

Memorandum



CITY OF DALLAS

DATE June 26, 2020

TO Honorable Mayor and Council Members

SUBJECT **Workday Payroll Implementation**

I am pleased to share that we have completed phase one of the Workday Human Capital Management and Payroll system implementation, and the system is available for employee use. The first civilian payroll will be processed next week and paid on July 3, 2020. The first uniform payroll will be processed the following week and paid on July 10, 2020.

Workday will dramatically improve our employees' ability to understand each element of their pay and benefits. It will also enable employees to view and update personal information. The new system will allow departments greater visibility into their workforce to deploy services efficiently and manage labor costs. Additionally, the Workday implementation will remediate several audit recommendations for increased security and controls around our timekeeping procedures, including change control, data preservation, and segregation of duties. In sum, this technological enhancement, along with a reorganization of payroll functions, should greatly improve overall accuracy and transparency.

I would like to thank all members of the project implementation team who worked extremely hard to clean and validate data, design new business processes, as well as backload a multitude of catch-up transactions to make Workday as accurate as possible from the start. A sincere thank you to all City departments for their dedication to this project as well.

A handwritten signature in blue ink that reads "M. Elizabeth Reich".

M. Elizabeth Reich
Chief Financial Officer

c: T.C. Broadnax, City Manager
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager
Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager
Dr. Eric A. Johnson, Chief of Economic Development and Neighborhood Services
Laila Alequresh, Chief Innovation Officer
M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors