

Organisation Management in Workday

The organisation management capabilities in Workday help organisations model business changes, act on data-driven insights and adjust to evolving market conditions. We combine organisational management, visualisations and modelling with the seamless ability to execute in one solution, empowering your organisation with agility in the face of change.

As dynamic as your business

Designed for flexibility, Workday enables you to build organisational structures that reflect how you do business; you can also view them as dynamic organisational charts. These charts can be configured to display critical information that empowers company leaders with the insights needed to take action.

Workday supports two staffing models for users based on their organisational needs to allow for adaptable controls. This flexibility enables an organisation to focus on more specific business needs rather than enforcing one staffing model.

- **Position management:** This comprehensive model includes budgetary control and commitment accounting that enable you to track open, filled, available and unavailable positions, and set hiring restrictions and role assignments.
- **Job management:** With this model, you can define hiring restrictions at the organisational level with greater flexibility and without limits on the number of jobs that can be filled.

Custom structures – unique to you

With Workday, you can build your organisational structures to reflect the way your enterprise does business.

We provide hierarchical structures that evolve as your company, business needs and locations grow. Setting up hierarchies helps streamline business process routing, security, analysis and reporting. As well, security can be configured so that roles are automatically inherited at a higher level within a hierarchy, ensuring that business processes are protected and the right individuals within the organisation have the right access to view information and reports. Workers can then take action based on their role within the hierarchy.

A few organisational structures you can create with Workday:

- **Supervisory:** create and manage your reporting relationships
- **Company hierarchy:** manage your organisation across reporting legal entities and create roll-up structures
- **Cost centre and cost centre hierarchy:** use financial cost centre information to manage the organisation

Key Features

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

- **Geographic hierarchy:** manage your organisation across your geographic divisions
- **Custom organisations:** define your unique membership criteria
- **Matrix organisations:** represent collaborative organisations and dotted-line relationships, and structure compensation packages according to your organisation's needs

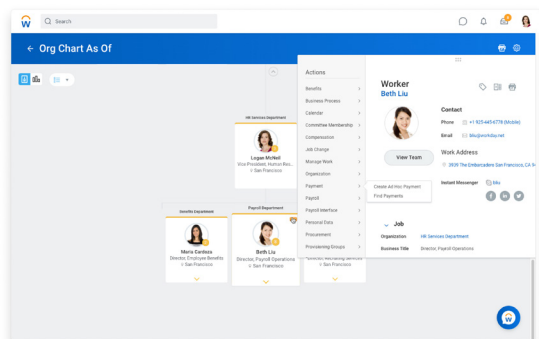
Organisational charts that empower action

Navigate your organisation with an interactive, graphical organisational chart. The single security model in Workday means that security adapts as you make changes, giving every user the right level of access to see what they need to.

With the organisation management capabilities in Workday, companies can:

- Configure dynamic charts to indicate which fields should be displayed to easily adapt to your organisation's requirements
- Leverage native reporting and analytics to create and run reports using organisational parameters such as cost centre, region and company or custom reporting structures
- Access employee 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 reorganising the business from directly within the graphical view
- View any key metric, such as headcount or span of control, within your org chart for deeper insights into the organisation
- Leverage effective dating to view historical, point-in-time or future organisational structures with ease
- Easily prepare for executive presentations by exporting organisational charts to a PDF file or Microsoft® PowerPoint with pictures and metrics, and choose the number of levels to include

Our flexible organisation management capabilities empower you to manage all types of organisations, model reorganisations and complete mergers and acquisitions – all within Workday.



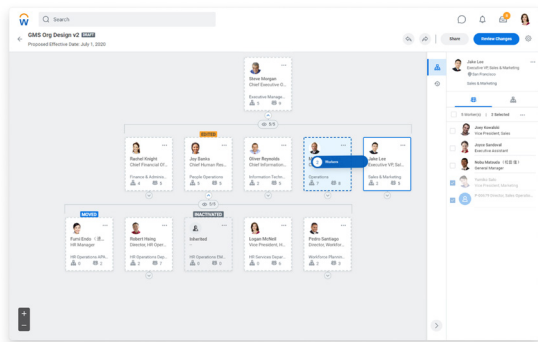
Actionable org charts

Org studio: intuitive and easy-to-use org design

Leveraging one security model, the org studio feature in Workday enables you to design proposed organisational changes in real time using an intuitive drag-and-drop interface for collaborative planning and seamless execution. You can also visualise 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 the new structure as a mass action, streamlining the reorganisation 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 and simplifying the reorganisation process
- Configure reports to view your current or proposed organisational data to evaluate the design's impact on your workforce
- Use business process control options to manage the design workflow and to duplicate and share designs
- Take action from within your org design to initiate job and position changes to help streamline the process
- Experience the powerful security framework, auditing capabilities and business-process-based routing in Workday for shared participation and approval
- Check for errors and approve changes using mass actions in worksheets, helping to reduce the time it takes to complete the reorganisation process



Org studio design

Structure your business for change

The organisation management capabilities in Workday empower organisations to build dynamic, flexible structures to meet their unique business requirements. The ability to take action directly from organisational charts enables managers and leaders to focus on more strategic activities. With a comprehensive view of their workforce and the ability to model and seamlessly execute a reorganisation, businesses can embrace change and better prepare for the future.

To learn more about organisation management in Workday, please visit our [website](#) or [contact us](#) today.



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20230214-organization-management-in-workday-datasheet-ENUK