

Division: Finance & Risk Management

Program Characteristics:**Program Description**

Workday is the County's financial system of record, managed and supported by business operational staff on the ERP Finance Support team in Central Finance. Workday functionality supported by this program offer includes: Banking and Settlement, Business Assets, Customer Accounts (Accounts Receivable), Finance Data Model, Financial Accounting, Grants Management, Inventory, Procurement, Projects and Project Assets, and Supplier Accounts (Accounts Payable).

This program is responsible for:

- System Maintenance and Configuration: Manages all configuration and system changes for Workday finance functionality, including implementing mandatory, twice-yearly updates.
- Reporting: Develops new custom financial reports and maintains existing reports.
- Data Management: Maintains the County's foundational finance data model for recording and reporting on financial transactions.
- Security and Compliance: Manages Workday business processes and security to establish internal controls, protect against fraud and errors, and ensure compliance with accounting rules.
- User Support: Provides operational and learning support to County finance users, aiming for quick and accurate assistance.
- Partner Engagement: Collaborates with finance groups to ensure transparency and involvement in decision-making about configuration projects.

Equity Statement

Staff maintain compliance and apply the County's core values of equity and inclusion. This program addresses differences in staff technical backgrounds by creating and delivering required, foundational Workday training so that all Finance staff are set up to succeed. Operational and learning support activities intentionally use a variety of communication channels and accessible formats.

Revenue/Expense Detail

| | 2026 General Fund | 2026 Other Funds | 2027 General Fund | 2027 Other Funds |
|------------------------|----------------------|---------------------|----------------------|---------------------|
| Personnel | \$1,279,370 | \$0 | \$1,348,985 | \$0 |
| Contractual Services | \$15,000 | \$0 | \$15,000 | \$0 |
| Materials & Supplies | \$54,329 | \$0 | \$52,889 | \$0 |
| Internal Services | \$64,747 | \$0 | \$67,102 | \$0 |
| Total GF/non-GF | \$1,413,446 | \$0 | \$1,483,976 | \$0 |
| Total Expenses: | \$1,413,446 | | \$1,483,976 | |
| Program FTE | 5.00 | 0.00 | 5.00 | 0.00 |
| Total Revenue | \$0 | \$0 | \$0 | \$0 |

Performance Measures

| Performance Measure | FY25 Actual | FY26 Estimate | FY27 Target |
|--|----------------|------------------|----------------|
| Number of customer support tickets processed | 1,336 | 1,300 | 1,300 |
| Student hours of learning support provided | 892 | 988 | 1,000 |