



## Workday Human Capital Management

Sweeping global changes are reshaping the workplace and workforce—and work itself. Emphasis is shifting toward smarter decisions and employee engagement. And as a result, it has become more important than ever for HR to streamline processes, empower workers, collaborate across the organization, and align teams with strategic business initiatives.

Organizations should be able to rely on their systems to guide them through these changes, but legacy on-premise systems are inflexible and third-party, bolt-on solutions require complex and costly integrations while offering limited functionality.

Workday Human Capital Management is fundamentally different. Built as a single system with a single source of data, single security model, and single user experience, Workday offers organizations a cloud-based system that evolves to meet changing business needs today and into the future. The user-friendly, global system also ensures that customers are always on the latest version with up-to-date capabilities, whether they're using Workday on a browser or mobile device.

### Built for Whatever Comes Next

With a global and adaptable foundation, Workday is designed to address the challenges you face today and prepare your business for whatever the future brings. As industries, circumstances, and requirements change, Workday evolves to help your organization adapt.

- **A flexible framework** allows you to organize your people using different criteria at the same time, so your finance and HR teams both get what they want. Employees can be grouped logically by function or reporting hierarchy, and organized to align with financial structures such as division, cost center, or geography.
- **The business process framework** allows you to easily configure, copy, and change process flows, consider conditional logic, or embed information throughout a given process. All of this happens without IT or consulting resources, so you don't have to deal with the delays and costs that are typical of process changes. Configurable conditional logic makes it easy to scale processes to a global level while adapting them to local requirements.

### Key Product Areas

- Human Resource Management
  - > Absence Management
  - > Organization Management
  - > Position and Staffing Models
  - > Onboarding
  - > Benefits Administration
  - > ACA Management
  - > Compensation Management
  - > Contingent Labor Management
- Talent Management
- Succession Planning
- Performance and Goal Management
- Career and Development Planning
- Employee and Manager Self-Service
- Part of a single system with other Workday products including Workday Financial Management, Workday Payroll (for the U.S., Canada, France, and the UK), Workday Recruiting, Workday Learning, Workday Planning, and more

- **An innovative security methodology** is a core part of what makes Workday flexible and easy to use. In Workday, you secure data rather than fields. Set up security once and it governs the data across all of Workday no matter how it's accessed—via browser or mobile app.
- **Reporting and analytics** are native to Workday and inherit the security configurations you set up around data. Reports, dashboards, and scorecards are easy to configure, change, update, and publish. And because transactional and analytical data are in the same system, you can drill into data and take action on it from anywhere in Workday. Removing the separation between transactions and analytics means that you can manage your organization fluidly, in real time, and with full confidence in data integrity.
- **A mobile-first design approach** fosters straightforward, relevant interaction. A single application provides access to all of Workday. It's always in sync, so changes made on the mobile app instantly appear in the browser version and vice versa, making it possible to fluidly move between mobile and desktop.
- **Proactive compliance monitoring** ensures that important product enhancements are made even while regulations are developing. All customers are updated onto the latest product version, and evolving changes are continuously rolled out to customers.

**Workday delivered updated Disability Self-ID form requirements in product only four days after the OFCCP issued the new form for use by businesses.**

### **Manage a Global Workforce**

Centered on a singular model of people, organizations, assignments, and business events, Workday ensures global consistency while allowing for local variation. With this global perspective, Workday can provide meaningful business insight across borders and business processes.

**Operate locally, manage globally:** As one of the first vendors to be added to the Department of Commerce list of self-certified Privacy Shield Participants, Workday complies with the Privacy Shield principles for the transfer of European personal data to the United States. In addition, Workday also offers a prebuilt connector to Unistaff specifically to meet the Russia Data Privacy requirements. Processes such as contracts and offers, collective agreements, apprentice management, and more are all delivered as native functionality. Workday even provides a delivered intersection point with Works Council for appropriate staffing events (termination, job change, and so on) as well as a user role for recruiting agencies that are heavily used outside of North America.

**Get a complete view of your global workforce:** Employee profile support for more than 200 countries, territories, and regions incorporates country-specific diversity and compliance requirements and enables you to track appropriate data at a local or global level.

**Manage all worker types:** Workday makes it easy to manage workers in a broad range of relationships with the organization, including contingent workers, employees, contractors, and retirees.

## Workday for Every Worker

Workday is intuitive and easy to use. Processes flow throughout your organization so each person involved has access to just the right information and actions. For example, the compensation change process was designed for every person involved—from strategy to approvals and transactions—rather than just focusing on the compensation administrator. Whether you are an employee, a contractor, a manager, an executive, a board member, a business partner, a system administrator, a recruiting agency, an applicant, a retiree, or even an auditor, Workday was built for you.

## Elevate Human Resources

Too often, HR departments get bogged down in administration and transactions. With Workday, you can focus on the things that matter—talent strategy, employee experience, and long-term growth. Workday delivers information and transaction flexibility to your employees, managers, and executives and provides you with the infrastructure to make your HR organization effective and efficient.

- Configurable business processes enable the HR team to maintain global consistency while supporting local differences.
- Rich analytics provide comprehensive talent insights to drive coaching and decision-making.
- A single application for administration, talent, learning, recruiting, payroll, and more delivers unprecedented visibility, transactional simplicity, and the ability to connect data across functions.
- Embedded analytics incorporate relevant information directly into the transaction process, enabling fact-based decisions across the organization.
- Complete visibility into the skills and capabilities of your current workforce makes it easy to source internal talent.

- Planning for talent is easy when all employee information is in a single system, making it easy to build talent pools, calibrate talent, and monitor succession on a local or global level.

**“With Workday, we have a product that changes life for people at HP.”**

—Scott Spradley,  
CIO Global Functions, Hewlett-Packard

## Engage Your Employees

For workers, managing HR transactions such as benefits enrollment, expense reports, PTO, and payroll is just the beginning. Workday empowers employees to tap into opportunities to grow and thrive within their organization, which drives employee satisfaction and retention. Personal and professional growth comes through employees' ability to get feedback at any time, understand opportunities, seek mentors and guidance, learn freely, and develop the skills they need to take their careers in any direction. Workday helps employees engage in a continuous and meaningful development experience throughout the entire employee lifecycle—from onboarding to job changes, development opportunities, and promotions—all from their desktop or mobile device.

- An intuitive mobile app enables employees to access information or conduct HR transactions and learning resources anytime, anywhere.
- Employees can quickly share skills and feedback with co-workers or find colleagues with specific expertise.
- Innovative capabilities such as the opportunity graph enable employees to explore potential career moves and connect with mentors.
- Surveys offer critical data to the employee for opportunities to deepen engagement.

## Empower Your Managers

Workday provides the visibility, control, and collaboration your managers need to effectively manage their teams. Managers turn to Workday for insights, planning, transactions, coaching, and development. Notifications and alerts eliminate delays and keep the organization moving forward. And managers on the move can access information, make decisions, and transact directly from their mobile device.

- Dashboards and reports provide instant insights into key measures and metrics. With day-one reporting, Workday delivers key manager reports at deployment so managers start gaining value immediately.
- Analytics embedded directly in process flows help inform decisions at the point of action. Comprehensive visibility into worker data allows managers to provide informed guidance and coaching that supports retention. Managers can view job and career interests to steer conversations; staff projects based on skills, desires, or feedback; and recommend courses or development opportunities.
- Notifications and alerts enable managers to track any metric and either receive updates on a regular basis or alerts when the metric reaches a defined threshold. Managers are better able to monitor their organization but focus their time on the most critical issues.

- Workday is continuous, so there aren't any compensation process lockouts in which changes, hires, or promotions can't be processed. Instead, Workday allows managers to coordinate all the moving parts in change events—such as transferring an employee, reassigning their team, or updating compensation—any time, any day of the year, even during a merit cycle.
- The mobile app is governed by the same access and security settings as the browser version, giving managers everything they need to keep moving at the speed of business.

## Enlighten Your Executives

Executives set the course for the organization; Workday provides the navigation. Cascading goals align teams around common objectives, while configurable dashboards guide the way and scorecards illustrate progress toward the plan.

- Scorecards show how you're doing on your goals based on the metrics that matter most to your organization. Teams can provide context around performance by adding commentary.
- Performance and goals can be aligned to key milestones and deliverables.
- Succession plans and talent pools reveal where your organization is strong and where you need to fill skill gaps or talent shortages before they impact the organization.
- Dynamic reports enable executives to see the big picture and then drill down into the details to take action.
- External data can be incorporated into Workday to provide comprehensive insights.



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