

# Destination Workday Newsletter | June & July 2026

## Moving Milwaukee Forward

Welcome to the official Destination Workday: Moving Milwaukee Forward newsletter. The June and July 2026 edition provides information regarding the new go-live date for the City of Milwaukee, the Specialty Train the Trainer Workshops, an introduction to the City's new Workday Project Manager, Rhonda Sinclair, and payroll and time Workday terminology.

## Important Dates

**End of Q4 2026** – Workday Finance, Payroll, and HR go-live for the City of Milwaukee

## Registration for Workday Specialty Train-the-Trainer Workshops Coming Soon!



The City of Milwaukee's Workday Train-the-Trainer program is gaining traction after the recent Employee Self-Service (ESS) and Manager Self-Service (MSS) workshops. A big thank you to our volunteer trainers for their participation and feedback, which is crucial as we prepare to launch the system.

Feedback was largely positive, with many praising Workday's intuitive interface and self-service capabilities. The search bar was highlighted as a key feature for users.

As we move forward, trainers should remind employees that mastering Workday takes time and that the training tenant, MKE2, may have data inaccuracies. The Proxy feature will only be available for training purposes.

To continue developing as trainers, participants are encouraged to practice in the training tenant and utilize available resources. Collaboration among trainers is essential for effective delivery.

Looking ahead, Specialty Train-the-Trainer Workshops are planned for summer 2026, focusing on key areas like Timekeeping, Financials, and Operational Processes. Visit [mint.milwaukee.gov/workdaytrainer](http://mint.milwaukee.gov/workdaytrainer) to learn more!

## Welcome Project Manager, Rhonda Sinclair!



Please join us in welcoming **Rhonda Sinclair** to the City of Milwaukee's Workday Project team as **Project Manager**. Rhonda brings strong project leadership and analytical expertise to the role, including experience as a Six Sigma Black Belt and a passion for continuous improvement.

As interim Project Manager, Rhonda will focus on supporting all workstreams and helping ensure the project's reset go-live timelines stay on track. She also believes that targeted training, education, and follow-up support are key to preparing a Workday-ready workforce.

We are excited to have Rhonda on the team and look forward to her contributions. At the same time, we extend our sincere thanks and best wishes to Jill Price, who will retire on June 6 after 36 years of service to the City of Milwaukee. We thank Jill for her dedication and wish her all the best in retirement.

## Workday Terminology: Payroll & Time Tracking/Time Entry

**Off Cycle:** A payment, such as a manual payment or on-demand payment, made outside the regularly scheduled payroll run. Reversals and history payments are also classified as off cycle. Off-cycle manual and on-demand payments enable you to issue additional or replacement payments.

**On Cycle:** A scheduled payroll run.

**On Demand Payment:** An off-cycle payment that replaces, or is issued in addition to, a worker's on-cycle pay.

**Pay Component Group:** A collection or combination of related earnings, deductions, or pay component-related calculations that are combined to simplify payroll calculations. Examples: Employer-Paid Benefits, Pre-Tax Deductions and Federal Taxable Wages.

**Pay Component:** An earning (such as base salary or bonus) or deduction (such as federal withholding taxes or medical) that applies to a worker's gross-to-net pay calculation or tax liability.

**Quick Add:** A time entry method that enables you to create a time block and copy it to multiple days in a week.

**Time Entry Calendar:** A set of self-service pages that you use to enter, edit, and view time.

**Time Off:** Reported time that is not worked. Common types of Time Off include sick leave, jury duty, and vacation.

**Time Type:** The type of time off an employee enters in his or her time entry calendar. Time Type is selected from a list of Time Off Plans available to an employee, such as maternity, annual leave, sick leave, etc.