



Clarification on MOU Provision Updates Timeline

Fri, Aug 16, 2024 at 4:14 PM



Dear City Family,

On July 9th, 2024, a communication was sent by the HRP Project Team which requires clarification regarding reference to the November 27, 2024 paycheck.

Clarification: By November 16, 2024, all new and updated MOU provisions will be programmed in the Workday system.

The City's top priority is to ensure employees are paid accurately. As provisions are programmed and made available for implementation, those provisions will be applied to eligible employees as soon as possible to ensure employees are compensated correctly.

Once employees are being compensated accurately using the correct compensation plans, attention will be turned toward calculating and issuing retroactive payments where applicable. This retroactive pay calculation will be time-intensive and complex, as the data required to calculate the retroactive payment resides in two different payroll systems (PaySR and Workday).

Please contact your department payroll team with any questions.

Thank you for your time and consideration.

Best Regards,
The HRP Project Team
hrp.insidela.org



Dear City Family,

Employees can now view their payslip in Workday for Pay Period 27 (June 16th - June 29th). For step-by-step instructions on how to view your payslip in Workday, please review the job aid [here](#). Checks and direct deposits will be available tomorrow, July 10th, in accordance with the City's normal timeline.

Please remember that there may be minor pay differences between this pay period and previous pay periods that were processed in PaySR. For more information about potential pay differences, please refer to the [communication that was sent out on June 5th](#). **If you have any questions about your pay, please reach out to your department Payroll representative.**

If there are any significant issues with your pay, the Controller's office can issue a hardship emergency check following the current process and timeline. Hardship emergency checks can be requested by your department payroll team after they have made the appropriate correction. Any other adjustments will be paid out during Pay Period 1 following the current process.

Additionally, please remember **all timesheets for Pay Period 1 (June 30th - July 13th) should be submitted AND approved in Workday by the end of the week.** For general questions, please reach out to your [Change Champion](#).

Finally, the City's Controller and CAO teams implemented the majority of recent MOU updates related to pay rate or base wages before HRP Go-Live, but there are still some recent MOU updates that have not been updated in Workday. The HRP team is tracking all remaining items to ensure that appropriate updates are made following the Hypercare period. All MOU updates are expected to be made in Workday by the close of PP10 and included with retro pay in the November 27th paychecks. Additional guidance will be provided to departments as those updates are being made.

Thank you for your time and consideration.

Best Regards,

The HRP Project Team

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