

HOWDY!

Managers' Minutes August 10, 2023

Division of Human Resources and Organizational Effectiveness

AGENDA

“Stay the Course and Be the Calm: Leading in Times of Uncertainty”

Damon Slaydon

Living Well – Dealing with Burnout

Kourtney Bassett

Workday Tips – Reviewing Delegations

Laura Dohnalik

Payroll – Tour of Payroll Resources

Joe Corn

Giveaway

Karen Hentschel

Closing/Q&A

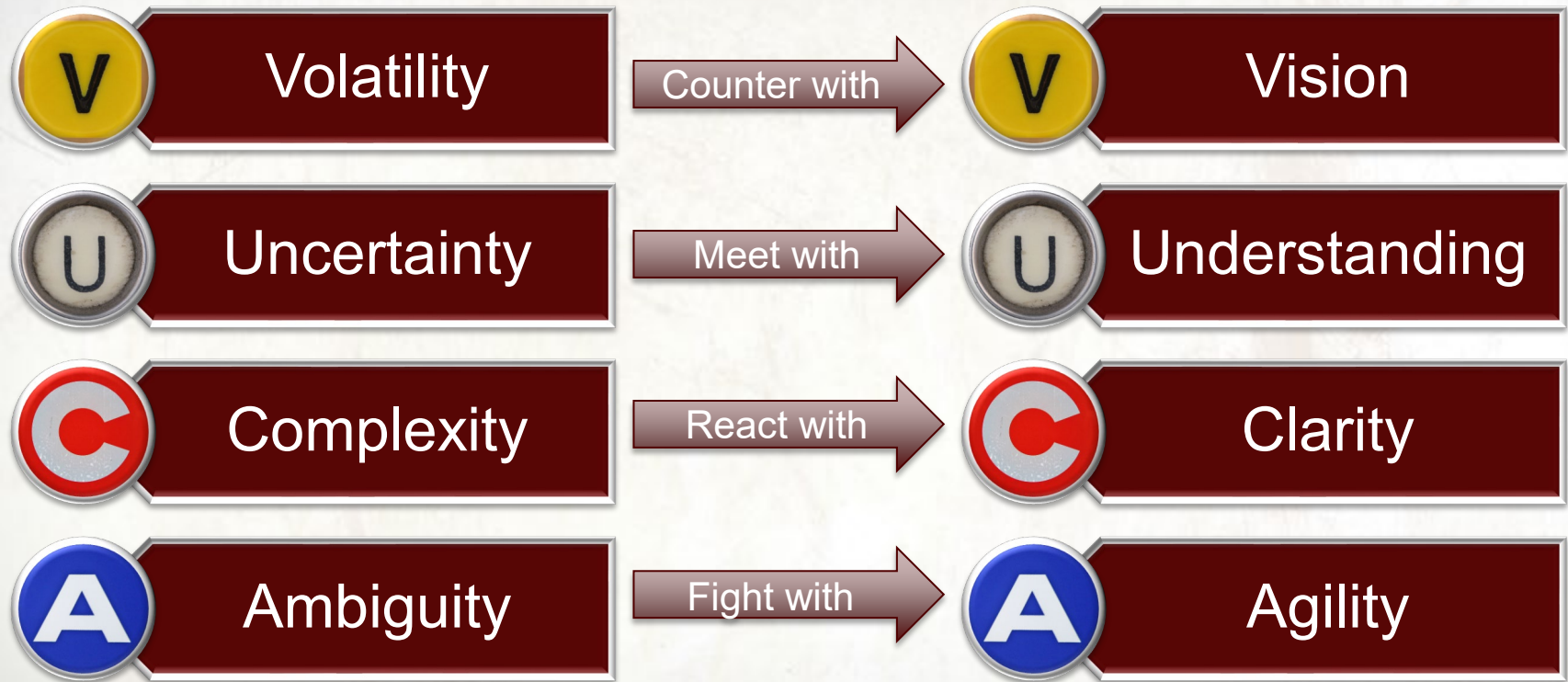
Karen Hentschel



Navigating Uncertainty



Stay the Course & Be the Calm: Leading in Times of Uncertainty



Change is the only constant.

- Heraclitus

Living Well – Dealing with & Avoiding Burnout



Guidance Resources® by ComPsych®

Free counseling, law & finance consultation, work-life assistance and crisis intervention services.



Wellness Release Time

Offers employees time to focus on physical activity to reap health benefits.

Workday Tips: Delegations

Employees can designate a delegate in Workday to complete certain business processes on their behalf.

Key points to keep in mind:

- Delegations can be set up for up to 12 months
- Initiation of business processes cannot be delegated (only Inbox items)
- Delegated tasks will be recorded in the *Process History* with the words “*On behalf of*”, followed by the name of the Delegator
- Delegations do not absolve the Delegator of their responsibilities associated with the action/task
- When a Delegate terminates, the Delegator will receive a notification in Workday indicating the delegation is no longer valid

Delegation Options

- For Specific Business Processes
- For all Business Processes (entire Inbox)
 - Not recommended as it allows visibility to ALL personal information

Access to Delegated Tasks

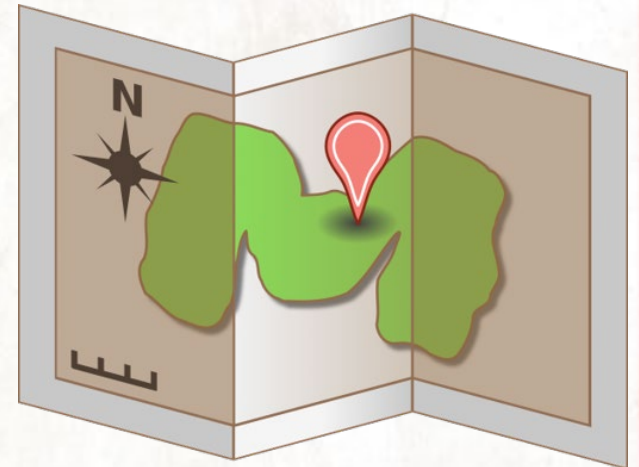
- “*Retain Access to Delegated Tasks*” to allow themselves or their Delegate to complete each task

Delegates begin receiving delegated tasks only when transactions are initiated

- Any business processes already in-flight will continue to flow to the Delegator

Tour of Payroll Resources

- Payroll Calendars & Schedules
- FAQs:
 - *Payroll Processing, Verification, or Distribution Contacts*
 - *Managers, Timekeepers, & Timesheets*
 - *Biweekly Paid Employees & Timesheets*
 - *Monthly Paid Employees*



Giveaway



RESOURCES

[Leading in a VUCA World](#)

[Work/Life Solutions Program by GuidanceResources](#)

[Wellness Release Time](#)

[Managers & Workday](#)

[Manage Delegations in Workday](#)

[Payroll FAQs](#)

[Payroll Calendars & Pay Schedules](#)



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Next Managers' Minutes:
August 24, 2023 – 8:30-9:30
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Questions



Additional Questions?

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