

## Workforce planning

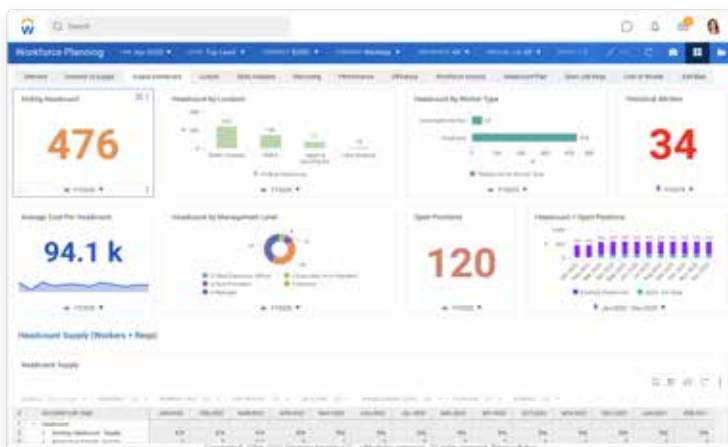
Workforce planning has become an essential capability for organisational adaptability, empowering HR leaders to plan for their organisation’s workforce while staying in sync with financial plans to achieve wider business goals. Yet for most companies, having the right tools for successful workforce planning is still a work in progress. Many organisations currently use outdated, complex and clunky legacy software, or have settled for error-prone spreadsheet processes that can’t keep pace with rapidly changing business. But now there’s a better way.

Workday Adaptive Planning offers a promising path forward. You get the flexibility and power to take your workforce planning to the next level, enabling HR to collaborate effectively with finance and key business partners, while allowing functional and business unit leaders to plan the way they need to.

## Powerful modelling and scenario planning across business units

With Workday Adaptive Planning, you can create scenarios and standardise workforce plans across complex and diverse business units. Manage a single strategic workforce model that distributes across your entire enterprise while also building specific business and revenue models for individual business units.

With driver-based, what-if scenarios on how to evolve your workforce, you can better align your people with your corporate plan through top-down or bottom-up workforce planning processes, or both. And you get clear visibility into your workforce composition and cost with automated allocation rules. Drill deep into data across dimensions such as job level, department, job family, skills, projects and locations. Break down FTE counts compared to contract workers and, with a single click, factor in key global and local business drivers and assumptions that can impact your workforce needs.



Get a complete view of your workforce

## Key Benefits

- Improved data accuracy, consistency and completeness, resulting in cost and time savings.
- Enhanced collaboration and data insights between HR and finance teams.
- Single source of truth for HR data.
- Holistic view of workforce planning and workforce driver-based scenario planning including hiring, transfers, retention, salary and more.
- Quick and agile decision-making among senior leadership teams.
- Ability to identify workforce skills gaps and then model, plan and execute the fastest way to address those gaps in real time.



Workday Adaptive Planning will help accelerate our journey from traditional headcount planning to a strategic workforce planning process, enabling us to efficiently manage headcount and align human capital with business needs.

### Kenneth Ruch

AVP of HR Committee Governance, People Analytics and Organisation Design, Nationwide Insurance

## Make workforce planning a team effort

Workforce planning should be agile enough to become a team effort among HR and finance, and their business partners. Workday Adaptive Planning provides the framework, shared data and workflow to enable greater collaboration on dynamic, flexible workforce plans.

For many companies, it's difficult for their HR team to access forward-looking hiring plans because it is often only in the loop when job reqs get opened. Workday Adaptive Planning for the workforce fills this gap with full visibility into hiring plans – both short- and long-term – so all stakeholders can collaborate in real time.

Bridging to finance, you can now easily link workforce plans to financial models with up-to-date headcount plans and related costs. This dramatically reduces the risk of errors and frees up time previously spent on low-value-add data consolidation tasks to focus on workforce strategy. Easily share plans as they develop via dashboards and self-service reports to get feedback and buy-in. And because Workday Adaptive Planning lets users choose between a web interface familiar to spreadsheet users and a Workday Adaptive Planning-connected Excel worksheet, it's much easier to get ongoing adoption from those still clinging to spreadsheets.

## Workflow management that keeps everything on track

Traditionally, planning has been done via email, offering workers little visibility into the overall plan and no easy path to completion. Now you can keep workforce plans and budgets in sync with financial plans in real time. Built-in workflow allows managers to enter, review and approve plans and budgets. Meanwhile, planning administrators can track tasks, user discussions and cell notes to monitor changes and issues with a powerful audit trail.

## The business agility you need

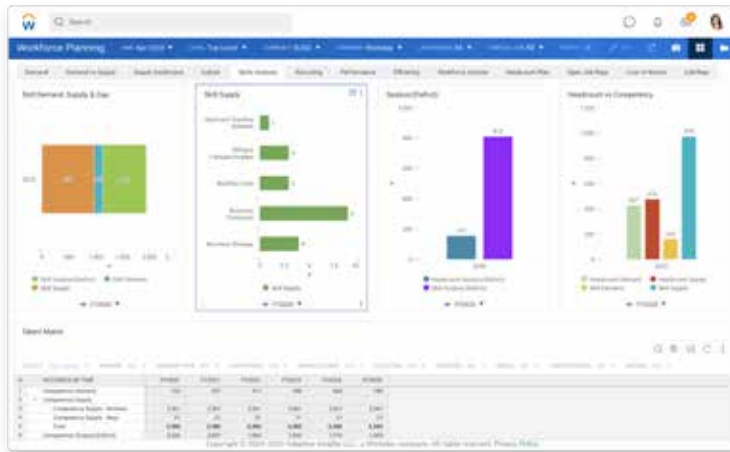
Today's evolving business environment requires agility – and Workday Adaptive Planning enables HR business partners and leaders to become more agile during their planning cycles. Quickly course-correct, and use dashboards and dynamic reporting to monitor and analyse costs, view open positions and break down the geographical mix of your workforce:

- Track plans against actuals so you don't over-hire or end up short-staffed.
- Analyse gaps in achieving your plan; add planned hires, push out hiring dates, change ramp-up time assumptions, plan for attrition and see capacity impacts in real time.
- Quickly model and analyse the impact of important events, such as M&A, divestitures or internal restructuring.
- Model skills by location, ramp-up time, cost of workforce and more to meet current and long-term business goals.

## Key Capabilities

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- Plan your workforce with flexible, multidimensional models that map to how you run your business – by level, department, job family, skills, projects, location, FTE vs contingent workers and more.
- Model hiring, transfers and retention plans, and instantly see the cost impact to data updates or driver changes – by supervisory organisation or cost centre.
- Compare multiple driver-based, what-if scenarios in real time to see the impact upstream and downstream to create the optimal plan.
- Perform what-if labour analysis that includes areas such as salary and salary increases, bonuses and equity compensation pool scenarios across business units.
- Drill down from plan data directly to your Workday human capital management and financial transaction data, and metadata.
- Plan and model the impact of one-time events, such as restructures or M&A.
- Model critical skills capacity, demand and gaps by location, cost and ramp-up time.



Match skills supply with demand

## Tightly link planning to execution and analysis

Bringing your planning, execution and analysis needs into a single platform drives our vision for planning. To be effective, your workforce plans need trusted ERP and human capital management data for visibility into key people metrics and movements to act as drivers for financial plans and reports. From one platform, analyse critical skills needs, identify gaps and how best to fill them, and then put your plans into motion by leveraging business process frameworks in Workday. Build in succession plans, ramp-up time for new hires and cost of learning programmes for current employees to inform your grow, flex and hire people decisions.

Workday Adaptive Planning also offers a user-friendly integration platform that reduces the need for IT support. In addition to being tightly linked to your financial and HR data in Workday, you can automatically tap into data from third-party sources, such as salary and benefits benchmarking data, to more accurately drive your workforce planning decisions.

## Safeguard your data with enterprise-class protection

We know how critical it is to protect your data, particularly workforce data. Workday Adaptive Planning provides enterprise-class protection, service and resilience you can rely on and trust, with SOC 2 Type 2 compliance – the AICPA standard for reporting on controls at service organisations, including SaaS providers. The SOC 2 attestation covers security, confidentiality, processing integrity and availability trust principles.

To explore how Workday can enhance your workforce planning needs, visit: [workday.com/workforce-planning](https://workday.com/workforce-planning)

