

Workday Human Capital Management

Sweeping global changes are reshaping the workplace and workforce – and work itself. Emphasis is shifting towards 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 organisation and align teams with strategic business initiatives.

Organisations should be able to rely on their systems to guide them through these changes, but legacy on-premise systems are inflexible. Third-party bolt-on solutions require complex and costly integrations while offering limited functionality, and they require synchronisation of data across applications.

Workday Human Capital Management (HCM) is fundamentally different. Built as one system with a single source for data, single security model and single user experience, it offers organisations a cloud-based system that evolves to meet changing business objectives in a changing world.

The user-friendly global system also ensures that customers are always on the latest version with up-to-date capabilities, whether they're on a browser or a mobile device.

Built for whatever comes next

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

- **A flexible framework** enables you to organise your people by using multidimensional criteria, so your finance and HR teams both get what they need. Workers can be grouped logically by function or reporting hierarchy and organised to align with financial structures such as division, cost centre or geography. And, with the org studio interface, you can plan and stage your reorganisations collaboratively before committing to and executing seamlessly with mass actions.
- **The business process framework** enables you to easily configure, copy and change process flows, consider conditional logic or embed information throughout the process. All of this happens without IT or consulting resources so you don't have to deal with the delays and costs typical of process changes. Configurable condition logic makes it easy to scale processes to a global level while adapting them to local requirements.

Key Benefits

- Get insights into the global workforce
- Adapt quickly using key metrics
- Engage employees

Key Product Areas

- Human Resources Management
- Organisation Management
- Business Process Management
- Reporting and Analytics
- Employee and Manager Self-Service
- Contingent Labour Management
- Skills Cloud
- Absence Management
- Benefits Administration
- ACA Management
- Compensation Management
- Talent Optimisation
 - Performance Enablement and Goal Management
 - Career and Development Planning
 - Talent Pipeline
 - Talent Marketplace

Workday Applications

Part of our human capital management suite with other Workday products such as Workday Financial Management, Workday Payroll (for the US, Canada, France and the UK), Workday Recruiting, Workday Learning, Workday Adaptive Planning and Workday Peakon Employee Voice.

- **An innovative security methodology** is a core part of what makes Workday HCM flexible and easy to use. Secure data rather than fields. Set up security once, and it governs the data across all of Workday HCM, no matter how it's accessed – via browser or mobile app.
- **Reporting and analytics** are native to Workday HCM and inherit the security configurations you set up for 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 within Workday HCM. Removing the separation between transactions and analytics means you can manage your organisation fluidly in real time and with full confidence in data integrity.
- **A mobile-first design** fosters straightforward, relevant interaction to meet workers where they are. A single application provides access to all of Workday HCM. 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 management** combined with the single system of record means that all compliance-related updates are rolled out to customers at the same time and maintained by a team of Workday experts.
- **Machine learning capabilities** are delivered as a part of the Workday foundation, providing personalised enterprise experiences and enabling smarter and faster business decisions for all.
- **Skills cloud** offers a business-centric approach to skills management with a skills count and an ontology of more than 55,000 skills, giving workers an enhanced search experience to streamline skills reporting. Organisations armed with analytics and insights can highlight top skills, perform gap analysis and empower leaders to help develop internal talent or focus recruitment efforts externally. Skills cloud is the foundation for much of the machine-learning-driven functionality in Workday HCM, including functionality that helps identify workers with the skills needed for internal opportunities that enable businesses to efficiently meet resource needs.

Manage a global workforce

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

Operate locally, manage globally. Workday provides tools that help customers comply with the General Data Protection Regulation (GDPR) and include a robust configurable security model. Processes such as contracts and offers, collective agreements and apprentice management are all delivered as native functionality. Workday even provides a delivered intersection point with works councils 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-related features and enables you to track appropriate data locally or globally.

Manage all worker types. Workday makes it easy to manage workers of all levels across the organisation, including contingent workers, employees, contractors and retirees.

People at the centre

Workday HCM is intuitive and easy to use. Processes flow throughout your organisation 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. Machine learning capabilities provide a personalised experience for all workers by providing recommendations, surfacing the most relevant tasks, providing search results and more. 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 with administrative tasks and transactions. With Workday HCM, you can focus on the things that matter: talent strategy, employee experience and long-term growth. It delivers information and transaction flexibility to your employees, managers and executives, and provides you with the infrastructure to improve your organisation's effectiveness and efficiency.

- 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 organisation.
- Complete visibility into the skills and capabilities of your current workforce makes it easy to source internal talent and develop employee skills.
- Having all employee information in a single system makes it easy to plan for talent, whether it's building talent pools, calibrating talent or monitoring the talent pipeline for succession locally or globally.

Engage your employees

For workers, managing HR transactions such as benefits enrolment, expense reports, PTO and payroll is just the beginning. Workday HCM empowers employees to tap into opportunities to grow within their organisation, which drives employee satisfaction and retention. Personal and professional growth comes through the ability for employees to get feedback at any time, understand opportunities, seek mentors and guidance, learn freely and develop the skills they need in order to take their career in any direction. With Workday HCM, 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 and learning resources or conduct HR transactions 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 employees for opportunities to deepen engagement.

Empower your managers

Workday HCM provides the insights, planning, transactions, coaching and development that managers need in order to effectively lead their teams. Notifications and alerts eliminate delays and keep the organisation moving forwards. And managers on the move can access information, make decisions and make transactions directly from their mobile device.

- Dashboards and reports provide instant insights into key measures and metrics. With day-1 reporting, Workday HCM delivers key manager reports at deployment so managers can start gaining value immediately.
- Analytics embedded directly into process flows help inform decisions at the point of action. Comprehensive visibility into worker data enables 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 receive regular updates or alerts when the metric reaches a defined threshold. Managers are better able to monitor their organisation and focus their time on the most critical issues.
- Workday HCM is continuous, so there aren't any compensation lockouts that prevent changes, hires or promotions from being processed. Workday HCM enables managers to coordinate all the moving parts in change events – such as transferring an employee, reassigning that person's team or updating compensation – anytime and 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 organisation, and Workday HCM provides the navigation. Cascading goals align teams around common objectives, configurable dashboards guide the way and scorecards illustrate progress towards the plan.

- Scorecards show how you're doing on your goals, based on the metrics that matter most to your organisation. Teams can provide context for performance by adding commentary.
- Performance and goals can be aligned with key milestones and deliverables.
- Talent pipelines and talent pools reveal where your organisation is strong and where you need to fill skills gaps or talent shortages before they impact the organisation.
- 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 HCM to provide comprehensive insights.

Explore how [Workday Human Capital Management](#) can help your organisation.

Deploy Workday and get significant value, fast

Workday offers deployment services, training, support and continuous innovation to help you use Workday with confidence as your organisation evolves. Because each customer has different requirements, resources and goals, we've designed our services to meet a variety of needs and learning styles.

To help you reach your goals faster and empower your teams, subscription-based Workday Success Plans offer exclusive access to resources, tools and expertise for an even deeper understanding of Workday.

For more information, visit workday.com/cx.



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