Workday Human Resource Management

You need the right tools to organise, staff and pay your global workforce. From planning your workforce budget and staffing strategies to managing retired workers, Workday Human Resource Management helps you to handle a global workforce effectively. From hiring employees to analysing your workforce, Workday helps you to manage the processes.

Keeping pace with change

With a global and easily adaptable foundation, Workday is designed to future-proof business operations. As business circumstances and requirements change – including organisational structures, business process rules, worker assignments and reporting priorities – Workday immediately adjusts for those changes.

- **Configurable organisational structures:** Workday's flexible organisation and staffing models handle traditional, hierarchical and administrative organisations, along with geographic, costing and collaborative (matrix-type) organisations.

- **Flexible processes:** Create, customise, roll out and manage relevant workflow processes. Apply these practices at any organisational level using a simple, intuitive process configuration tool.

- **Reorganise on the fly:** Business users can create new geographic divisions, rearrange cost centre structures or move organisational reporting relationships from one group to another. Users see changes immediately, so they can plan future reorganisations without coding.

Key product areas

- Organisation management
- Compensation management
- Absence management
- Employee self-service
- Manager self-service

Key benefits

- Gain true visibility into your global workforce.

- Take advantage of Workday's configurable business process framework.

- Manage the full hire-to-retire lifecycle in one system.

- Accurately reflect your organisational structures and reorganise easily.

- Provide intuitive and easy self-service tools for the entire organisation.

- Unify with Workday Talent Management.

Manage a global workforce

Centred on a singular model of people, organisations, assignments and business events, Workday's HR application ensures global consistency. It allows for local variation and provides meaningful business insight across borders and business processes.

Unified global view of workforce: Track localised employee records and job data, including personal information, demographics, IDs, emergency contacts, compensation, benefits, management chain and organisations. This data is available for more than 200 countries and takes into account country-specific diversity and compliance requirements.

Manage all worker types: Workday provides a unified global view of workers who have a broad range of relationships with the organisation. These may be contingent workers, full-time employees, or contractors.

- **Track work globally:** With Workday's comprehensive work-assignment model, organisations can accurately represent individual assignments. It covers traditional, permanent assignments, as well as more fluid, temporary assignments or international assignments. Workday also covers all the complexities that arise when moving from one jurisdiction to another.

Intuitive self-service

Employees, managers, and business leaders all find Workday applications easy to use, and so do C-level executives and administrators. Workday offers self-service actions on a browser and, for no additional cost, on mobile devices.

- **Role-based access:** Security access to relevant information and actions is controlled by role, regardless of the device being used to access the system.

- **Intuitive experience:** The Workday user experience is modelled on popular consumer-oriented designs. Empower all your users with relevant and actionable information.

Compensation: Motivate, reward and retain

With Workday Compensation Management you can design, manage and adjust compensation programmes to meet complex global rewards requirements or create and manage flexible employee compensation plans. Workday enables your organisation to consolidate employee compensation across multiple plans, teams, and geographies.

- **Comprehensive:** All types of plans are supported. You can handle base pay, promotion increases, ad-hoc changes, focal changes, one-time payments, lump sums, allowances, bonuses and equity. A variety of options help you to decide how to distribute budgets, choose effective dates for pay changes and define pay structures.

- **Extreme flexibility:** Compensation managers can easily update and define compensation plans in response to changing business needs. Allocate compensation in a single, unified merit process. For example, you can include a merit increase, stocks, bonuses and promotions in the same focal round.

- **Global:** Workday supports multiple currencies within a single compensation package, enabling organisations to define global rewards programmes with locally appropriate targets to ensure fair and consistent compensation practices. Workday also allows you to manage by a total compensation value using rules that can be defined by country.

Define and manage your absence plans

Workday Absence Management allows organisations to define, manage and gain a complete view of a worker's absences – whether it's accrued time off, vacation and sick plans, or defined leaves of absence. Workday Absence Management can be used seamlessly with Workday Time Tracking, Workday Payroll, or as part of Workday Human Capital Management (HCM).

- **Complete control:** Define and maintain accrued time off for workers, track times off (vacation time, bonus time, etc.) and manage unpaid leave of absence administration, including support for U.S. FMLA compliance. Analyse liabilities, or plan usage, consistency and popularity in real time.

- **Robust adaptability:** Workday Absence Management lets you configure time off and leave, business processes, and rules based on an employee's location, or the company's preferences or culture. The application supports any type of leave or time off (combined types, definition, eligibility, etc.).

- **Economic impact:** Workday Absence Management decreases vacation-liability errors with configurable rules, real-time reporting, and the automation of complex calculations and accrual rates. Define how worker inactivation, payroll changes and employment status affects leave. Account for such factors as absences, benefits, continuous service accrual and stock option vesting.

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