **End Additional Job** business process is used when an employee is leaving their additional position(s). This task cannot be completed on an employee's primary position. If you need to end an employee's primary position, you will first need to switch their primary position.

Determine if an Employee has an Additional Job

1. From your org chart, click the name of your organization directly above your name

2. Click the name of your organization again

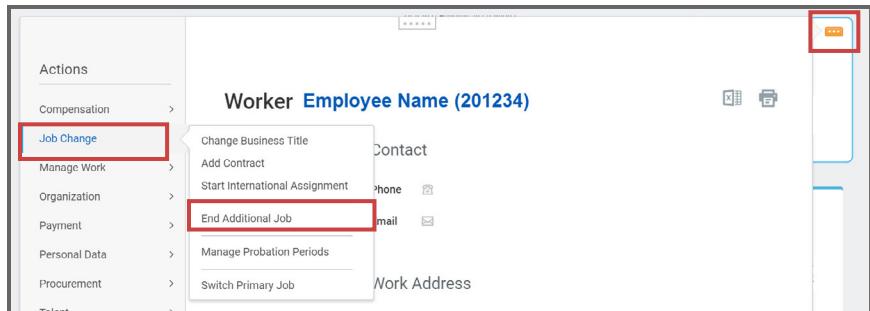


3. Click the **Members** tab to view all members of the organization
4. Look in the **Position** column. If an employee has an additional job, a **+** appears next to their position number. This is an additional job for the employee

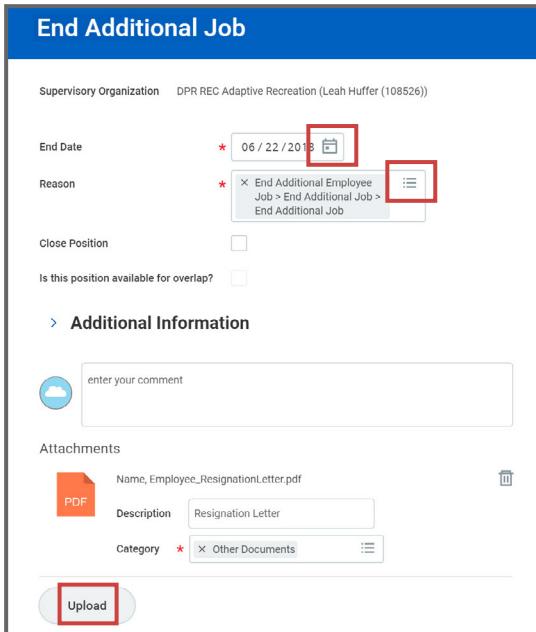
| Details | Members | Staffing | Unavailable to Fill | Roles | Security Groups | Organization Assignments |
|------------------------|--------------------------------|------------------|-----------------------------|---------------|-----------------|--------------------------|
| Members 13 items | | | | | | |
| Worker | Position | Phone | Email | Location | | |
| Employee Name (212345) | 12345 AB1234 Position Name (+) | + (720) 913-XXXX | Employee.Name@denvergov.org | Webb Building | | |
| Employee Name (212345) | 12345 AB1234 Position Name | | | | | |
| Employee Name (212345) | 12345 AB1234 Position Name | | | | | |
| Employee Name (212345) | 12345 AB1234 Position Name | | | | | |
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| Employee Name (212345) | 12345 AB1234 Position Name | | | | | |
| Employee Name (212345) | 12345 AB1234 Position Name | | | | | |

End Additional Job

1. From your org chart, click the employee's **related actions** button
2. Click **Job Change**
3. Click **End Additional Job**



4. Complete **End Additional Job** information
 - a. **End Date:** Enter last day worked
 - b. **Reason:** Completed for you
 - c. **Attachments:** Click upload to select a resignation letter from your computer's files and complete the fields
 - i. **Category:** Select **CCD - Termination Attachment**



5. Click **Submit**

6. Click **Done**

Approval Process

Manager Submits

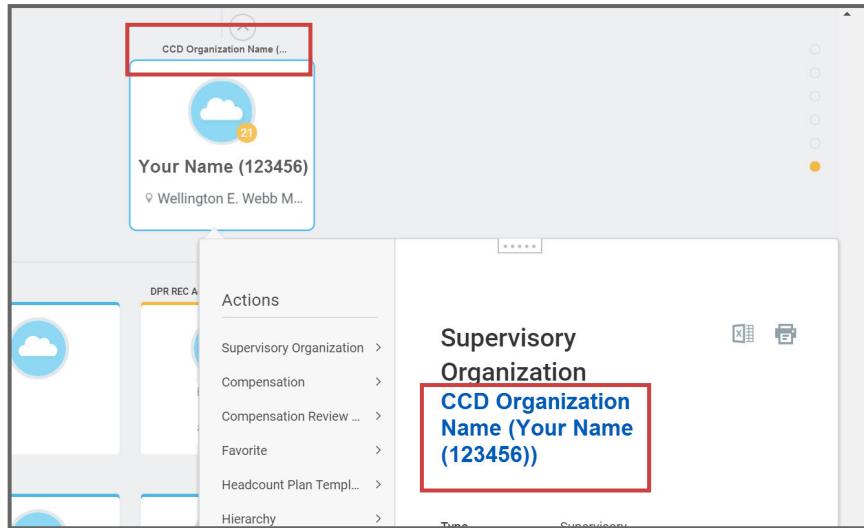


HR Partner

If you need to **End Additional Job** for an employee, the job you are ending cannot be the primary job. In this case, it may be necessary to complete the **Switch Primary Job** business process to end the additional job rather than the primary job.

Determine if an Employee has an Additional Job

1. From your org chart, click the **name of your organization** directly above your name
2. Click the name of your organization again

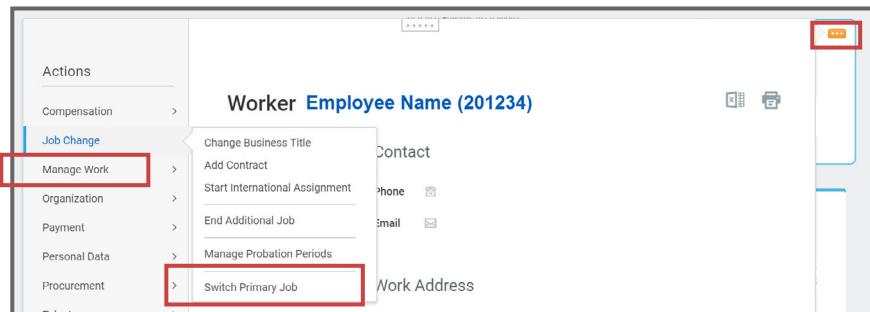


3. Click the **Members** tab to view all members of the organization
4. Look in the **Position** column. If an employee has an additional job, a **+** appears next to their position number. This is an additional job for the employee

| Details | Members | Staffing | Unavailable to Fill | Roles | Security Groups | Organization Assignments |
|------------------------|--------------------------------|------------------|-----------------------------|---------------|-----------------|--------------------------|
| Members 13 items | | | | | | |
| Worker | Position | Phone | Email | Location | | |
| Employee Name (212345) | 12345 AB1234 Position Name (+) | + (720) 913-XXXX | Employee.Name@denvergov.org | Webb Building | | |
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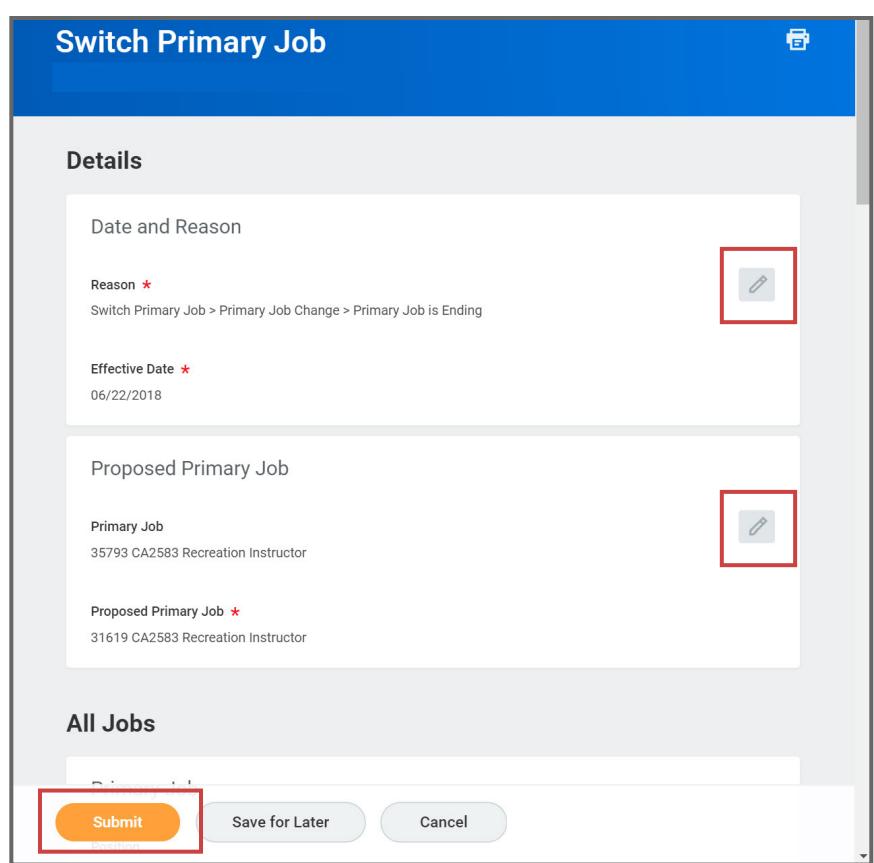
Switch Primary Job to End Additional Job

1. From your org chart, click the employee's **related actions** button
2. Click **Job Change**
3. Click **Switch Primary Job**



4. Click the **pencil icon** to edit the **Date and Reason**
 - a. **Reason:** Select best option
 - b. **Effective Date:** Enter the date of the change
5. Click the **check mark icon** when complete
6. If necessary, click the **pencil icon** to edit the **Proposed Primary Job**. If the employee only has two positions, the proposed primary job will automatically populate. If they have more than two positions, select a position to be the primary job
7. Click **Submit**

Switch Primary Job



A screenshot of the 'Switch Primary Job' dialog box. The 'Details' tab is selected. It shows a 'Date and Reason' section with a 'Reason' field containing 'Switch Primary Job > Primary Job Change > Primary Job is Ending' and a 'Pencil icon' (highlighted with a red box). Below it is an 'Effective Date' field set to '06/22/2018'. The 'Proposed Primary Job' section shows 'Primary Job' as '35793 CA2583 Recreation Instructor' and 'Proposed Primary Job' as '31619 CA2583 Recreation Instructor'. At the bottom are 'All Jobs' buttons and a 'Submit' button (highlighted with a red box), along with 'Save for Later' and 'Cancel' buttons.

8. Click **Done**
Approval Process

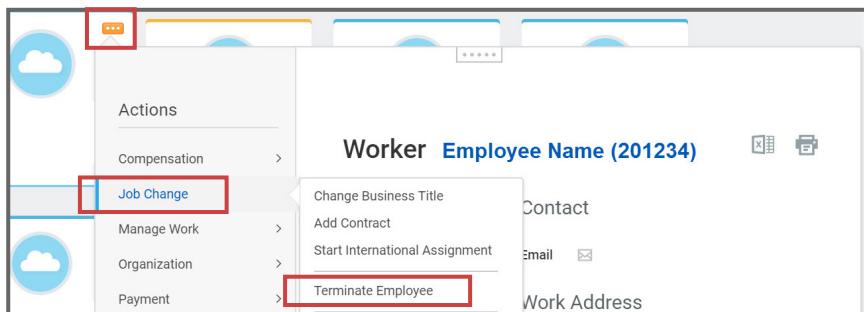
Manager Submits

HR Partner

The Termination task is used when an employee is leaving the city for both voluntary and involuntary reasons.

Terminate an Employee

1. From your org chart, click the employee's **related actions** button
2. Click **Job Change**
3. Click **Terminate Employee**



4. Click the **pencil icon** to complete each section. Required fields are indicated in Workday with a red asterisk

- a. **Reason**
 - i. **Primary Reason:** Select from drop-down list
 - ii. **Secondary Reason:** Select from drop-down list
- b. **Details**
 - i. **Termination Date:** Enter last day worked
 - ii. **Last Day of Work:** Completed for you based on termination date
 - iii. **Pay Through Date:** Completed for you based on termination date
 - iv. **Resignation Date:** Enter effective date stated in resignation letter

- c. **Regrettable:** Choose Yes or No
- d. **Position Details**
 - i. **Close Position:** Only select if you would like to remove the headcount from your team (not common)
 - ii. **Overlap** occurs when the BMO has approved dual incumbency (not common)
5. **Attachments:** Attach documentation for the termination (such as a resignation letter, retirement letter or appropriate separation document). Though this does not have a red asterisk, this is required
 - a. **Category:** Select CCD - Termination Attachment

6. Click **Submit**

7. Click **Done**

Approval Process

Manager Submits



HR Analyst



HR Partner

The termination reason End of On-Call Assignment - Intent to Return is used when an employee is leaving the city voluntarily for the season and intends to return the following season and work in the same job classification.

Terminate an Employee with Intent to Return

1. From your org chart, click the employee's **related actions** button
2. Click **Job Change**
3. Click **Terminate Employee**
4. Complete the following fields:
 - a. **Reason:** Click the pencil icon to edit
 - i. **Primary Reason:** Select **Voluntary**
 - ii. **Secondary Reason:** Select **End of On-Call Assignment - Intent to Return**
 - iii. Click the check mark icon
 - b. **Details:** Click the pencil icon to edit
 - i. **Termination Date:** Last day as a city employee
 - ii. All other date fields will populate based on **Termination Date**
 - iii. Click the check mark icon
 - c. **Position Details:** Click the pencil icon to edit
 - i. **Close Position:** Select if you would like to remove the head count from your team (not common)
 - ii. **Overlap:** Occurs when BMO has approved dual incumbency (not common)
 - d. Attachments are not required

5. Click **Submit**

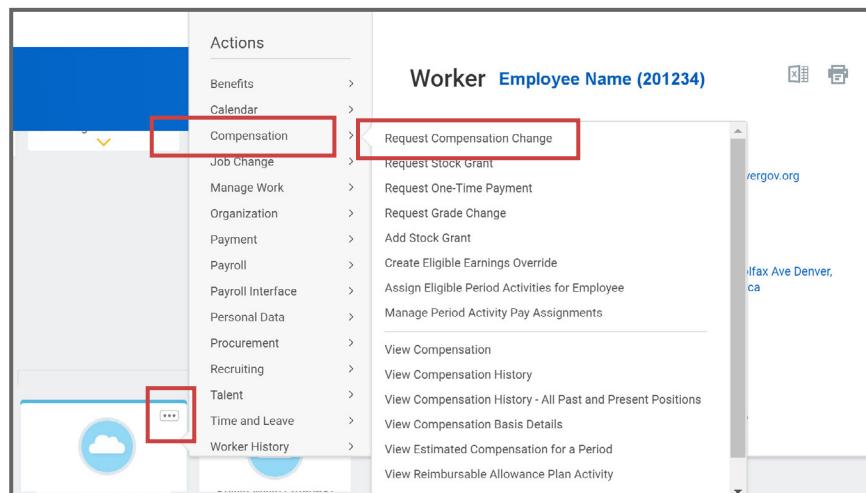
Approval Process



Working out of class is part of the request compensation change process. Reference to **Career Service Rule 9-96 Work Assignment Outside of Job Classification**. This is a temporary assignment or a temporarily unoccupied position and periods longer than one year require the approval of the OHR Executive Director. Add and remove the working out of class payment through the same task: **Request Compensation Change > Variable Compensation Change**.

Add a Working Out of Class Payment

1. From your org chart, click the employee's **related actions** button
2. Click **Compensation**
3. Click **Request Compensation Change**



4. Complete the following fields:
 - a. **Effective Date:** Enter the date the additional pay goes into effect (the beginning of the work week following the fifteenth day of the temporary assignment)
 - b. **Reason:**
 - i. Select **Request Compensation Change > Variable Compensation Change**
 - ii. Select **Variable Compensation Change > Allowance Change**
5. Click **OK**
6. Scroll down to the **Allowance** section, click **Add**
 - a. **Compensation Plan:** From the drop-down list select **Compensation Plans**
 - b. Select **Working Assignment**
7. Click the **check mark icon** when complete
8. Complete the **Comments** and **Attachments** section
 - a. **Comments:** Enter vacant position number/classification title
 - b. **Attachments field:** Attach the **Request for Work Assignment Outside of Job Classification** form and the employee letter
9. Click **Submit**
10. Click **Done**

Remove a Working Out of Class Payment

1. From your org chart, click the employee's **related actions** button
2. Click **Compensation**
3. Complete the fields
 - a. **Effective Date:** Enter the first day the employee will stop receiving working out of class payment
 - b. **Reason:**
 - i. Select Request Compensation Change > Variable Compensation Change
 - ii. Select Variable Compensation Change > Allowance Change
4. Scroll down to the **Allowance** section, click the **X icon** on the existing assignment. X marks will appear next to **Assignment Details** and **Effective Date** to note removing assignment pay
5. Scroll to **Comments**
 - a. **Comments:** Explain the removal of the working out of class payment. Include position number and date the position was filled
6. Click **Submit**
7. Click **Done**

Approval Process



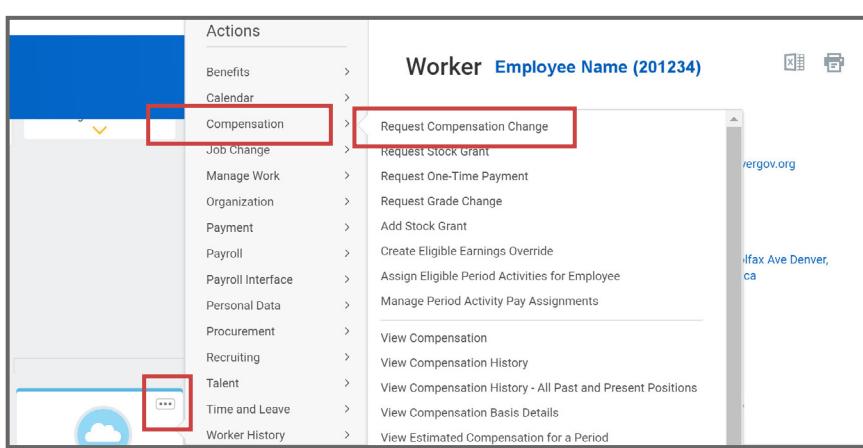
A Compensation Change > Pay Adjustment is initiated when an on-call employee will be receiving an increase in salary per Career Service Rule 9-40 Pay Adjustment for On-Call Employees. The Compensation Change task should be completed in Workday after you have verified that the employee has met the criteria in the rule (the employee has served a minimum of 300 hours in the year preceding the date of the proposed increase). The increase cannot exceed the average percentage merit increase established by the annual appropriation ordinance and Rule 13 PAY FOR PERFORMANCE for the year of the proposed increase.

Adjust an On-Call Employee's Pay

1. From your org chart, click the employee's **related actions** button

2. Click Compensation

3. Click Request Compensation Change



4. Click **Base Salary Change**

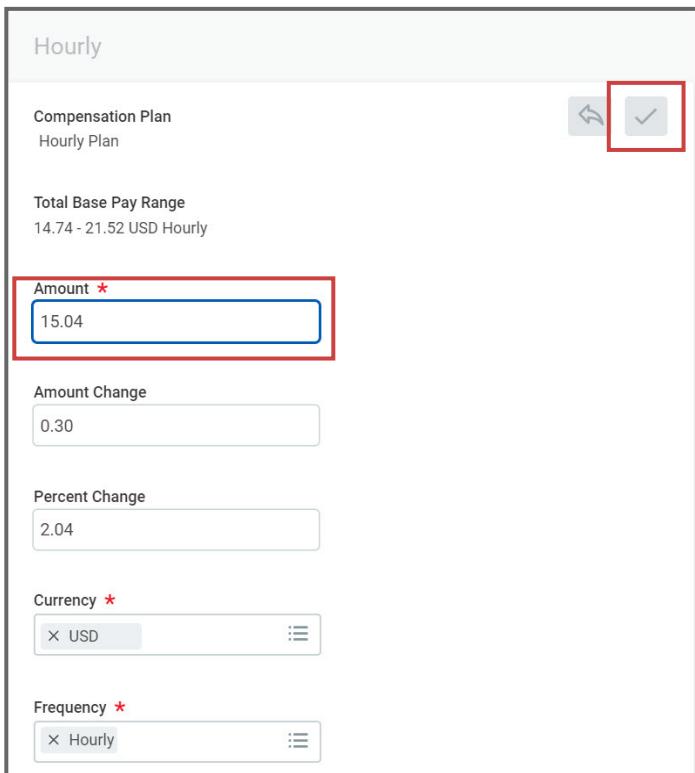
5. Complete the following fields:
 - a. **Effective Date:** The Sunday that the salary increase should go into effect
 - b. **Reason:** Select one of the following
 - i. **Request Compensation Change > Base Salary Change**
 - ii. **Base Salary Change > Pay Adjustment**
 - c. **Employee:** Displays employee name

6. Click **OK**

7. In the **Hourly** section, click the **pencil icon**

8. In the Amount field, enter the new hourly wage. The Amount Change and Percent Change will automatically populate

9. Click the check mark icon



Hourly

Compensation Plan
Hourly Plan

Total Base Pay Range
14.74 - 21.52 USD Hourly

Amount *
15.04

Amount Change
0.30

Percent Change
2.04

Currency *
X USD

Frequency *
X Hourly

Approval Process

Manager Submits



HR Partner

10. Click Submit

11. Click Done

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Learning

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Workday Learning allows managers to access and customize their direct reports' learning experiences and requirements.

How Do I

...approve/deny an employee's registration in a class?

- a. Click the **Enroll in Course** action in your Workday inbox
- b. Review the request
- c. Click **Approve** or **Deny**

...enroll my direct reports in a training?

- a. From the home page, click the **Learning** app
- b. Locate and click the course or training you would like to enroll your team. The course must require enrollment to be able to enroll a team
- c. Click **Enroll My Team**
- d. Under **Assign as Required Learning**, click **Yes** or **No**
- e. Select the team members
- f. Click **OK**
- g. Click **Done**

...view my direct reports' learning transcript to see who has enrolled, started or completed a training?

- a. From the home page, click the **My Team Management** app
- b. Under **CCD LD My Team's Learning Report**, hover to the right of **Transcript Records (numeric)** and click the hyperlink. You can filter by employee or course name

c. From the **View By** pop-up, select **View Details** to see all records and choose the appropriate view option:

- i. **Completion Status**: View learning records by status
- ii. **Course**: View learning records by course
- iii. **Worker**: View learning records by worker
- iv. **Export to Excel (All Columns)**: Generate an Excel version of the report

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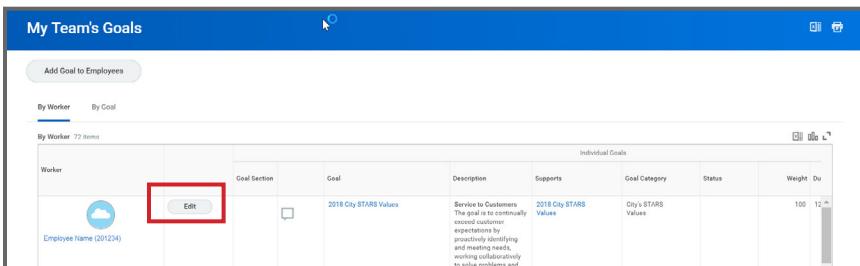
Performance

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Use this process to add goals for your employees or edit existing goals for the current year. You can copy and paste goals written in a document into Workday. You can also use the **chat icon** to take ongoing notes about progress toward a goal.

Edit a Goal

1. From your home page, click the **Team Performance** app
2. Under Reports, click **Goals**
3. Under **My Team's Goals**, the supervisory org will automatically populate. Click **OK**
4. Goals will be sorted by employee and status (**Not Started**, **In Process** and **Completed**)
5. Click **Edit** to edit an employee's goal

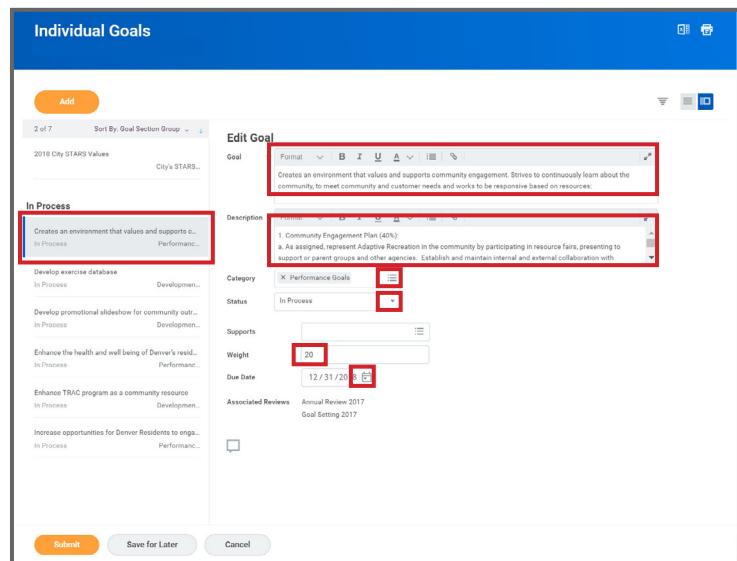


6. From the list of goals on the left, click the goal you want to edit

7. Complete the following fields:

- a. **Goal:** Type edits in the text box
- b. **Description:** Type edits in the text box
- c. **Category:** Select **Performance Goals** or **Development Goals**
- d. **Status:** Change to **In Process**
- e. **Weight:** Enter proposed weight
- f. **Due Date:** Change to **12/31**

8. Once complete, click the next goal you wish to edit. Repeat step 7
9. Click **Submit** or **Save for Later** to save the goal in your Workday inbox and continue working on it later



Add a New Goal

1. From the home page, click the **Team Performance** app
2. Under **Actions**, click **Add Goal to Employees**
3. Click **Create New Goal**
4. Under **Assign To**, enter the name of the **Employee(s)**
5. Complete the following fields:
 - a. **Goal:** Enter the goal
 - b. **Description:** Enter the goal's description
 - c. **Category:** Select **Performance Goals** or **Development Goals**
 - d. **Weight:** Enter proposed weight
 - e. **Due Date:** Change to **12/31**
6. Click **Add** to add another goal
7. Click **Submit** or **Save for Later** to save the goal in your Workday inbox and continue working on it later

Approval Process

There is no approval required for this process.

Once you set your news goals for the year, you may want to archive goals that are no longer needed. This process explains how to archive your employee's previous goals so they do not appear on their profile or under the Team Performance app. Once goals are archived, they can be unarchived if necessary.

Archive a Goal

1. From your home page, click the **Team Performance** app
2. Under **Actions**, click **Archive Goals**
3. Complete the **Worker** field: Type the employee's name or select from the **My Team** drop-down list
4. Click **OK**. All the employee's goals will appear with a **checkbox** in the **Archive** column
5. From the list of goals, click the **checkbox** next to the goal(s) you want to archive
6. Click **OK**

Approval Process

There is no approval required for this process.

It may be appropriate for some jobs that have many employees doing the same work to have the same goals. This process explains how a manager can add those goals to appropriate employees at the same time. Employees will still see any cascaded goal in their profile (i.e., STARS).

Copying Goals to Multiple Employees

1. From your home page, click the **Team Performance** app
2. Click **Add Goal to Employees**
3. Choose **Copy Existing Goal**
4. Choose **Goals by Category** in the dropdown menu
5. Choose **Performance Goals**
6. Click the **checkbox** next to each goal you want to assign
7. In the **Assign To** section, select either **Employees** or **Organizations**. Do not select both, or the goals will be duplicated.
 - a. If you select **Employees**, click **My Team**
 - i. Click the **checkbox** next to the employee(s) you want to assign the selected goal(s)
 - b. If you select **Organization**, click **My Organizations**
 - i. Click the **checkbox** next to the organization(s) you want to assign the selected goal(s)

- ii. If you select **Organization**, the **Include Subordinate Organizations** checkbox will appear. Click the checkbox if necessary

8. Click **OK**

9. Review the following fields and edit if necessary:

- a. **Goal**: Type the goal in the text box
- b. **Description**: Type the description in the text box
- c. **Category**: Select **Performance Goals** or **Development Goals**
- d. **Weight**: Enter proposed weight
- e. **Due Date**: Select **12/31**
- f. **Editable**: Leave checked. Unchecking this box restricts anyone from making any changes to this goal after it is submitted, including deleting it

10. Click **Submit**. You will see a **green check mark** to indicate the process has been successfully completed

11. Employees can now see the goals in their profiles

Approval Process

There is no approval required for this process.

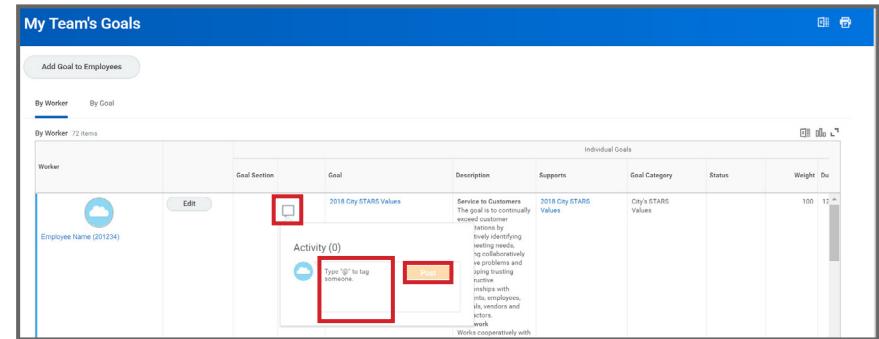
When an employee has a job change (transfer, promotion, demotion, etc.), their goals travel with them. The previous manager should update the employee's goals before the job change, and the new manager should do the same afterward. Once the employee has moved to the new position in Workday, the previous manager won't be able to access the employee's goals. Additionally, at the end of the year during the performance review, the current manager will be able to send the review to an additional manager.

Previous Manager

This must be completed prior to the employee moving in Workday.

1. From your home page, click the **Team Performance** app
2. Under **Reports**, click **Goals**
3. Under **My Team's Goals**, the supervisory org will automatically populate
4. Click **OK**
5. Goals will be sorted by employee and status (**Not Started**, **In Process** and **Completed**)

6. Scroll down to the employee and click the **Activity** box next to each goal
7. Write an evaluation of that goal in the **Activity box**. This should include all pertinent and standard information for a performance review, except a rating
8. When you are finished, click **Post**
9. Repeat for all the employee's goals



New Manager

Once you can see the employee in your org chart, you will have access to all the employee's goals, including those from a previous position(s). Do not delete an employee's goals from a previous position. During the performance review, the employee is evaluated on all work performed during that year, regardless of which position(s) they held.

1. Access the employee's goals according to steps 1-4 in the **Previous Manager** section
2. Click the **Comment** box to review the previous manager's comments in each goal
3. Add new goals for the employee according to their new position. Review [**Copying Goals to Multiple Employees**](#)
4. As you add new goals, adjust the weights of the new and previous goals. It is recommended that goal weights be prorated to reflect the amount of time spent in each position during the year. The sum of all weights from the previous position(s) and new position must total 100 percent

Troubleshooting

1. If the employee's previous manager didn't add goals, and the employee has already moved to the new manager, the new manager can work with the previous manager to get a copy of what the goals should have been and enter them
2. If the previous manager didn't provide an evaluation of the goals prior to the move during the performance reviews at the end of the year, the new manager will have the option to send the review to the previous manager for evaluation. This step is called **Additional Manager Evaluation**

Approval Process

There is no approval required for this process.

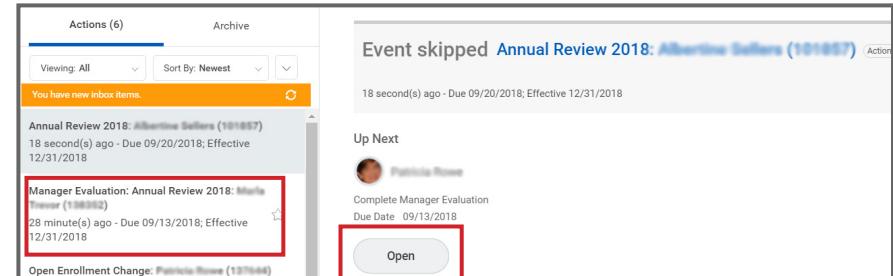
If an employee on your team had a different job(s) throughout the year working with a different manager(s), you can send the review to those managers to review the goals. This may happen through a transfer, demotion, promotion, move worker task or shift change. Up to two different managers can be selected to review. If possible, talk to the other manager(s) to let them know an evaluation will appear in their inbox. When the other manager(s) has completed their evaluation, the information they provide will be incorporated into the review. **You will not receive a notification and you do not need to wait for them to proceed with your evaluation.**

Get an Additional Manager Evaluation

1. From your home page, click your **Inbox** icon
2. Click the **Annual Review 2018** inbox item
3. Under **Get Additional Manager Evaluation**, click **Reviewers** to search for the employee's previous manager
4. Type the manager's name into the **search bar** and select the appropriate manager
5. Click **Submit** when the manager(s) is selected

6. In your inbox, click the **Manager Evaluation: Annual Review 2018** task

7. Click Open

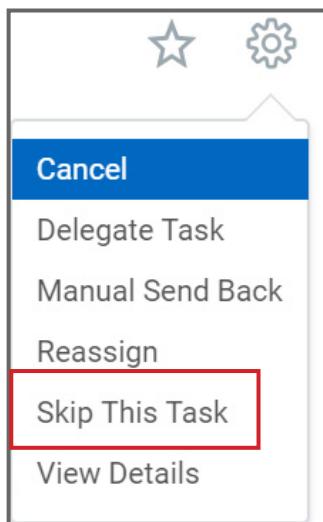


8. Complete the Performance Review according to the **Performance Review** process

Once your employees are finished with their self-evaluation and have submitted it to you, you will receive an action in your inbox. If your employees do not complete a self-evaluation, the review will automatically be sent to you.

Open an Annual Review

1. From your home page, click your **Inbox** icon
2. Click the **Annual Review 2018** inbox item
3. The first screen is an optional step to **Get Additional Manager Evaluation**. Refer to the **Get Additional Manager Evaluation** process for help or proceed to step 4
4. To skip **Get Additional Manager Evaluation**, click the gear icon and select **Skip This Task**



5. You will receive a notification that you skipped the task. Click **OK**

Skip This Task

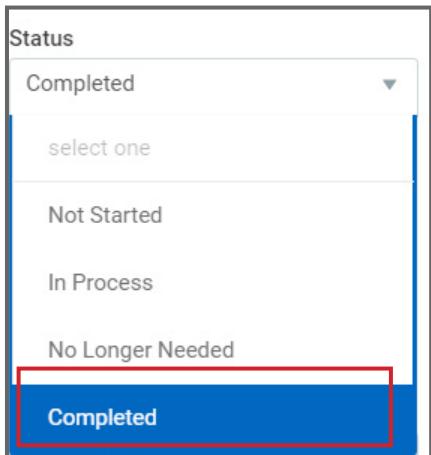
23 minute(s) ago - Due 09/04/2018; Effective 12/31/2018

You have opted to Skip this Task. The Task will have a status of "Manually Skipped" in Process History.

| | |
|------------------|---|
| Business Process | Annual Review 2018: Rachel Cuccaro (140110) |
| Step | Get Additional Manager Evaluation |
| Due Date | 09/04/2018 |

6. You will be notified that you have new inbox items **Evaluate STARS Goal**
 1. Click the **Manager Evaluation: Annual Review 2018** inbox item
 2. Click **Open**
 3. Click **Go to Guided Editor**
 4. The first section is the **STARS Values** goal. Click the **pencil icon** to edit

1. Scroll to the bottom of the STARS Values goal and select **Completed** in the **Status** drop-down menu



A screenshot of a dropdown menu titled "Status". The options listed are: Completed, select one, Not Started, In Process, No Longer Needed, and Completed. The "Completed" option is highlighted with a red rectangular border.

2. In the **Completed On** field, enter **12/31/2018**

3. Under **Manager Evaluation**, select the appropriate rating for the STARS Values goal

- a. Exceptional
- b. Exceeds Expectations
- c. Successful
- d. Below Expectations
- e. Unacceptable

8. Under **Comments**, enter your comments with justification for the selected rating

9. Click the **check mark icon** to save



Note: Under **Summary**, you will see a **Calculated Rating** next to the **Employee's Self-Evaluation Calculated Rating** for the STARS goal. The STARS goal is 20% of the overall rating.

10. Click the **pencil icon** to add overall comments about the employee's STARS goal

11. When finished, click the **check mark icon** to save

12. Click **Next** to move to **Performance Goals**

Evaluate Performance Goals

1. Review each performance goal

2. Click the **pencil icon** to edit a goal

3. Scroll to the bottom of the performance goals and select **Completed** in the **Status** drop-down menu. All goals must be marked **Complete** during the performance review

4. In the **Completed On** field, enter **12/31/2018**

1. Under **Manager Evaluation**, select the appropriate rating for the performance goal
 - a. Exceptional
 - b. Exceeds Expectations
 - c. Successful
 - d. Below Expectations
 - e. Unacceptable
6. Under **Comments**, enter your comments with justification for the selected rating
7. Click the **check mark icon** to save
8. Scroll to the next performance goal and repeat steps 2-7. If goals are missing from the Performance Goal section, review the **Pull Existing Goal into Review** process



Note: Under **Summary**, you will see a **Calculated Rating** next to the **Employee's Self-Evaluation Calculated Rating** for the performance goals. Performance goals are 80% of the overall rating.

9. Click the **pencil icon** to add overall comments about the employee's performance goals
10. When finished, click the **check mark icon** to save
11. Click **Next** to move to **Development Goals**

Evaluate Development Goals

1. Under **Manager Evaluation**, click the **pencil icon** to enter comments about the development goals. Development goals are not rated in the performance review

Supporting Documents

Supporting Documents is an optional field. It allows you to upload any relevant documents for the review including reports, work products, emails, proposals, etc.

1. Review any documents your employee has uploaded
2. Click **Attach** to upload a document(s)
3. Under **Comment**, list the document(s) attached

1. Click **Next** to move to **Overall**

Overall and Summary

1. On the **Overall** page, do not adjust the **Calculated Rating** numbers. The **Calculated Rating** shows the employee's overall performance rating

2. Click **Next** to move to **Summary**

3. Review all ratings and comments for **STARS**, **Performance** and **Development** goals

4. Click the **pencil icon** to edit goals

5. Click **Save for Later** if the review is not complete and needs additional changes. This will save the review in your inbox

6. When the review is finished, click **Submit**

Approval Process



If your employee is missing a goal in their Performance Review, refer to this process.

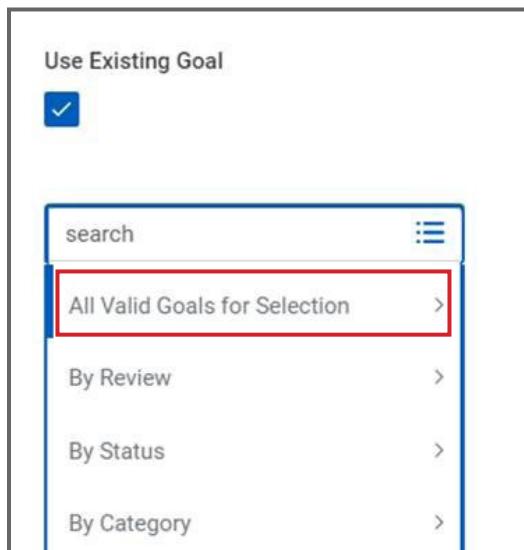
Pull a Performance Goal into Review

1. In the **Performance Review**, review each goal

2. Scroll to the bottom of **Performance Goal** and click **Add**

3. Click the **Use Existing Goal** checkbox

4. Select **All Valid Goals for Selection**



5. Under **Search**, select the appropriate goal. The goal information will automatically populate in the **Goal**, **Description**, **Category** and **Due Date** fields. Confirm **Performance Goals** is selected in **Category** and the **Due Date** is **12/31/2019**

6. Scroll to the bottom of the performance goals and select **Completed** in the **Status** drop-down menu

7. In the **Completed On** field, enter **12/31/2019**

8. Under **Manager Evaluation**, select the appropriate rating for the performance goal

- a. Exceptional
- b. Exceeds Expectations
- c. Successful
- d. Below Expectations
- e. Unacceptable

9. Under **Comments**, enter your comments with justification for the selected rating

10. Click the **check mark icon** to save

11. Scroll to the next performance goal and repeat this process for all missing goals

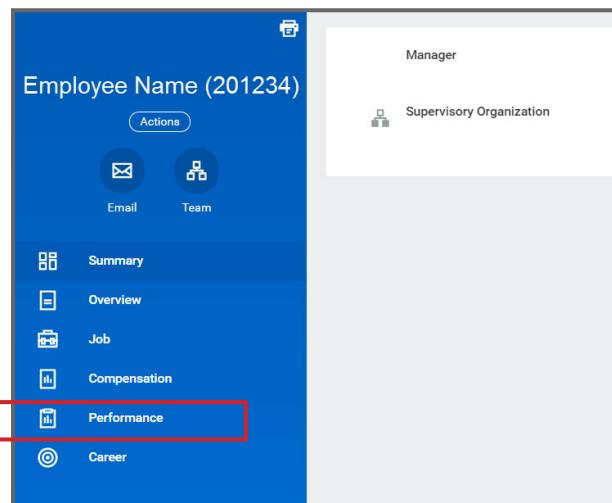
12. Click **Next** to move to **Development Goals**

Create a PDF printable version of your employee's performance reviews to share with your employee. It is recommended that you always create a new PDF of the review to avoid any confusion with older versions on the employee's profile.

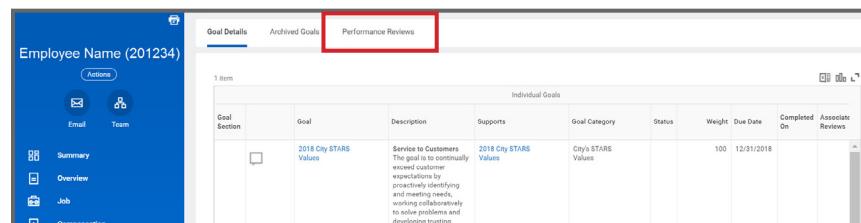
Employee Profile

1. Search for and select the employee's name in the **search bar**

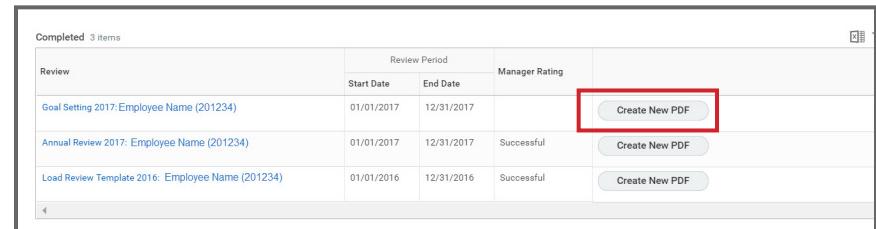
2. Click **Performance**



3. Click **Performance Reviews**



4. Click **Create New PDF** to the right of **Annual Review**



| Review | Review Period | | Manager Rating | Create New PDF |
|---|---------------|------------|----------------|--------------------------------|
| | Start Date | End Date | | |
| Goal Setting 2017: Employee Name (201234) | 01/01/2017 | 12/31/2017 | | |
| Annual Review 2017: Employee Name (201234) | 01/01/2017 | 12/31/2017 | Successful | Create New PDF |
| Load Review Template 2016: Employee Name (201234) | 01/01/2016 | 12/31/2016 | Successful | Create New PDF |

5. When the pop-up appears, click **Notify Me Later**

6. A PDF of the review will become available in your notifications. Click on the **bell icon** at the top right of the screen

7. Click on the PDF to open the review

Approval Process

There is no approval required for this process.

Once your employees are finished with their self-evaluation, you will complete your review of their performance. After you review, your manager will also review the employee's rating. The review will be sent to the agency approver for calibration across the agency. Once all ratings have been calibrated, the agency approver will release the review back to you.

Inbox Item

1. From your home page, click your **Inbox** icon

2. Click **Schedule and conduct Meeting: Manager Evaluation**

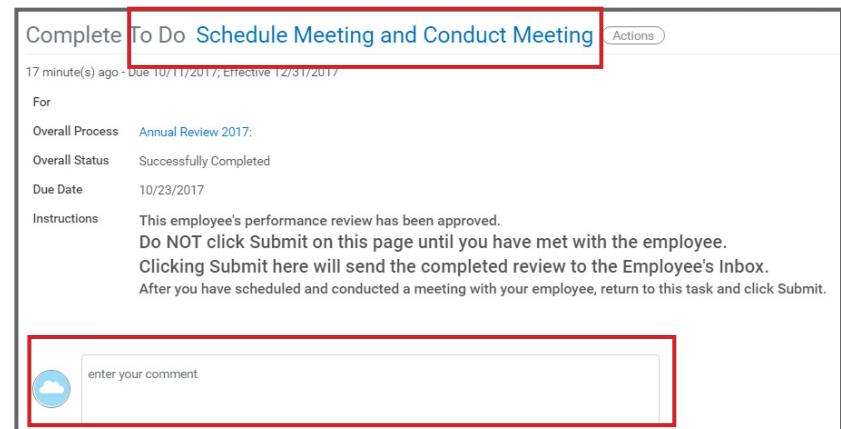


Note: Do not click **Submit** on this page until you have met with your employee. Clicking **Submit** will send the review to the employee.

3. Schedule a meeting with your employee to review their rating and evaluation for the year

Acknowledge Your Employees

1. After you have met with your employee and they are aware of their evaluation, log in to Workday and open your inbox
2. Click **Complete To Do Schedule Meeting and Conduct Meeting**
3. In the **Comments** field, enter the time you met with your employee



The screenshot shows a 'To Do' item in the Workday inbox:

Complete To Do **Schedule Meeting and Conduct Meeting** (Actions)

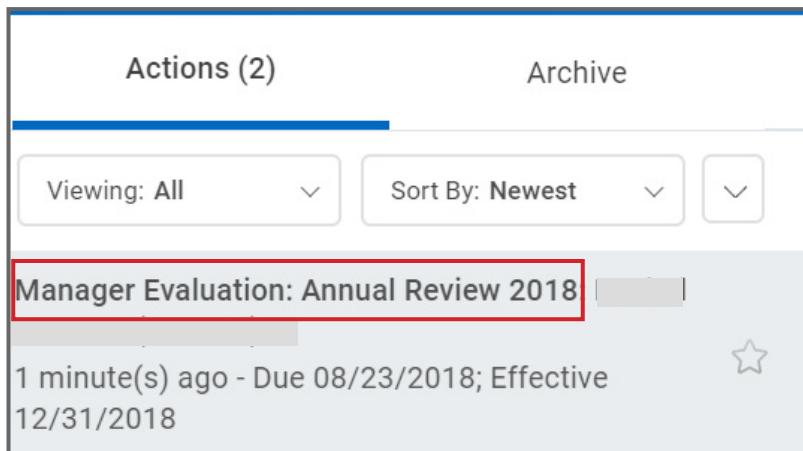
17 minute(s) ago - Due 10/11/2017; Effective 12/31/2017

For: Overall Process: Annual Review 2017;
Overall Status: Successfully Completed
Due Date: 10/23/2017
Instructions: This employee's performance review has been approved.
Do NOT click Submit on this page until you have met with the employee.
Clicking Submit here will send the completed review to the Employee's Inbox.
After you have scheduled and conducted a meeting with your employee, return to this task and click Submit.

enter your comment

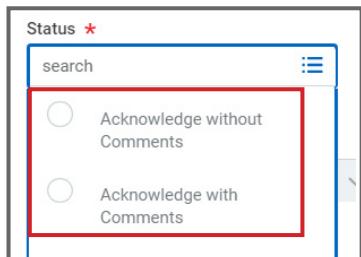
4. Click **Submit**. The review is routed to your employee to acknowledge. After your employee acknowledges, it will be routed back to you to acknowledge

5. Once your employee has acknowledged their performance review, click **Manager Evaluation: Annual Review 2018** in your inbox. You will see your employee's acknowledgement with or without comments in this inbox item



The screenshot shows a Workday inbox interface. At the top, there are buttons for 'Actions (2)' and 'Archive'. Below that are filters for 'Viewing: All' and 'Sort By: Newest'. A single email item is listed: 'Manager Evaluation: Annual Review 2018'. This item is highlighted with a red box. Below the subject, the email details are shown: '1 minute(s) ago - Due 08/23/2018; Effective 12/31/2018'. There is also a small star icon.

6. Click the pencil icon to edit
7. In the **Status** field, select the appropriate answer
- Acknowledge without Comments**
 - Acknowledge with Comments:** Enter your comments in the space provided



The screenshot shows a 'Status' dropdown menu. It contains two options: 'Acknowledge without Comments' and 'Acknowledge with Comments'. The first option is selected and highlighted with a red box. There is also a 'search' bar and a three-dot menu icon.

8. Click Submit

Approval Process



This page is intentionally left blank.

Contingent Worker

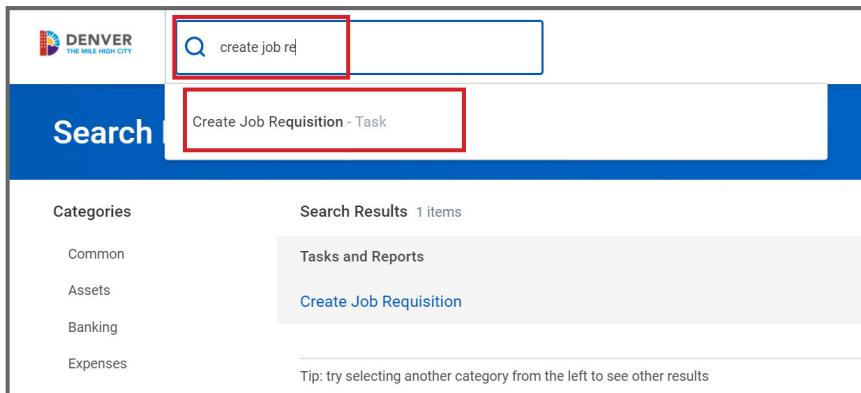
This page is intentionally left blank.

To hire a contingent worker, you must have a **Contingent Worker** position and approved job requisition. If you have an existing contingent worker position, you will use the **Create Job Requisition** process. If you need to create a new contingent worker position, you will follow this process.

Create New Contingent Worker Position

1. Search Create Job Requisition

2. Click Create Job Requisition



The screenshot shows the Workday search interface. At the top, there is a search bar with the placeholder "create job re". Below the search bar is a blue header bar with the text "Search". Underneath the header, there is a sidebar with categories: "Common", "Assets", "Banking", and "Expenses". To the right of the sidebar, the search results are displayed under "Search Results 1 items". The result is a single item titled "Create Job Requisition" with the subtitle "Tasks and Reports". A tip at the bottom of the results says "Tip: try selecting another category from the left to see other results".

3. Complete the following Job Requisition Details

- Supervisory Organization:** Select the supervisory organization the position/worker will report to (this will default to the current organization; update if necessary)
- Create New Position:** Select to create a new position
- Worker Type:** Select **Contingent Worker** (not employee)

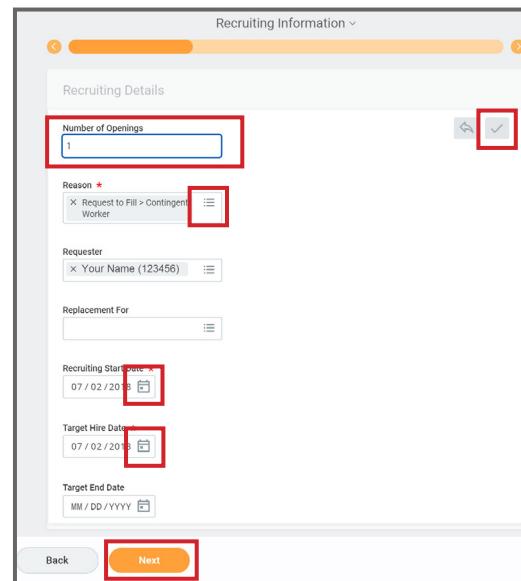
4. Click OK

5. Click the pencil icon to complete the following Recruiting Information

- Number of Openings:** Enter the number of positions you are requesting
- Reason:**
 - Select **Create Job Requisition > Request to Fill**
 - Select the **Request to Fill > Contingent Worker**
- Requester:** Do not edit
- Replacement For:** Do not edit
- Recruiting Start Date:** Today's date
- Target Hire Date:** Today's date

6. Click the check mark icon to save Recruiting Details

7. Click Next



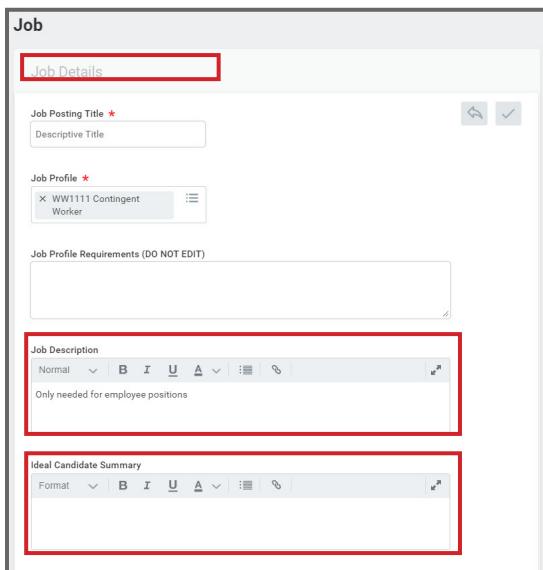
The screenshot shows the "Recruiting Information" form. It has a progress bar at the top. The "Recruiting Details" section contains the following fields:

- Number of Openings:** A text input field containing "1" with a red box around it.
- Reason:** A dropdown menu showing "Request to Fill > Contingent Worker" with a red box around it.
- Requester:** A dropdown menu showing "Your Name (123456)".
- Replacement For:** An empty dropdown menu.
- Recruiting Start Date:** A date input field showing "07 / 02 / 2019" with a red box around it.
- Target Hire Date:** A date input field showing "07 / 02 / 2019" with a red box around it.
- Target End Date:** A date input field showing "MM / DD / YYYY" with a red box around it.

At the bottom of the form are "Back" and "Next" buttons, with the "Next" button highlighted with a red box.

8. Click the pencil icon to complete the **Job Details**

- a. **Job Posting Title:** Enter the descriptive title of the position
- b. **Job Profile:** Type **Contingent Worker** or **Unpaid Intern** in the search field. Select **WW1111 Contingent Worker** or **WW1122 Unpaid Intern**
- i. If you select **Unpaid Intern**, you will need to complete the **Job Description** and **Ideal Candidate Summary** fields



Job

Job Details

Job Posting Title *
Descriptive Title

Job Profile *
WW1111 Contingent Worker

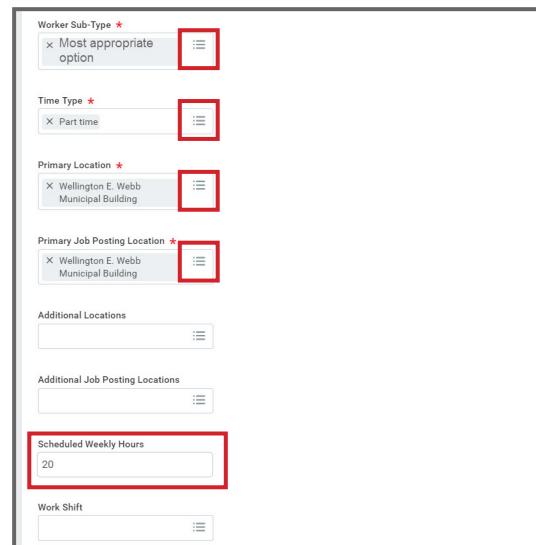
Job Profile Requirements (DO NOT EDIT)

Job Description

Only needed for employee positions

Ideal Candidate Summary

- c. **Worker Sub-Type:** Select the most appropriate option
- d. **Time Type:** Select **Full Time** or **Part Time**
- e. **Primary Location:** Enter the location
- f. **Scheduled Weekly Hours:** Update to average number of hours per week for the position



Worker Sub-Type *
Most appropriate option

Time Type *
Part time

Primary Location *
Wellington E. Webb Municipal Building

Primary Job Posting Location *
Wellington E. Webb Municipal Building

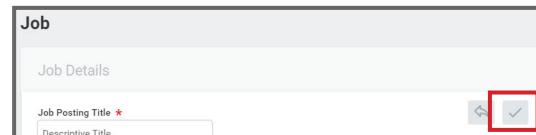
Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours
20

Work Shift

9. Click the check mark icon to save the Job Details



Job

Job Details

Job Posting Title *
Descriptive Title

10. Click Next

7. **Organizations:** Review the organizations

8. Click Next

9. **Attachments:** Add any documents specific to the position

10. Click Next

11. **Cost Information:** Do not edit

12. Click Next

13. **Summary:** This displays all information entered

- a. In the **Comment** box, enter why you are requesting the contingent worker position

18. Click Submit

Approval Process

Manager Submits



Agency Approver



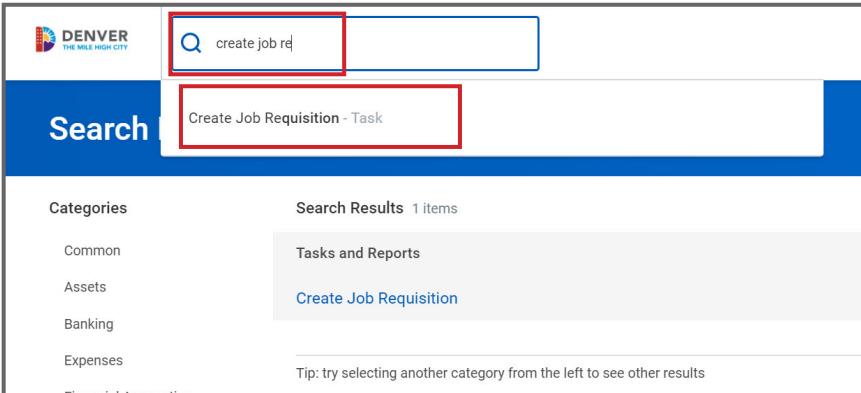
Note: Once the contingent worker position is approved, complete the **Contract Contingent Worker** task to add the worker to Workday. The recruiter will reach out to you if it is an unpad intern.

Follow this process to hire an unpaid intern. You must have a **Contingent Worker - Unpaid Intern** position and approved job requisition.

Create New Contingent Worker Position

1. Search Create Job Requisition

2. Click Create Job Requisition



The screenshot shows the Workday search interface. A search bar at the top contains the text "create job req". Below the search bar is a blue "Search" button. To the right of the search bar, a red box highlights the search term. The search results show one item: "Create Job Requisition - Task". A second red box highlights this result. On the left side, there is a sidebar with categories: Categories, Common, Assets, Banking, and Expenses. Under "Common", there is a "Tasks and Reports" section which includes a link to "Create Job Requisition". A tip at the bottom of the sidebar says: "Tip: try selecting another category from the left to see other results".

3. Complete the following Job Requisition Details

- Supervisory Organization:** Select the supervisory organization the position/worker will report to (this will default to the current organization; update if necessary)
- Create New Position:** Select to create a new position
- Worker Type:** Select **Contingent Worker** (not employee)

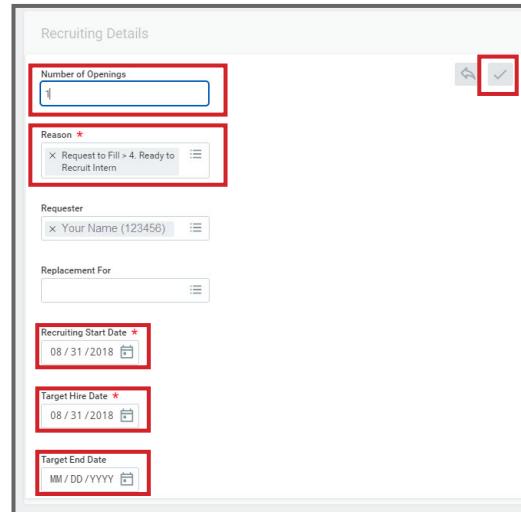
4. Click OK

5. Click the pencil icon to complete the following Recruiting Information

- Number of Openings:** Enter the number of positions you are requesting
- Reason:**
 - Select **Create Job Requisition > Request to Fill**
 - Select the **Request to Fill > Ready to Recruit Intern**
- Requester:** Do not edit
- Replacement For:** Do not edit
- Recruiting Instruction:** Post internal and external
- Recruiting Start Date:** Today's date
- Target Hire Date:** Today's date
- Target End Date:** Enter intern end date. This can be extended by the recruiter

6. Click the check mark icon to save Recruiting Details

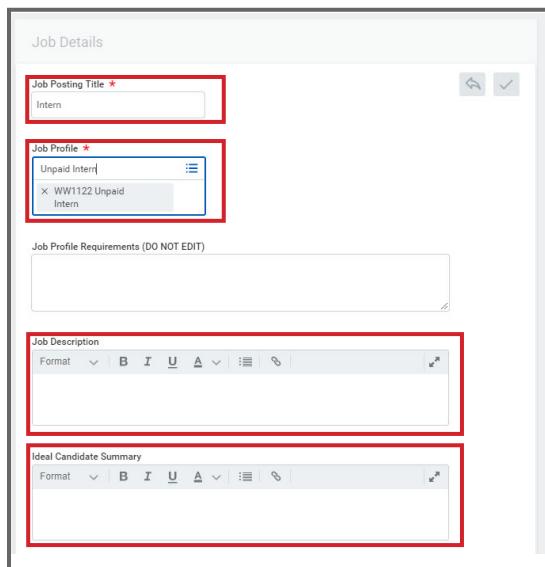
7. Click Next



The screenshot shows the "Recruiting Details" form. Several fields are highlighted with red boxes: "Number of Openings" (containing "1"), "Reason" (containing "Request to Fill > 4. Ready to Recruit Intern"), "Recruiting Start Date" (containing "08 / 31 / 2018"), "Target Hire Date" (containing "08 / 31 / 2018"), and "Target End Date" (containing "MM / DD / YYYY"). There is also a red box around the "Requester" field, which contains "Your Name (123456)". A red box highlights the checkmark icon in the top right corner of the form.

8. Click the pencil icon to complete the **Job Details**

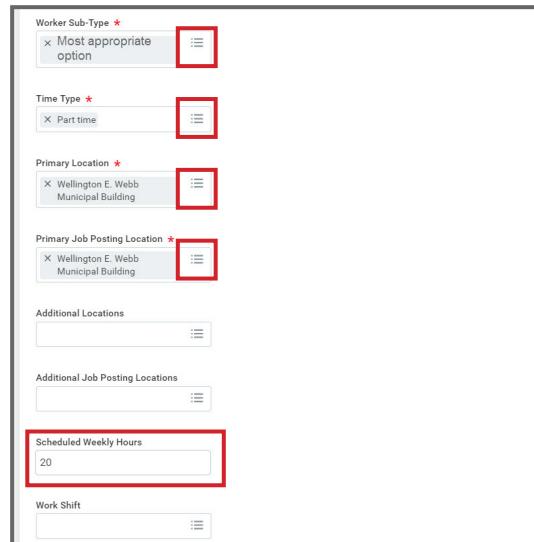
- a.** **Job Posting Title:** Enter the descriptive title of the position
- b.** **Job Profile:** **Unpaid Intern** in the search field. Select **WW1122 Unpaid Intern**
 - i.** If you select **Unpaid Intern**, you will need to complete the **Job Description** and **Ideal Candidate Summary** fields
- c.** **Worker Sub-Type: Unpaid Intern**



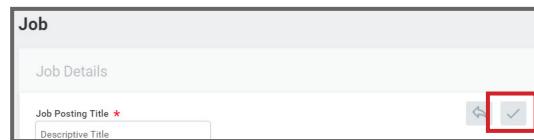
d. **Time Type:** Select **Part Time**

e. **Primary Location:** Enter the location

f. **Scheduled Weekly Hours:** Update to average number of hours per week for the position



9. Click the check mark icon to save the Job Details



10. Click **Next**

11. Organizations: Review the organizations

12. Click Next

13. Attachments: Add any documents specific to the position

14. Click Next

15. Cost Information: Do not edit

16. Click Next

17. Assign Roles: Do not edit

18. Summary: This displays all information entered

- a. In the **Comment** box, enter why you are requesting the contingent worker position

18. Click Submit

Approval Process

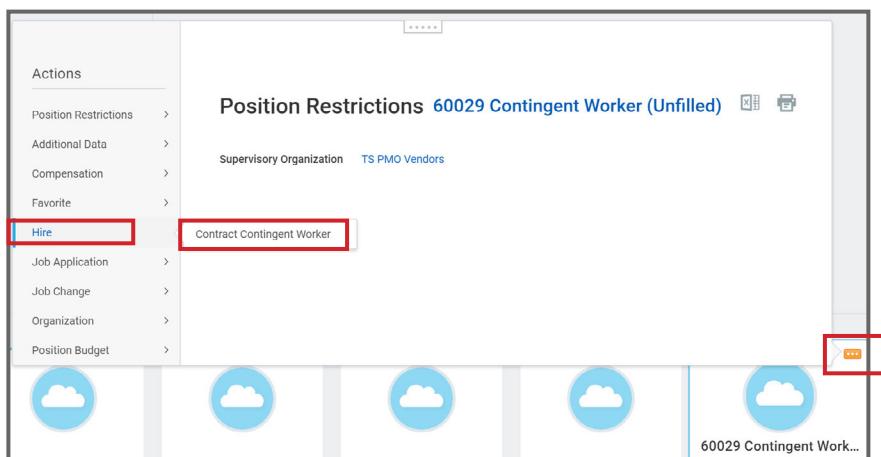


Note: Once the contingent worker position is approved, complete the **Contract Contingent Worker** task to add the worker to Workday. The recruiter will reach out to you if it is an unpaid intern.

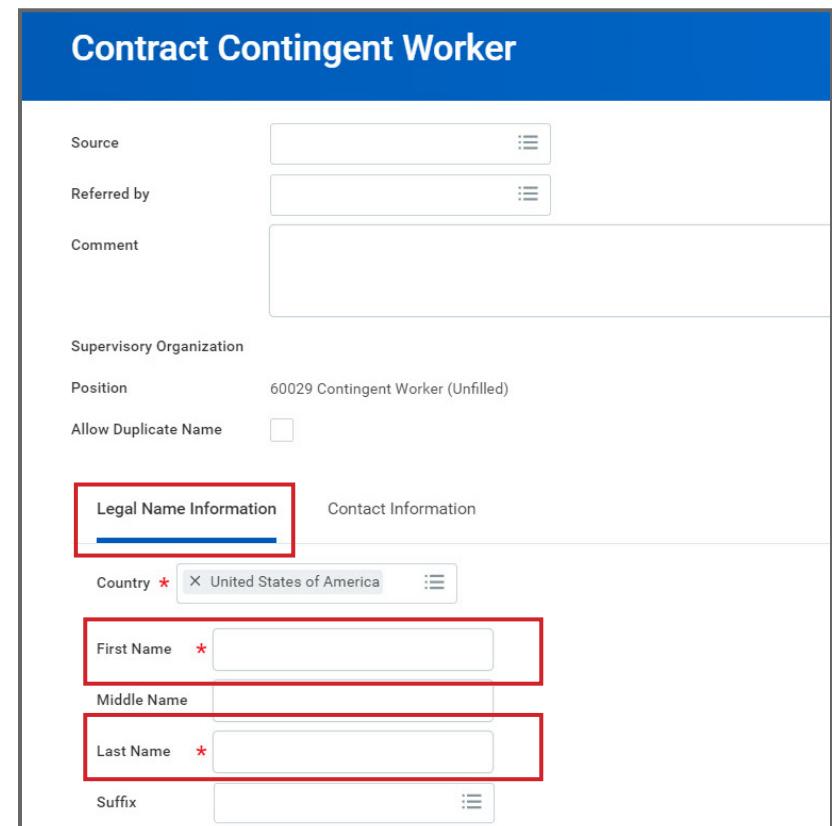
The **Contract Contingent Worker** task is used to hire a contingent worker into a vacant position with an approved job requisition. Managers are responsible for completing this task. The contingent worker's **position number**, **name** (first, middle and last), **email address**, **phone number** (home/personal), **start date** and **end date** are required for this task. It is recommended that you complete the **Contract Contingent Worker** process 1-2 weeks prior to the start date.

Contract a Contingent Worker

1. From the vacant position, click the **related actions** button
2. Click **Hire**
3. Click **Contract Contingent Worker**



4. If the contingent worker has worked for the city in any capacity previously (as a contingent worker or employee), click **Use Existing Pre-Hire**. Or, if the worker has never worked for the city, click **Create a New Pre-Hire**
5. Click **OK**
6. Under **Legal Name Information**, complete the required fields indicated with a red asterisk



| Contract Contingent Worker | |
|-------------------------------|---|
| Source | <input type="text"/> |
| Referred by | <input type="text"/> |
| Comment | <input type="text"/> |
| Supervisory Organization | |
| Position | 60029 Contingent Worker (Unfilled) |
| Allow Duplicate Name | <input type="checkbox"/> |
| Legal Name Information | |
| Country * | <input type="text"/> United States of America |
| First Name * | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name * | <input type="text"/> |
| Suffix | <input type="text"/> |

7. Click **Contact Information**

8. Complete the following fields. The required fields are indicated with a red asterisk

- a. **Phone:** Click **Add** to enter phone information
- b. **Address:** Click **Add** to enter address information
- c. **Email:** Click **Add** to enter email address information

9. Click **OK**

Contract Contingent Worker

| | |
|-----------------------------------|---------------------------------------|
| Source | <input type="text"/> |
| Referred by | <input type="text"/> |
| Comment | <input type="text"/> |
| Supervisory Organization | |
| Position | 60029 Contingent Worker (Unfilled) |
| Allow Duplicate Name | <input type="checkbox"/> |
| Legal Name Information | |
| Phone | <input type="button" value="Add"/> |
| Address | <input type="button" value="Add"/> |
| Email | <input type="button" value="Add"/> |
| <input type="button" value="OK"/> | <input type="button" value="Cancel"/> |

10. Enter the **Contract Start Date** (the first day of work)

11. Enter the projected end date in the **Contract End Date**

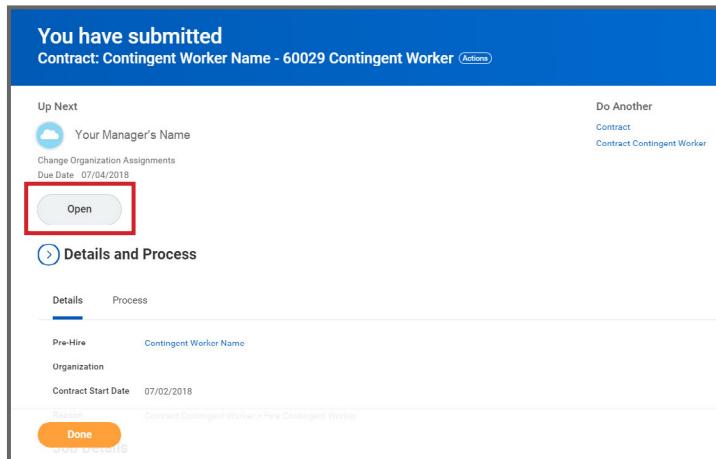
Contract Contingent Worker

| | |
|-------------------------------|---|
| Contract Start Date * | <input type="text" value="MM / DD / YYYY"/> <input type="button" value="Calendar"/> |
| Reason | <input type="text" value="Contract Contingent Worker > Hire Contingent Worker"/> |
| Job Details | |
| Position | * <input type="text" value="X 60029 Contingent Worker"/> |
| Job Requisition | (empty) |
| Contingent Worker Type * | <input type="text" value="X Contractor - Contingent Worker"/> |
| Job Profile | * <input type="text" value="X WW1111 Contingent Worker"/> |
| Time Type | * <input type="text" value="X Part time"/> |
| Location | * <input type="text" value="X Wellington E. Webb Municipal Building"/> |
| Contract Details | |
| Independent Contingent Worker | <input checked="" type="checkbox"/> |
| Supplier | <input type="text"/> |
| Default Payment Terms | <input type="text"/> |
| Contract End Date | <input type="text" value="MM / DD / YYYY"/> <input type="button" value="Calendar"/> |
| Contract Pay Rate | <input type="text" value="0"/> |
| Currency | <input type="text"/> |
| Frequency | <input type="text"/> |
| Assignment Details | |

12. Type any comments about the position for the contingent worker. This is not required

13. Click **Submit**. This will launch a new task

14. Click **Open**



15. Review the cost center details. Typically, no changes are required. Click the **pencil icon** to update the cost center if necessary

16. Click **Submit**



Note: Once the task is approved, an employee ID is generated and the information will integrate with OIM for initial TS provisioning. Complete the **New Computer User Request** through SupportNow.

Approval Process

There is no approval required for this process.

Update the **Contract End Date** for a contingent worker. The **Contract End Date** determines when the contingent worker will lose access to city technology. The contingent worker's contract end date is required.

End Contingent Worker Contract

1. Search and select the contingent worker by name
2. Click Actions
3. Click Job Change > Change Contingent Worker Details
4. Under **Start Details**, click the pencil icon to complete the required fields indicated with a red asterisk
 - a. When do you want this change to take effect?: Enter today's date
 - b. Why are you making this change?: Click Position Change > Update Contract End Date
5. Click the check mark icon to save
6. Click Start
7. Under **Details**, click the pencil icon to complete the following fields:
 - a. Contract End Date: Enter the new contract end date
8. Click the check mark icon to save

9. Click Next
10. Review the changes
11. Click Submit
12. Click Done

Approval Process



To convert an employee to a contingent worker, you must **Terminate the Employee** and **Contract the Contingent Worker**. Convert the employee to a contingent worker by processing the voluntary termination action in Workday. After the Terminate Employee task is complete, the pre-hire record for the employee will be released to Workday, which will be used in the **Contract Contingent Worker** task. Once the Contract Contingent Worker action is complete, the contingent worker record will be in Workday. The contingent worker will retain the same Employee ID that they had as an employee with a **C** added to the end. The contingent worker's Worker History will retain their history as employee and contingent worker.

Terminate the Employee

1. From the Workday home page, search and select the employee by name
2. Click the employee' **related actions** button
3. Click **Job Change > Terminate Employee**
4. Click the **pencil icon** and complete the required fields indicated with a red asterisk
 - a. **Primary Reason:** From the drop-down list, select the appropriate answer
6. Under **Details**, complete the following fields:
 - a. **Termination Date:** Enter the last day worked
 - b. **Last Day of Work:** Automatically populated based on the **Termination Date** field

- c. **Pay Through Date:** Automatically populated based on the **Termination Date** field
 - d. **Resignation Date:** Enter the effective date stated in the employee's resignation letter
 - e. **Regrettable:** Leave blank
 - f. **Eligibility:** Leave blank
 - g. **Position Details:**
 - i. **Close Position:** Only select if you would like to remove the headcount from your team (not common)
 - ii. **Is this position available for overlap?:** Only select if Budget Management Office has approved dual incumbency (not common)
6. Under the **Attachments** section, attach documentation for the termination (i.e. a resignation letter or retirement letter). Although this field does not have an asterisk, documentation is required for the **Terminate Employee** task
 7. Click **Submit**
 8. Click **Done**

Create Job Requisition for a Contingent Worker

If a contingent worker position has not been created, refer to the **Create Job Requisition: New Position** job aid for contingent workers.

Contract Contingent Worker

1. From your org chart, click the vacant contingent worker position's **related actions** button
2. Click **Hire > Contract Contingent Worker**
3. In the Supervisory Organization field, select **Existing Pre-Hire**. It is imperative that an existing pre-hire record is used so that a duplicate account is not created
4. Click **OK**
5. Under **Contract Contingent Worker**, complete the following fields:
 - a. **Contract Start Date**: Enter the date the employee will begin as a contingent worker
 - b. **Reason**: Hire Contingent Worker
 - c. **Job Details**: Automatically populated. Do not edit
 - d. **Contract End Date**: Enter the projected end date. If you do not have a specific end date, enter December 31 of the current year
6. Click **Submit**. This will launch a new task
7. Click **Open**
8. Click the **pencil icon** to update the **Cost Center**, if necessary
9. Click **Submit**

Approval Process

There is no approval required for this process.

To convert a contingent worker to an employee, you must **End the Contingent Worker Contract**. An individual that works for the city as a contingent worker and an employee will exist in Workday only as an employee because an individual can only have one Workday account. After the **End Contingent Worker** task is completed, the pre-hire record will be released in Workday, which allows the pre-hire record to be used in a hire action in Workday and avoid creating a duplicate record in the system. Contingent workers must apply for city jobs as external candidates because they do not have access to the **Career app** in Workday. Once the hire action is approved in Workday, the individual will have an employee record in the system, they will retain the same employee ID that they had as a contingent worker and they will retain their history as a contingent worker and an employee.

End Contingent Worker Contract

1. From your org chart, click the contingent worker's **related actions** button
2. Click **Job Change > End Contingent Worker Contract** and complete the following fields:
 - a. **Contract End Date:** Enter last day worked
 - b. **Reason:** Click **Voluntary > Convert to Employee**
3. Click **Submit**
4. Click **Done**

Approval Process

Manager Submits



HR Partners

Convert Contingent Worker to Employee

1. From your org chart, click the vacant position's **related actions** button
2. Click **Hire > Hire Employee**
3. Under the **Supervisory Organization** field, select **Existing Pre-Hire** and enter the former contingent worker's name. An existing pre-hire record is required or a duplicate account will be created
4. Click **OK**
5. Under **Hire Employee**, complete the following fields:
 - a. **Hire Date:** Enter the date the former contingent worker will begin as an employee
 - b. **Reason:** Click **Hire Employee > Convert to Employee**
 - c. **Job Details:** This field is automatically populated. Do not edit
8. Click **Submit**

8. Complete the **Propose Compensation Hire** task
9. Review the **Propose Compensation Hire** task
10. Click **Submit**
11. Click **Done**

Approval Process



Agency Approvers

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Hiring

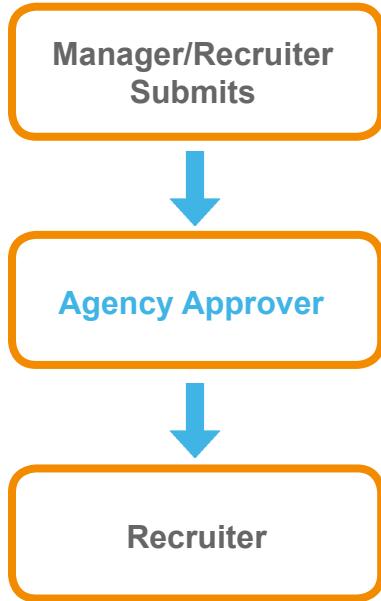
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Approve a request to fill a position when it is vacant or becomes vacant. An open and approved job requisition is required to fill any position. A vacant position can be filled either by recruiting or through an employee job change/rehire.

Review a Job Requisition

1. From your home page, click your **Inbox** icon
2. Click the **Job Requisition: [Job Requisition # - Job Posting Title]** inbox item
3. Verify the **Reason** depending on the action you would like to complete
 - a. **Ready to Recruit**
 - i. Request to Fill > Ready to Recruit Employee
 - ii. Request to Fill > Ready to Recruit Intern
 - b. **Employee Job Change/Rehire**
 - i. Request to Fill > Employee Job Change
 - ii. Request to Fill > On Call or Seasonal Worker
 - c. **Contract Contingent Worker**
 - i. Request to Fill > Contingent Worker
 - d. **Library Only**
 - i. Request to Fill > Library
 - e. **Mayor's Office Only**
 - i. Request to Fill > Elected/Appointed
 - f. **Safety Only**
 - i. Request to Fill > Uniformed Officer Job Change

4. If the action is **Ready to Recruit**, confirm the following:
 - a. The position can be filled now
 - b. The position details are accurate
 - i. **Job Profile:** Correct job classification
 - ii. **Workday Sub-Type:** Unlimited, Limited, On-Call, Fire, Police or Sheriff
 - iii. **Time Type:** Full-time or part-time
 - iv. **Primary Location:** Position location
 - v. **Cost Center:** A department or other unit to which cost may be charged
 - vi. **Fund:** A fiscal entity with specific sources of receipts and specific purposes of expenditures
5. If the action is **Employee Job Change/Rehire**, complete the following:
 - a. Confirm the position can be filled now
 - b. Open the **City and County of Denver Noncompetitive Internal Movement and Rehire Request Form** and verify the following:
 - i. Target Start Date
 - ii. Movement Type
 - iii. Base Salary/Pay Rate
6. After reviewing, select how to proceed:
 - a. **Approve:** Accept the request
 - b. **Send Back:** Return the request to the initiator for changes. Add comments and click **Submit**
 - c. **Deny:** Reject the request. Add comments and click **Submit**
 - e. **Close:** Close the open window. The item will still be in your Workday Inbox

Ready to Recruit Approval Process**Employee Job Change/Rehire Approval Process**

Approve the proposed compensation for the new hire. A job offer cannot be extended until this is completed.

Review Job Offer

1. From your home page, click your **Inbox** icon
2. Click the **Offer for Job Application: [Candidate Name - Job Requisition # - Job Posting Title]** inbox item
3. Determine if the compensation is appropriate for the position by reviewing the following fields:
 - a. **Job Details**
 - i. **Job Profile:** Job classification
 - b. **Compensation**
 - i. **Total Base Pay:** Amount being proposed to pay the new hire
 - ii. **Total Base Pay Range:** Acceptable range of pay for the job profile
 - c. **One-Time Payment** (if applicable)
 - i. **Reason:** Relocation Premium or Recruitment Premium
 - ii. **Total Amount Requested:** Amount proposed for the one-time payment
 - iii. **View Comments:** This is where the justification is provided by the recruiter and manager

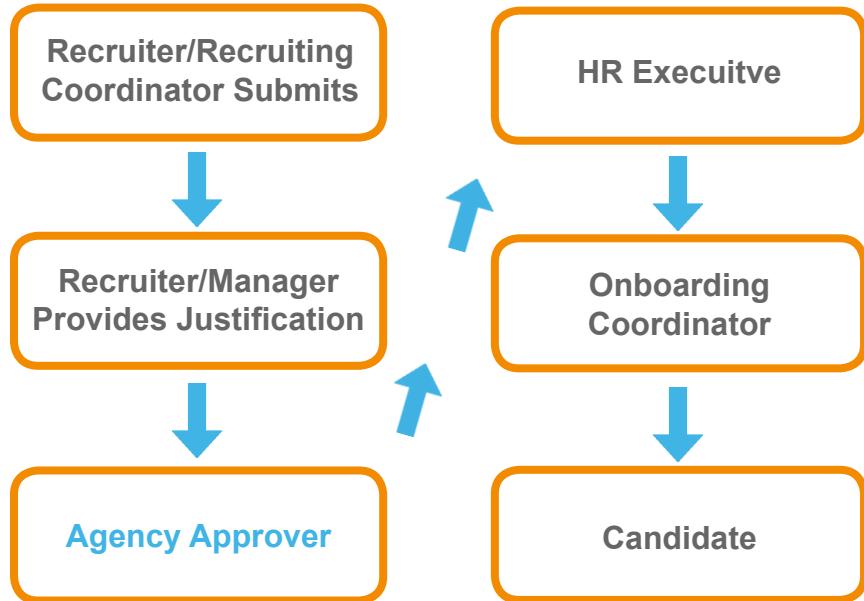
4. After reviewing, select how to proceed:

- a. **Approve:** Accept the request
- b. **Send Back:** Return the request to the initiator for changes. Add comments and click **Submit**
- c. **Add Approvers:** Do not select. Not currently in use
- d. **Save For Later:** Save the item in your Workday Inbox
- f. **Close:** Close the open window. The item will still be in your Workday Inbox

No One-Time Payment Approval Process



One-Time Payment Approval Process



Position Management

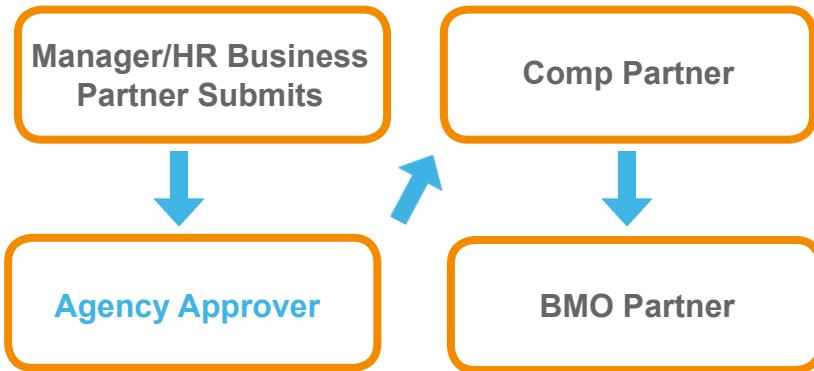
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Approve a new position outside the annual budget cycle. The **Approve Create Position** task can be initiated by managers, agency analysts and HR business partners.

Review a New Position

1. From your home page, click your **Inbox** icon
2. Click the **Create Position: [Job Posting Title]** inbox item
3. Review the following fields:
 - a. **Job Profile:** Requested job classification
 - b. **Time Type:** Full-time or part-time
 - c. **Worker Type:** Employee or contingent worker
 - d. **Worker Sub-Type:** Unlimited, Limited, On-Call, Fire, Police or Sheriff
 - e. **View Comment (Required):** Justification for requesting the position. The BMO will not approve unless there is a justification provided. Review any attached documentation
4. After reviewing, select how to proceed:
 - a. **Approve:** Accept the request
 - b. **Send Back:** Return the request to the initiator for changes. Add comments and click **Submit**
 - c. **Deny:** Reject the request. Add comments and click **Submit**
 - d. **Save For Later:** Save the item in your Workday Inbox
 - f. **Cancel:** Close the open window. The item will still be in your Workday Inbox

Approval Process



Approve changes to a filled position and the employee in the position. The **Approve Edit Position** task can be initiated by managers, agency analysts and HR business partners.

Review Changes to a Position

1. From your home page, click your **Inbox** icon
2. Click the **Approve Edit Position: [Employee Name]** inbox item
3. Review the **Reason** field
4. Confirm that the reason matches the details being changed in the position. If the **Reason** is:
 - a. **Edit Position > Change in Hours**, verify the **Scheduled Weekly Hours** field is the correct number of hours worked per week
 - b. **Edit Position > Job Code Correction**, verify the **Job Profile** field is the correct job classification
 - c. **Edit Position > Job Profile Change to Vacant Position**, not applicable. Use the **Edit Position Restrictions** task
 - d. **Edit Position > Job Profile Upgrade (Safety)**, verify the **Job Profile** field is the correct job classification
 - e. **Edit Position > Location Change**, verify the **Location** field is the correct worksite
 - f. **Edit Position > Position Ends Date Extension**, verify the **End Employment Date** field under the **Additional Information** section is the correct end date for the position

- g. **Edit Position > Progressive Reallocation**, verify the **Job Profile** field is the correct job classification
 - h. **Edit Position > Reallocation**, verify the **Job Profile** is the correct job classification
 - i. **Edit Position > Worker Type Change**, not applicable. Use **Edit Positions Restrictions** task
5. After reviewing, select how to proceed:
 - a. **Approve**: Accept the request
 - b. **Send Back**: Return the request to the initiator for changes. Add comments and click **Submit**
 - c. **Add Approvers**: Do not select. Not currently in use
 - d. **Deny**: Reject the request. Add comments and click **Submit**
 - e. **Save For Later**: Save the item in your Workday Inbox
 - f. **Cancel**: Close the open window. The item will still be in your Workday Inbox

Approval Process



Make changes to a vacant position or when a position becomes vacant. The **Edit Position Restrictions** task can be initiated by managers, agency analysts, and HR business partners.

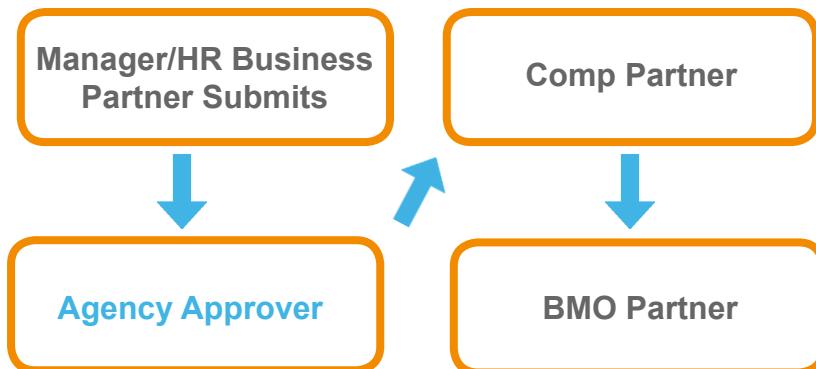
Review Changes to Position Restrictions

1. From your home page, click your **Inbox** icon
2. Click the **Edit Position Restrictions: [Job Posting Title]** inbox item
3. Review the **Position Change Reason** field
4. Confirm that the reason matches the details being changed in the position. If the **Position Change Reason** is:
 - a. **Edit Position > Job Profile Change to Vacant Position**, verify the **Job Profile** field is the correct job classification
 - b. **Edit Position > Change in Hours**, verify the **Time Type** field is correct (full-time or part-time)
 - c. **Edit Position > Job Code Correction**, verify the **Job Profile** field is the correct job classification
 - d. **Edit Position > Job Profile Upgrade (Safety)**, verify the **Job Profile** field is the correct job classification
 - e. **Edit Position > Location Change**, verify the **Location** is the correct worksite
 - f. **Edit Position > Progressive Reallocation**, verify the **Job Profile** field is the correct job classification
 - g. **Edit Position > Reallocation**, verify the **Job Profile** field is the correct job classification

h. **Edit Position > Worker Type Change**, verify the **Worker Type** is correct (Employee or Contingent Worker) and/or verify the **Worker Sub-Type** is correct (Unlimited, Limited, On-Call, Fire, Police or Sheriff)

5. After reviewing, select how to proceed
 - a. **Approve**: Accept the request
 - b. **Send Back**: Return the request to the initiator for changes. Add comments and click **Submit**
 - c. **Deny**: Reject the request. Add comments and click **Submit**
 - d. **Save For Later**: Save the item in your Workday Inbox
 - e. **Cancel**: Close the open window. The item will still be in your Workday Inbox

Approval Process



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Appendix

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Appendix A: Job Requisition Reason Codes

When creating a job requisition, it is important to determine what type of action you are trying to initiate. The **Reason Code** you select from the dropdown list will determine the process and approval steps. Use the table below to determine the correct action. Depending on the action, there are separate job aids for each different process.

If you need help, please contact your **OHR partners** or the **HR Service Center** before initiating the task in Workday.

| Reason Code | Reason Description | Corresponding Process |
|---|---|--|
| Request to Fill > 1. Ready to Recruit Employee | To initiate the recruiting process and hire a new employee of any position type. The position will be posted and only candidates who apply to the position will be considered for hire. | Create Job Requisition: Existing Position - Ready to Recruit |
| Request to Fill > 2. Employee Job Change | To process a non-competitive employee action such as a transfer or demotion. The position will not be posted for candidates to apply. | Create Job Requisition: Existing Position - Employee Job Change/Rehire |
| Request to Fill > 3. On Call or Seasonal Worker | To rehire a former CCD employee into their previous position type. The position will not be posted for candidates to apply. | Create Job Requisition: Existing Position - Employee Job Change/Rehire |
| Request to Fill > 4. Ready to Recruit Intern | To initiate the recruiting process and hire a new intern, both paid and unpaid. | Create Job Requisition: Existing Position - Ready to Recruit |

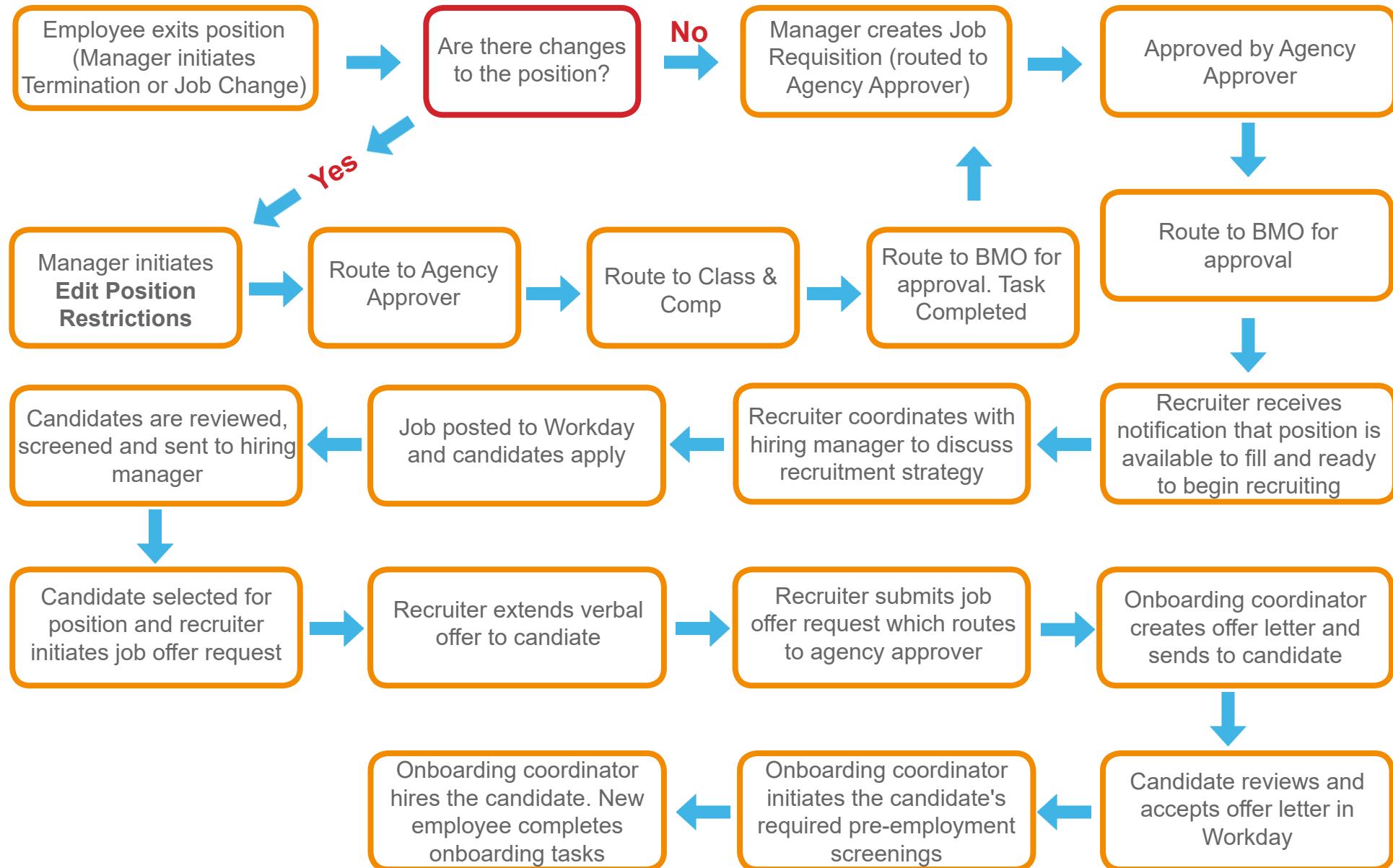
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Appendix A: Job Requisition Reason Codes - *Continued*

| Reason Code | Reason Description | Corresponding Process |
|---|---|--|
| Request to Fill > 5. Contingent Worker | To contract a contingent worker: anyone who accesses the city's network, has badge access to facilities, is doing work for or is anticipating to work for the city more than 40 hours per year, but is not classified as a city employee. Contingent workers include but are not limited to contractors, volunteers, unpaid interns, unpaid trainees, vendors, outside auditors and other non-paid worker types. For more information on Contingent Workers, reference the Personal Provisioning Policy . | Create Job Requisition: Contingent Worker |
| Request to Fill > 6. Library | To hire an employee at Denver Public Library. | Create Job Requisition: Existing Position - Employee Job Change/Rehire |
| Request to Fill > 7. Elected/ Appointed | To hire an elected/appointed official without initiating the recruiting process. the position will not be posted for candidates to apply. | Create Job Requisition: Existing Position - Employee Job Change/Rehire |
| Request to Fill > 8. Uniformed Officer Job Change | To update a uniformed officer's position through job transfer or appointment. | Create Job Requisition: Existing Position - Employee Job Change/Rehire |



Appendix B: Ready to Recruit Process Flow



Appendix C: Job Changes/Rehire Process Flow

