



## YOU'RE IN!

Now that you have access to ONEGarland, powered by Workday, you have a wealth of information at your fingertips.

Workday is powered by artificial intelligence that **works the way you work**. That means that over time, tasks that you complete help the system become smarter and more robust. Here are a few important steps for new users.

### NEW USER CHECKLIST

#### FIRST THINGS FIRST

- Review the **Getting Started Guide**
- Download the optional **Workday Mobile App**
- Personalize my navigation menu with frequently used applications like **Time** and **Absence**

#### TRACK MY TIME WORKED

- Review Employee Job Aids & Videos\* for Time & Attendance Tracking
- Meet with my Supervisor and Department Time Keeper for additional guidance including key dates, timelines for approvals and corrections
- Start entering my time worked

#### REVIEW MY PERSONAL INFORMATION

- Review **My Profile**
- Report any information that is incorrect to ONEGarland@GarlandTX.gov
- Follow the **Getting Started Guide** to personalize My Profile and more

### TIPS FOR MANAGERS

#### REVIEW MY TEAM

- Review **My Team Org Chart** from the home screen
- Report any information that is incorrect to ONEGarland@GarlandTX.gov

#### MANAGE TIME & ATTENDANCE

- Review Manager Job Aids & Videos\* for Time & Attendance Approvals
- Provide direction to my team and Department Time Keeper based on upcoming deadlines
- Review and Approve Time Worked for my team

#### UNDERSTAND KEY PROCESSES

In ONEGarland, many processes are initiated by an employee's direct supervisor including hiring, promoting, or changing aspects of a job such as pay.

- Review Manager Job Aids & Videos\* for hiring, promotion, compensation changes and more
- Contact my HR Business Partner for guidance on key Human Resources processes. (Visit [COGnet](#) for a list of Business Partners by department.)

### GET SUPPORT

#### HELP IS HERE WHEN YOU NEED IT!

- E-mail: [ONEGarland@GarlandTX.gov](mailto:ONEGarland@GarlandTX.gov)
- Call: 972-205-2900



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

Check back often for the latest resources!