



The city has partnered with Workday to develop a system that works the way YOU work! Here are a few quick tips for common tasks to help you get started.

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- Update my W-4 Tax Withholdings

GETTING STARTED



Logging in for Desktop Users

Desktops users can access ONEGarland via COGnet or at GarlandTX.gov/ONEGarland.

- If you typically work in an office environment, you will use your network log-in to access the system.
- If you do not have a network log-in, you will use your employee ID number and temporary password **MyGarland1!**.

Downloading the Workday Mobile App

The Workday Mobile App can be used on any smart device and is available for [iOS](#) and [Android](#). Organization ID: **garlandtx**.



Get Support

Help is here when you need it!

- E-mail: ONEGarland@GarlandTX.gov
- Call: 972-205-2900



Important: Step-by-step job aids and frequently asked questions can also be found on [COGnet](#) and at GarlandTX.gov/ONEGarland.


Check back often for the latest resources!



Manage My Profile

Employees are able to review, update and personalize their information easily using My Profile.

From the Home Screen:

1. Select the profile icon  located on the top right of your screen.
2. Select [View Profile](#) to view, edit or download your profile.
3. Employees are encouraged to explore available features including the following:
 - View your hire date and position history by selecting **Job**.
 - View your current and previous pay change history using **Compensation**.
 - View your benefit elections, dependents and beneficiaries using **Benefits**.
 - View your available leave balances using **Absence**.
 - View your tax elections, documents and paylips using **Pay**.
 - View and edit your contact or emergency information using **Contact**.
 - View your personal information and add a preferred name using **Personal**.
 - View a variety of details (once entered) using **Performance**, **Career** and **Feedback**.



Important: You may be limited on updating certain details about your profile.

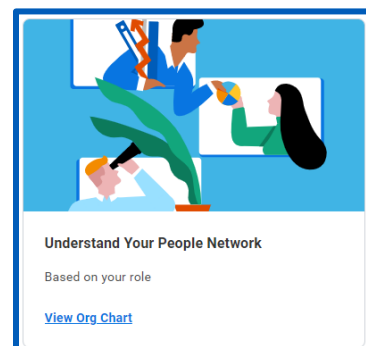
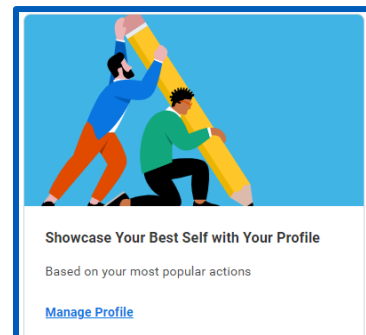
Please note that your profile develops over time through information entered by your manager, your participation in projects, career development, and yourself. Some data may not yet be populated.

Be sure to play an active role in your career progression and check My Profile often to review and confirm details!



Tip: Be sure to explore. There is a wealth of information available to you through ONEGarland.

Select the ONEGarland logo at any time to return to your home screen for suggested resources and features.





BENEFITS



Tip: To add **Benefits** as a favorite app, select Add Apps from the Main Menu and type Benefits. Select the plus sign to complete this step.

Review My Current Benefits

From the Benefits application:

1. Under View, choose the **Benefit Elections** button.
2. Review your benefit elections and costs.

Review or Update My Beneficiaries

From the Benefits application:

1. Under Change, choose the **Beneficiaries** button.
2. View existing beneficiaries for enrolled benefit plans or modify information by selecting **Edit**.
3. Select the **Add** button to add a new beneficiary. The Add My Beneficiary page displays.
4. Select **Existing Dependent or Emergency Contact, Create a New Beneficiary, or Create a New Trust as Beneficiary**.
5. Select **OK**.
6. Enter all required information, denoted by an asterisk and select **Submit**.



Important: You may also specify beneficiaries by benefit. Under Change, select Benefits. Choose Beneficiary Change as the reason to update.

Report a Coverage Change Event

From the Benefits application:

7. Under Change, select the **Benefits** button.
8. From the pull-down, select the **Change Reason**.
9. Select the **calendar icon** to enter the date of the benefit event.
10. Attach required documents. (See Benefits Guidebook for list of required documents)
11. Select **Submit**.
12. From the pop-up, select **Open** to start the Benefits Change task.
13. Alternatively, navigate to your **Inbox**.
14. Choose the **Benefit Change** task, then **Let's Get Started**.
15. Complete and continue through all required screens. If required, select the **I Accept** checkbox to provide an electronic signature, confirming your changes.
16. Select **Submit**.
17. Select **Done** to complete the task or select **View 20YY Benefits Statement** to review and print a summary of your benefits.



Important: Life events do not always line up with enrollment periods. If you need to change your coverage because of a birth, death, marriage, divorce, or similar life event, you can update your benefits to better fit your needs.

Contact the Benefits Team at Benefits@GarlandTX.gov or 972-205-2475, option 1 to discuss your specific needs.



COMPENSATION




Tip: To add Compensation as a favorite app, select Add Apps and type **Compensation**. Select the plus sign to complete this step.


Review My Pay & Incentives

From the Compensation application:

1. From the **View** menu, select **Compensation Summary**.
2. Enter the desired date range and your name.
3. Managers may also select view **Include Subordinate Organizations** to review pay for your direct reports.
4. Select **Okay** to review the results.

Compensation Summary

View As Of * 09/07/2023 

Organizations * 

Include Subordinate Organizations



LEARNING

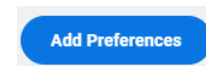


Tip: To add **Learning** as a favorite app, select Add Apps and type Learning. Select the plus sign to complete this step.

Explore Training Opportunities


From the Learning application:

1. Select **Discover** to explore available learning opportunities.
2. Browse the entire learning catalog, by topic or recently added content.
3. To set learning options based on your interest, select **Add Preferences** and choose from available topics.



Learning Preferences

Select topics of interest to customize your learning dashboard.

What Topics Interest You? 



TALENT & PERFORMANCE



Tip: To add Talent & Performance as a favorite app, select Add Apps and type **Talent & Performance**. Select the plus sign to complete this step.

Add Skills & Experience to Your Profile

From the Talent & Performance application:

1. Select **Skills & Experience**.
2. Select the desired tab (Skills, Job History, Education, etc)
3. Select **Edit** to begin updates.

Create a Development Goal

From the Talent & Performance application:

1. Select **My Individual Goals**.
2. Select **Add** to create a personal goal.
3. Select **Submit** once complete.

Set a Job Alert for Internal Opportunities

From the Talent & Performance application:

1. Select **Manage Job Alerts**.
2. Select **Create Job Alert** to note desired functions.
3. Select **Edit** to begin updates.

Apply for a Job as an Internal Candidate



Important: Internal candidates can use their worker profile summary in Workday to apply for internal job opportunities.

Contact the Talent Acquisition Team at Talent@GarlandTX.gov or 972-205-2475, option 2 to discuss your specific needs.

From the **Search Bar**:

1. Search for **Find Jobs**.
2. Select the position for which you want to apply.
3. Select **Apply**. As an internal candidate, your application auto populates with your worker profile summary and allows you to attach a resume or cover letter. If you need to make any changes to your profile, see the previous section or select Skills & Experience from the Talent & Performance application.
4. Select **Submit** and then **Done**.



TIME TRACKING

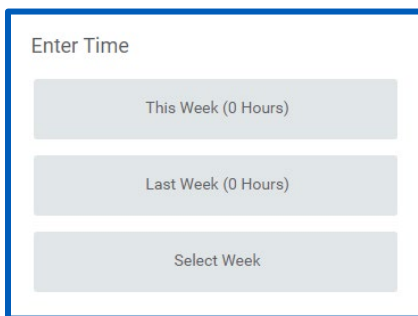


Tip: To add Time Tracking as a favorite app, select Add Apps and type **Time**. Select the plus sign to complete this step.

Track My Hours Worked

From the Time application:

1. Select **Enter Time** and choose the appropriate time period.



2. Selection **Actions** for a complete menu of time and absence options.
3. Enter your hours worked and select **Submit**.



Important: Time tracking guidelines vary based on your position. **Training is recommended** to ensure your time and pay are documented correctly.

Contact your department designated Time Keeper or Payroll@GarlandTX.gov.

ABSENCE MANAGEMENT

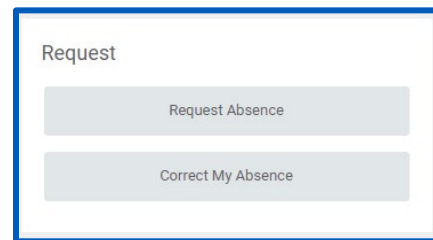


Tip: To add Absence Tracking as a favorite app, select Add Apps and type **Absence**. Select the plus sign to complete this step.

Request an Absence

From the Absence application:

1. Select **Request Absence** and choose the appropriate time period.



2. Select the day of your absence from the calendar or select **Date Range** to enter multiple days.
3. Select the appropriate **Absence Type**.
4. Add additional comments as needed and select **Submit** to initiate your request.



Important: Absence options are based on your available and/or anticipated leave balances.

Your department may have additional guidelines regarding use of and requesting absences. Contact your supervisor for guidance.

Regulatory leave such as Family Medical Leave or Short-term Disability must be pre-approved prior to use. To discuss your options related to a health condition, disability or military deployment, contact Human Resources at GarlandHR@GarlandTX.gov or 972-205-2475, option 3.

PAYROLL

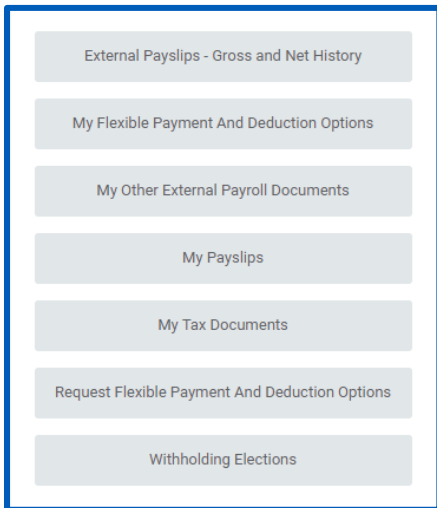


Tip: To add Payroll as a favorite app, select Add Apps and type **Pay**. Select the plus sign to complete this step.

Print My Payslip

From the Pay application:

1. Select **My Payslips**.

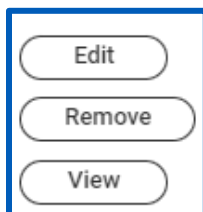


2. **Print** an individual payslip or choose **Print Multiple Payslips**.

Change My Direct Deposit

From the **Search Bar**:

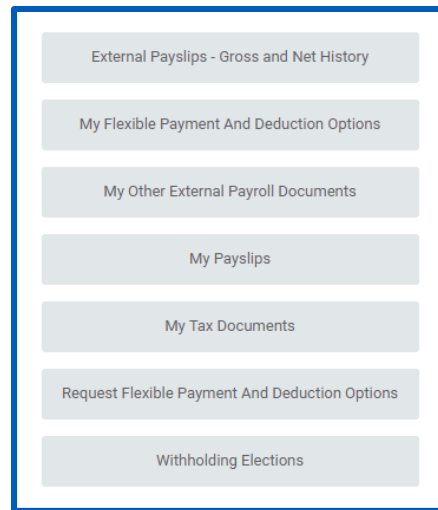
1. Type **Direct Deposit**.
2. Select from the following options for existing direct deposits or **Add** to create a new or additional direct deposit.



Update My W-4 Tax Withholdings

From the Pay application:

1. Select **Withholding Elections**.



2. Select **Update to Complete Federal Elections**.
3. Complete the appropriate fields and **Submit**.