

## Organization Management in Workday

The organization management capabilities in Workday are designed to help organizations model business changes, act on data-driven insights, and adjust to evolving market conditions. We combine org management, visualizations, and modeling with the seamless ability to execute in a single solution, empowering your organization with agility in the face of change.

### As Dynamic as Your Business

Designed for flexibility, you can build organizational structures that reflect how you do business and view them as dynamic organization charts. These charts are configurable to display critical information to empower your leaders with insights and the ability to take action.

Workday supports two staffing models that can be used based on the user's organizational needs to allow for fluid and flexible controls. This flexibility enables an organization to focus on meeting specific business needs, rather than enforcing one staffing model.

- **Position management:** A comprehensive model with budgetary control and commitment accounting that offers the ability to track open, filled, available, and unavailable positions and set hiring restrictions and role assignments.
- **Job management:** Defines organization-level hiring restrictions with greater flexibility and no specific limits on the number of jobs that can be filled.

### Custom Structures—Unique to You

Workday gives you the ability to build your organizational structures to reflect the way your enterprise does business.

We provide hierarchical structures designed to evolve as your company, business needs, and locations grow. Setting up hierarchies helps streamline business process routing, security, analysis, and reporting. Security can be configured so that roles are automatically inherited at a higher level in a hierarchy, helping to ensure business processes are covered and the right individuals in the organization have the right access to view information and reports, and take action based on their role within the organizational hierarchy.

### Key Features

- Job or position management
- Flexible and custom org and hierarchical structures
- Actionable organization charts
- Single system that connects to benefits, compensation, payroll, and more
- Org studio interface: reorganization modeling and seamless execution
  - Drag-and-drop interface
  - Mass action to execute change
  - Collaborative, secure environment
  - Visualization of hierarchies and span of control

Some organizational structures you can create with Workday:

- **Supervisory:** Create and manage your reporting relationships.
- **Company hierarchy:** Manage your organization across reporting legal entities, and create rollup structures.
- **Cost center and cost center hierarchy:** Manage your organization according to your financial cost center information.
- **Geographic hierarchy:** Manage your organization across your geographic divisions.
- **Custom organizations:** Define your unique membership criteria.
- **Matrix organizations:** Represent collaborative organizations and dotted-line relationships. Structure compensation packages according to the needs of your organization.

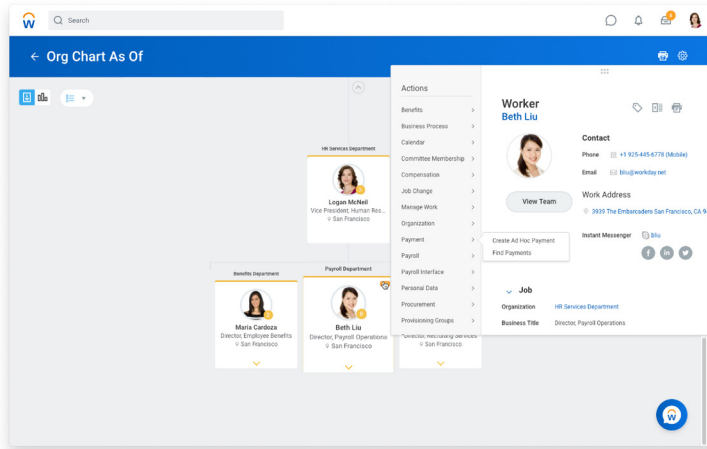
### Organization Charts That Empower Action

Workday enables you to navigate your organization with an interactive, graphical chart. Our single security model means that security adapts with the changes you make, allowing every user to get the right level of access to see what they need to.

With the organizational management capabilities in Workday, organizations can:

- Configure dynamic charts to indicate which fields should be displayed to easily adapt to your organization's requirements
- Leverage native reporting and analytics, allowing your organization to create and run reports using organizational parameters such as cost center, region, and company or custom reporting structures
- Access worker records directly from a graphical chart, enabling users to review and modify information quickly and efficiently
- Initiate business processes to increase efficiency, such as moving workers or reorganizing businesses from directly within the graphical view.
- View any key metric, such as head count or span of control, within your org chart for deep insight into the context of the organization
- Leverage effective dating to view historical, point in time, or future organizational structures with ease
- Easily prepare for executive presentations by exporting organization charts to a PDF file or Microsoft PowerPoint with pictures and metrics, choosing the number of levels to include

Our flexible organization management capabilities empower you to manage all kinds of organization types, model reorganizations, and complete merger and acquisitions—all within Workday.



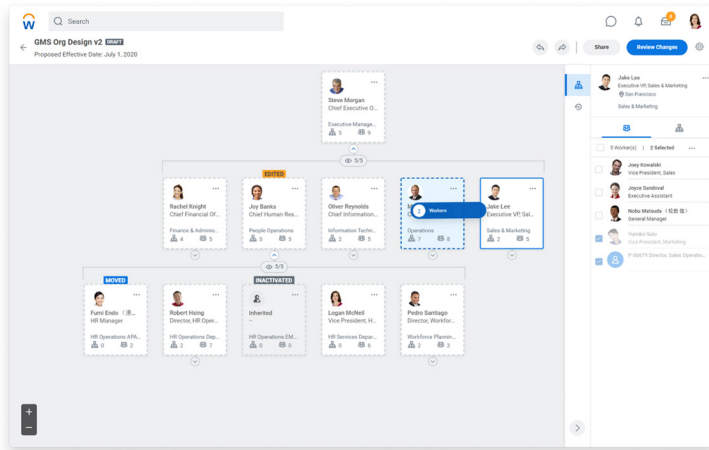
Actionable org charts.

### Intuitive and Easy-to-Use Org Design

Leveraging one security model, the org studio feature enables you to design proposed organizational changes in real time using an intuitive drag-and-drop interface for collaborative planning and seamless execution. You can also visualize the new hierarchy and span of control before submitting an org design. After all plans are approved, Workday transfers your design and data to worksheets, where you can refine and correct your plans and then implement your new structure as a mass action, helping to streamline the reorganization process.

Org studio enables you to:

- Create multiple design drafts using live and future-dated data, helping to reduce human error
- Share and collaborate in real time with other stakeholders, streamlining the reorganization process
- Experience the powerful security framework, auditing capabilities, and business process-based routing in Workday for shared participation and approval
- Approve changes using mass actions in worksheets to check for errors, reducing the amount of time it takes to complete the reorganization process



Org studio design.

### Structure Your Business for Change

The organizational management capabilities in Workday empower organizations to build dynamic, flexible org structures to meet their unique business requirements. Combined with the ability to take action directly from your organizational charts, your managers and leaders can stay focused on strategic activities. With a comprehensive view of their workforce plus the ability to model reorganizations and seamlessly execute, businesses can embrace change and be prepared for what comes next.



+1-925-951-9000 +1-877-WORKDAY (+1-877-967-5329) Fax: +1-925-951-9001 [workday.com](http://workday.com)

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