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.

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
**COB Employee Workday Webinar Training: Benefits and Accessing Workday**

**REGISTER HERE:** [https://attendee.gotowebinar.com/rt/6941359153133765903](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

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**Stay tuned for Workday Website 2.0**

Visit [Workday.baltimorecity.gov](https://workday.baltimorecity.gov) to get answers to all of your Workday questions.

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**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-Do:** 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](https://workday.baltimorecity.gov)

Or, please email us at [workday@baltimorecity.gov](mailto:workday@baltimorecity.gov)