



## MEMORANDUM

**TO:** Mayor and Council Members

**FROM:** Rebecca Kennedy, Interim Director, Human Resources Department *RK*

**DATE:** May 26, 2023

**SUBJECT:** Staff update regarding Council Member Ellis Budget Rider #3: Restoring Returning Employees' Service Time for Vacation Leave and Service Incentive Pay Calculations (Ordinance No. 20220817-004)

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The purpose of this memorandum is to provide an update regarding [Council Member Ellis Budget Rider #3](#), requesting that returning employees' service time be restored for vacation leave and service incentive pay calculations.

The City's current system for Human Capital Management (HCM) functionality, Banner, is being replaced with Workday. Workday must be in place in order to implement this request. Modifying the current Banner system would take almost the same time we anticipate setting up and transitioning to Workday. We also explored fulfilling this direction manually, but this effort would require the equivalent hours of one full-time staff person and the keying in of the data into a separate system, requiring multiple data sets and potential for error.

A contract with Workday was executed in late January 2023. The Workday project team is working on business process alignment and data conversion, quickly moving into the system's design phase. Workday will include in the system design to restore service time for vacation leave and service incentive pay calculations. The initial implementation of the HCM system will be phased in starting Summer 2024, with estimated project completion in Fall 2024.

For questions, please contact me at [rebecca.kennedy@austintexas.gov](mailto:rebecca.kennedy@austintexas.gov).

cc: Jesús Garza, Interim City Manager  
J. Rodney Gonzales, Assistant City Manager