

Introduction to Workday at Lewis & Clark

Please view the following presentation to learn more about what Workday is, how this new system will impact you, and the College's implementation plans...



What is changing?

- Currently your employment information such as your address, hire date, job, compensation, and benefit election information is stored on a server, on spreadsheets, in file cabinets, and on paper forms.
- Starting in 2014 we are moving this employment information to the Cloud!



Why are we making this change?

We are making this change to...

- Provide staff, faculty, and student workers access to view and change their own personal information.
- Provide supervisors and student worker supervisors access to appropriate team information to manage their team's employment information.
- Improve accuracy and reduce duplication of staff, faculty, and student worker data entry.
- Shorten the time it takes for Human Resources processes to occur.
- Provide online, real-time access for managers and employees to view and manage their Human Resources information, 7 days a week, 24 hours a day, without having to contact Human Resources staff.

Why are we using Workday?

- Workday allows you to submit your information electronically and automatically routes your changes to the appropriate Human Resources representative for approval and processing.
- Workday has a variety of customers from education, government, financial services, technology, healthcare, retail, and manufacturing sectors.
- Brown University, Champlain College, Carnegie Mellon University, and Georgetown University are a few examples of other higher education institutions using Workday.

What will we do in Workday?

Staff & Faculty can...

- Change their personal information including:
 - Home address
 - Emergency contacts
 - Dependents
 - Beneficiaries
- Enroll or change benefits elections during Open Enrollment or with a qualifying event

Supervisors can...

- View direct reports' position or compensation information
- View team data
- Run reports such as headcount and open position reports

When will we be going live with Workday?

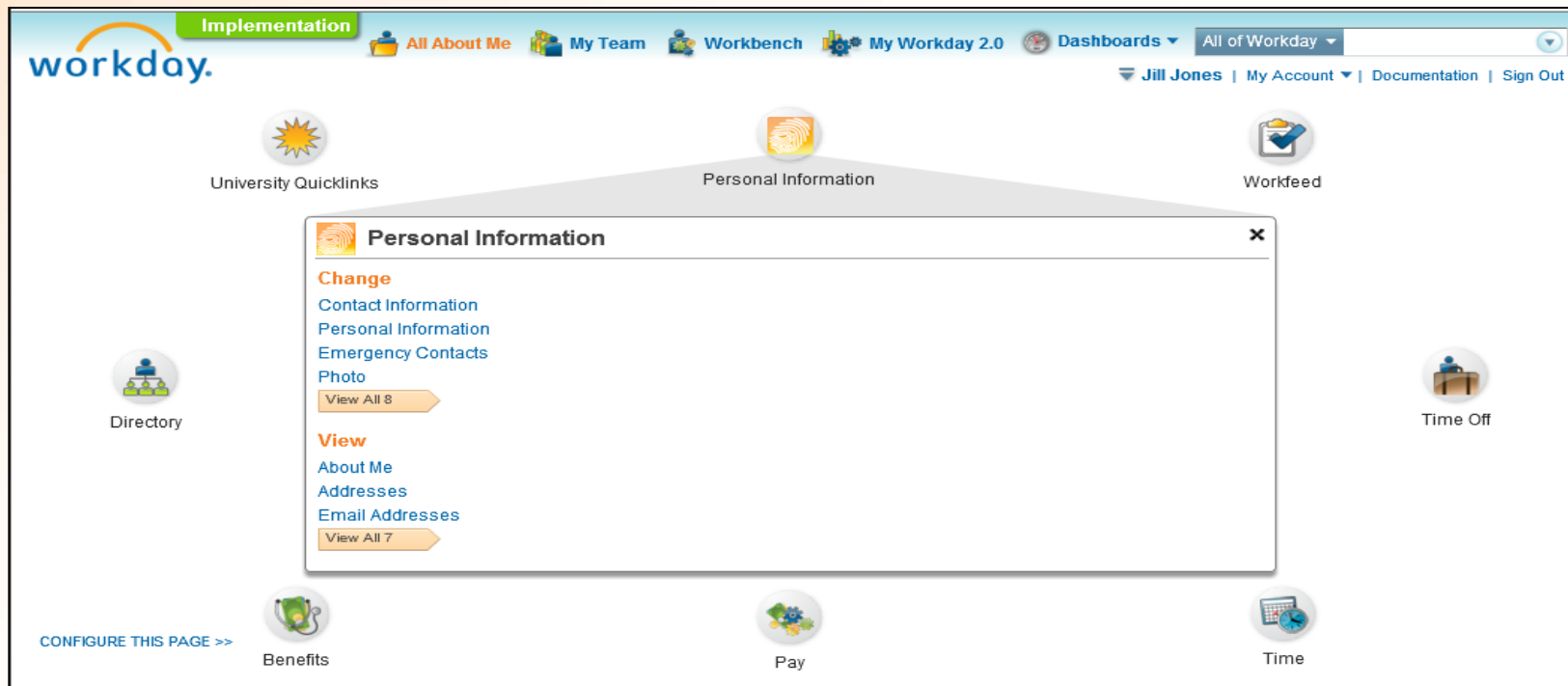
- Workday will be going live for student workers and student supervisors starting January 13, 2014.
 - In January student workers will begin entering their work hours into Workday and view their pay slip information.
 - Student supervisors will approve time in Workday starting January 13, 2014.
- On January 30, 2014 we will be rolling out Workday to staff and faculty.
 - Staff and faculty will be able to:
 - View and change their personal information
 - Change their benefit elections in Workday if they have a qualifying event
 - View their pay slips
- In April/May 2014 non-exempt staff will enter and track their hours worked and sick and vacation time through Workday.
- Faculty and exempt staff will be entering and tracking their sick and vacation hours in Workday starting April/May 2014.

Workday Phased Implementation Plan

	Student Employees & Student Supervisors Going Live	Staff, Supervisors, & Faculty Going Live
HCM (<i>Core HR</i>)	1/13/14	1/30/14
Benefits	N/A	1/30/14
Payroll	1/13/14	1/30/14
Time Tracking	1/13/14	April/May
Absence (<i>sick and vacation</i>)	N/A	April/May

What will the new system look like?

Your Workday homepage will look something like this...



The next slide explains the homepage layout and icons....

Getting Started with Workday: Staff Homepage

The screenshot shows the Workday Staff Homepage with the following callout boxes:

- All About Me**: Workday home page for employees. An arrow points to the 'All About Me' link in the top right navigation bar.
- Workfeed**: View notifications and complete tasks such as approving transactions.
- Pay**: Set up and change direct deposit accounts and W4 federal tax withholdings.
- Benefits**: View and change benefit elections when you have a qualifying event.
- Directory**: View organizational charts and directory information.
- Personal Information**: View and change your personal information.
- Favorites**: Save your frequently used reports and tasks.

At the bottom left of the screenshot, it says 'CONFIGURE THIS PAGE >>'.

Symbols/Icons

- Display the actions menu
 - Edit
 - Add information
 - Undo
 - Display additional fields
 - Submit changes
 - View the data as a chart
 - View details about the instance in a new window
 - See information without leaving the current screen
 - Expand/Collapse
 - blue text Underlined blue text is an actionable link, report, or task.
 - Click to print
 - Click to export data
- Search** only requires three letters from any part of the word.

What type of training will we have for using Workday?

- Workday is a pretty intuitive system so not much training will be needed; but we will have Quick Reference Guides and demonstration videos available on the Human Resources Workday website.
- The training for Workday is still being developed, so check on the Human Resources Workday website for the most up-to-date information at www.lclark.edu/offices/human_resources/workday/.

What's next?

- Watch your email, The Source, and the Human Resources website at www.lclark.edu/offices/human_resources/workday/ for additional information about Workday.
- In January we'll send you the link to Workday, login information, and further directions.
- We're excited for the launch of Workday in 2014, and we'll be expanding Workday's capabilities well into the future.



Questions?

If you have any questions, please contact the main Human Resources desk at x6235 or hr@lclark.edu.