Start preparing for Workday now. Visit Workday.baltimorecity.gov to learn more.

Phase 1 of Workday is going live on October 26!

After this date, you will begin to interact with Workday by logging in and exploring the Self Service options.

What are Employee Applications (Apps)?

When logging into Workday, all employees will arrive at the Workday landing page. Along with the Inbox and Notifications, you will have access to several icons called "applications." Each "app", also known as a "worklet", gives you easy access to tasks and information you use on a regular basis.

Inbox
The Inbox presents actionable items associated with a user's role. The Inbox is split into "actions" and "archives." **The Inbox is organized in chronological order making it easy for users to access tasks and historical actions**.

Personal Information
The Personal Information application allows you to view/change the following information:
 • **Contact Information**
 • **Personal Information**
 • **Emergency Contacts**

Benefits
The actions in the Benefits application **allow you to change and view your benefits, dependents, and beneficiaries**. Benefits can only be changed or elected during open enrollment; or if you are a new hire or have a qualifying event. Beneficiary and dependent information can be updated at any time.

OPEN ENROLLMENT
November 2nd - November 20th

Bernard C. "Jack" Young
Mayor, Baltimore City

Key Dates

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

November 2, 2020
Open Enrollment begins in Workday.

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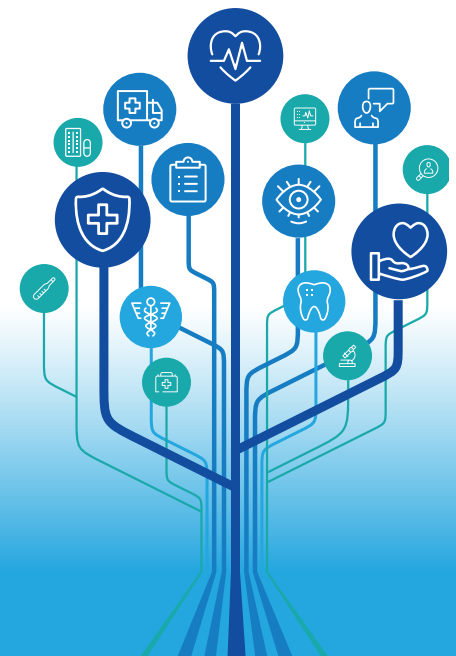Absence Management and Time Tracking live in Workday.

January 2021
First City paycheck through Workday.

Open Enrollment
November 2nd - November 20th

The 5 Virtual Open Enrollment dates are: 11/2, 11/5, 11/10, 11/12 and 11/18, 2020

Each Fair is 10:00 am to 2:00 pm

Workday Baltimore

COB Employee Workday Webinar Training:
Benefits and Accessing Workday

REGISTER HERE: https://attendee.gotowebinar.com/rt/6941359153133765903

This webinar is for all City of Baltimore employees and provides Workday training on the following:

- Access and view Workday eLearning training videos
- Accessing your current employee benefits and preparing for Open Enrollment
- Everything you need to know to access and login to Workday on October 26

Training schedule:

Monday-Friday, October 19-23
AM 6:30-7:30, 9:00-10:00
PM 12:00-1:00, 3:00-4:00
5:00-6:00, 8:00-9:00

Saturday, October 24
AM 9:00-10:00
PM 12:00-1:00

Sunday, October 25
AM 9:00-10:00

Workday is coming and ADP is leaving.

Stay tuned for Workday Website 2.0

Visit Workday.baltimorecity.gov to get answers to all of your Workday questions.

workday | **Baltimore**
Transforming • Engaging • Automating • Modernizing

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

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What Else Makes Workday Cool?

Workday Terms

Benefit Event: An event in the employee's life that gives the employee the opportunity to change benefit elections. These include staffing changes and also "life events," for example, getting married or having a new child.

Job Aids: The "how-to" guides to all Workday functions.

Life Event: A kind of benefit event that occurs in the employee's personal life, for example, getting married or having a child.

To-Dos: To-Dos are reminders to do something outside of the Workday system. They can be part of business processes, and have to be marked complete before the workflow will go to the next step.

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Questions?
For more information visit: **workday.baltimorecity.gov**
Or, please email us at **workday@baltimorecity.gov**