Workday Human Capital Management for Higher Education

Workday Human Capital Management (HCM) is a configurable cloud application designed to help you organize, staff, compensate, and develop your diverse employee base. Workday offers a unified human resources and talent management application that gives you all the tools you need to optimize the deployment of your administration, faculty, staff, and student workers and improve efficiency across your diverse and often siloed organization. Workday HCM provides:

- **Unification**: When your information comes from one unified source, it’s always up-to-date and available anytime, anywhere. With a unified suite of applications, you can ensure consistency, gain visibility, and accommodate your institution’s unique business requirements.

- **Actionable Insight**: The in-memory data management, speed, and efficient delivery of embedded business intelligence in Workday help you unlock your institution’s potential. Actionable analytics and reporting give you unprecedented insight.

- **Agility**: Innovative technology lets you easily configure, adapt, and automate your applications to meet your institution’s evolving needs. It’s flexible without additional cost, even after deployment.

- **Modern User Interface**: The simple interface across the entire Workday suite inspires people to use the intuitive applications.

**Human Capital Management**

Built from the ground up and delivered in the cloud, Workday HCM unifies human resources, benefits, compensation, employee recruiting, talent management, payroll, time and absence tracking, workforce planning, and learning.

**Human Resource Management**

Workday HCM offers intuitive, self-service capabilities that help you manage the full hire-to-retire lifecycle for faculty and staff in an increasingly dynamic environment. As changes occur with academic assignments, funding resources, federal regulations, reporting priorities, and other issues unique to your institution, they are immediately updated in Workday.

**Key Benefits**

- Reduce costs with a true cloud delivery model.
- Drive efficiency and support shared services with a flexible, easy-to-use global application.
- Empower faculty, staff, and executives through self-service.
- Standardize on industry best practices with more than 550 delivered business processes.
- Easily configure the system for your specific business needs.
- Take action at the point of decision.

**Key Product Areas**

- Human Resource Management
- People Analytics
- Global Compliance
- Audit and Internal Controls
- Workforce Planning
- Recruiting
- Talent Management
- Learning
- Compensation
- Benefits
- Payroll Management
- Time and Absence
With Workday, you can:

- View a 360-degree profile of each employee and faculty member with one-click visibility into worker history, benefits, leave, compensation, performance, and pay
- Report on and drill into positions, headcount, turnover, and other demographics for all your faculty and staff
- Define the appropriate staffing model and budgets (position, headcount, or job management) for the entire institution or individual entity
- Budget for and track specific positions and view funds that are budgeted, committed, and available for each position
- Manage the process for recording faculty appointments, tenure attainment, and academic affiliates who are paid by another organization

Workday enables you to deploy multiple organizational structures that accurately reflect the diversity required for academic institutions. With Workday, you can:

- Assign workers to multiple organizational types including departments, cost centers, academic entities, regions, projects, committees, teams, and custom organizations
- Easily restructure organizations and reporting relationships as needs change
- View up-to-date graphical charts for any organization

With Workday you can design, manage, and adjust compensation programs to meet your diverse requirements:

- Define and manage compensation plans including base pay, variable pay, activity-based pay, and allowances.
- Support and track compensation nuances for faculty including multiple appointments, varying start and end dates, and 9/12 or 10/12 academic years.
- Deliver graphical total compensation statements directly to employees, with the ability to drill into all elements of compensation.
- Set compensation budgets based on funding availability, with real-time balances updated based on allocation of the budgeted pool.
- Benchmark against external salary survey data to ensure all constituencies, including bargaining units, are appropriately compensated.

Workday has an easy-to-use, intuitive interface that allows you to access and process absence and leave information to fit your institution’s goals and policies. With Workday, you can:

- Establish eligibility criteria for diverse groups of faculty and staff including nuances related to multiple jobs, periods (terms), and academic years
- Manage diverse academic leave types, including sabbaticals and research appointments, and evaluate the potential impact on compensation and benefits plans
- Configure business processes and rules for approving and routing leave requests

Benefits Administration

Workday lets you define, manage, and adjust benefits plans to meet your unique requirements. You can track staff and faculty data changes within Workday HCM and update benefits providers automatically through Workday Cloud Connect for Benefits. Your institution can manage insurance plans, spending accounts, health savings accounts, retirement savings plans, flex plans, and additional benefits from a single unified system that factors in the nuances related to multiple jobs, sabbaticals, and academic years.

Workday also provides a dashboard and reports to help you implement provisions related to the employer mandate portion of the Patient Protection and Affordable Care Act. The reports are configurable so you can easily change parameters to fit the unique needs of your institution.
Talent Management
Achieving your goals and objectives depends on the quality of people in your institution. Workday gives you the tools to improve how you manage, develop, align, and reward your faculty and staff. With Workday, you can:

- Reduce costs and help newcomers quickly assimilate into the institution with streamlined onboarding.
- Create and manage meaningful goals that align and focus the workforce. Employees become more engaged and motivated because the system’s transparency lets them see how their work is linked to institutional success.
- Gain accurate, real-time insight into the performance, skills, and development needs of your employees.
- Identify the best people across your organization so you can engage and develop those with high potential. You can also avoid critical leadership gaps and prepare the institution for the future.
- Allow employees to take greater control of their careers by giving them the insight and tools to move ahead.

Recruiting for Institution Staff and Faculty
Workday Recruiting for staff and faculty helps institutions achieve true visibility across the entire talent-acquisition process and acquire the best talent. Workday Recruiting provides the hiring team with greater visibility, configurable workflows, and a positive candidate experience. This information is accessible anytime, anywhere. It enables better collaboration and communication between team members to accelerate the hiring process.

Payroll Solutions

Workday Payroll
Workday Payroll is designed to address the full spectrum of enterprise payroll needs for U.S. and Canadian colleges and universities. The flexible application allows complete control over payroll processes, data, and costs.

The powerful calculation engine in Workday Payroll supports unlimited pay groups and pay runs. Institutions can retrieve and act on payroll data immediately to recalculate payroll as many times as needed. Configurable security allows appropriate employees outside of payroll to give input and view results before payroll completion.

The application’s built-in analytics allows users to set up comprehensive audits that are embedded into payroll results, and drill into audit alerts to investigate. You can run an unlimited number of reports and audits on payroll data and immediately get the insight you need.

Workday Cloud Connect for Third-Party Payroll
Workday Cloud Connect for Third-Party Payroll makes it simple for your payroll department to integrate with third-party payroll providers. Customers can use prebuilt integrations from Workday partners who build, maintain, and update them.

Time and Absence
Workday lets employees check in and out or enter time easily from any mobile device or web browser, reducing labor costs, minimizing compliance risks, and increasing productivity.

“Change takes time. We’ve found that as we need to change org structures, processes, and policies for compliance, Workday allows us to do it, quickly. What we love about Workday is that it’s not a roadblock to change, but an enabler to help us manage change effectively.”

—Betsy Shrier, Associate Vice President of HR, Systems & Administration, Cornell University
**Workforce Planning and Analytics**

Workday delivers collaborative tools and insight to help you create strategic workforce plans, make better decisions, and meet your operational goals. Scorecards, dashboards, and reports provide critical workforce metrics to give you a clear overview of your institution’s health. With Workday, you can:

- Understand the skills, costs, and performance of your workforce
- Create dynamic and flexible headcount plans
- Identify problem areas and implement strategies to address them
- Close gaps with talent programs and stay on track to meet your goals
- Collaborate across finance and HR with unified planning, budgeting, and forecasting

**Learning**

Workday Learning empowers your employees at every step throughout their career, enabling them to gain and share knowledge anytime, anywhere. Built into the fabric of the unified Workday suite of applications, Workday Learning helps you cultivate your workforce and close talent gaps. It brings together the capabilities of an enterprise-grade learning system with modern, on-demand content sharing and curation in one engaging platform.

Workday Learning recognizes users and makes tailored learning recommendations based on who they are, what they do, and their stage in the employee lifecycle. With Workday Learning, you can:

- Create, share, and consume content from any device
- Accelerate readiness through meaningful development plans
- Manage all aspects of learning, from informal learning to compliance training
- Measure the value and effectiveness of learning through built-in, actionable reporting