



Frequently Asked Questions

GENERAL QUESTIONS

What is Workday?

Workday is a state-of-the-art cloud-based solution that will replace many of our current manual processes. It manages HR, Payroll, Financials, Recruiting, and Talent/Performance data and will allow for faster and better access to data.

Why are we changing our systems?

We want a system that allows our employees to function as partners rather than administrators. Workday will allow us to focus our time and attention on activities that align to our strategic vision and empower our employees and managers with data to drive business decisions.

Why Workday?

Workday will provide all employees direct access to their data, optimize, and streamline our current processes, and allow us to maximize our employee's talents.

Is my job going to be eliminated?

No, your job is not going to be eliminated because of the Workday implementation. The goal of this project is to enhance our processes and provide you with improved tools and resources to make your work more efficient and effective. As part of this transition, all staff will receive training tailored to help you succeed in your role during each phase of the Kern360 go-live. We are committed to supporting you through this change and ensuring that everyone is equipped with the skills and knowledge needed to thrive.

What is the go-live date for the Workday project?

Financials will go-live in January 2025. Human Resources will go-live in June 2025.

Will I complete my day-to-day work in Workday?

That depends. Many employees will not need to use Workday to complete daily work tasks. If your daily work consists of HR or Finance tasks, you may need to complete work in Workday; if your daily work consists of anything other than HR and Finance tasks then you may not use Workday. All employees will have access to self-service (i.e. changing benefits, updating address & phone numbers, etc.) and will be expected to use the self-service functionality.

What is the preferred browser for Workday?

Microsoft Edge.



Frequently Asked Questions Cont'd

GENERAL QUESTIONS

My daily job doesn't require me to complete tasks in Workday, when will I need to use Workday?

You will use Workday to submit a timecard, request an absence, update personal information, view pay stubs, etc.

How long will information stay in Workday?

Workday will store information indefinitely.

Will employees need to enter any information in Workday to bring Workday up to date when we go live?

All employee information is being loaded into Workday from the other various systems currently in use by Human Resources; however, Workday can track more information than the County currently stores so Employees will receive a Go-Live Checklist of self-service tasks to complete starting on day one.

How will I access Workday?

When Kern360 is ready, employees will receive information on how to access Workday during end user training.

Does Workday time out after a period of inactivity?

Workday has a configurable time out period. This will be configured to align with our current County policy.

Does Workday have audit capabilities?

Yes. Workday always tracks who is doing what within the system.

What happens when the power goes out?

Workday is stored in the AWS cloud. As long as you have access to the internet, you can always get into Workday.

Can you delegate responsibilities in Workday?

Yes, Workday can be configured to allow users to delegate certain processes to other people on their behalf to accommodate time off, vacations, etc.

Can I access Workday on the weekend?

Yes. However Workday completes weekly and quarterly maintenance and may not be available on some Saturday mornings.

Workday is under maintenance, what should I do?

You will not be able to access Workday during the maintenance period. All updates will need to be done once Workday is operational.



Frequently Asked Questions Cont'd

GENERAL QUESTIONS

How can I easily get back to my Workday Homepage?

The easiest way to get back to your homepage is to click our Logo in the top left corner of any screen.

Is there a back button in Workday?

Yes. You can use your browser's back button to go back in Workday.

TRAINING QUESTIONS

Will demonstrations and training be available?

Demonstrations and training will be provided as the project progresses. Communications regarding demonstrations and training will be delivered through the Change Management and Training Team.

SELF SERVICE

Will Self-Service in Workday increase my daily work?

It is the goal of the Workday project to streamline and automate as much as possible. Upon go-live day one, it will be normal to feel like using Workday is overwhelming and takes more time. As users begin to complete tasks in Workday comfort levels increase and using Workday becomes second nature. In-depth training prior to go-live will be available to all users to help everyone understand how to use Workday and set new expectations.



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