



Workday Human Capital Management for Higher Education

Sweeping changes are reshaping the workforce in higher education, and it has become more important than ever for HR to streamline processes; empower faculty, staff, and student workers; collaborate across the institution; and align teams with strategic initiatives.

Institutions should be able to rely on their systems to guide them through these changes, but legacy on-premise systems are inflexible. And third-party bolt-on solutions call for complex and costly integrations, while offering limited functionality, and require synchronization of data across applications.

Workday Human Capital Management (HCM) is fundamentally different, with a single source for data, a single security model, and a single user experience. It offers institutions a configurable enterprise management cloud application that evolves to meet your needs in a changing world.

Built for Whatever Comes Next

The adaptable foundation in Workday HCM is designed to address the challenges you face today and prepare your organization for whatever the future brings.

- **Unified data core:** When your information comes from one unified source, it's always up-to-date and available anytime, anywhere. With a unified suite of applications, you can ensure consistency, gain visibility, and accommodate your institution's unique operational requirements.
- **Flexible framework:** Use multidimensional criteria so your HR, finance, and student administration teams all get what they need. Workers can be grouped logically by function or reporting hierarchy and organized to align with financial structures, such as division, cost center, or location.
- **Agility:** Innovative technology lets you easily configure, adapt, and automate your applications to meet your evolving needs. This all happens without the need for IT or consulting resources, so you don't have to deal with the delays and costs that are typical of process changes.
- **Actionable insight:** Reporting and analytics are native to Workday HCM and inherit the security configurations you set up around data. Reports, dashboards, and scorecards are easy to configure, change, update, and publish. Transactional and analytical data are in the same system, so you can drill into data and take action on it from anywhere within Workday HCM, enabling you to manage your institution in real time and with full confidence in data integrity.

Key Benefits

- Empower faculty, staff, and executives through self-service
- Gain a more complete picture of your employee base
- Easily configure the system for your specific business needs
- Take action at the point of decision
- Benefit from a predictable cloud-delivery cost model

Key Features

- 360-degree operational view of real-time data, personalized dashboards, and analytics
- More than 500 delivered business processes built on industry best practices
- Configurable to adapt to change and meet your organization's unique needs

Results

- 46% annual contract savings for time tracking
- \$82K reduction in payroll overpayments
- 3% reduction in voluntary turnover
- 50% reduction in time to run payroll
- 90% reduction in benefit administration errors
- 80% improvement in execution of adjunct faculty contracts
- 60% reduction in HR time spent on IPEDS reporting

- **Innovative security methodology:** Security is a core part of what makes Workday HCM flexible and easy to use. 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.
- **Mobile-first design:** 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 move fluidly between mobile and desktop.
- **Proactive compliance monitoring:** Workday features always-on audit, and all compliance-related updates are rolled out to customers at the same time and maintained by a team of experts.
- **Machine learning:** Delivered as part of the Workday foundation, machine learning capabilities produce personalized experiences and enable smarter and faster decisions for all.
- **Skills cloud:** Workday offers a business-centric approach to skills management with skills count and an ontology of more than 55,000 skills, providing an enhanced experience to streamline skills reporting. Armed with analytics and insights, you'll be able to highlight top skills, perform gap analysis, and empower leaders to help develop internal talent or focus recruitment efforts externally.

Workday Applications

- Human Resource Management
- Payroll Management
- Recruiting
- Compensation
- Benefits
- Learning
- Talent Optimization
- Expenses
- Time Tracking
- Absence Management
- Workforce Planning
- Journeys
- Help
- Cloud Connect solutions

People at the Center

Workday HCM is intuitive and easy to use. Processes flow throughout your institution so each person involved has access to just the right information and actions. Machine learning capabilities provide a personalized experience for faculty, staff, and student workers by making recommendations, surfacing the most relevant tasks, and providing assistance along the way to empower them to do their best work.

- Access data, reports, and tasks from the workspace of choice, including Slack and Microsoft Teams
- Take care of everyday tasks, such as requesting time off, through conversational interactions with Workday Assistant
- Quickly get answers to commonly shared questions across the organization
- Follow curated Workday Journeys designed to guide workers through transitions and critical moments, such as onboarding, crisis response, job changes, health and well-being, and more

Human Resource Management and Talent Optimization

Workday offers intuitive, self-service capabilities that help you manage the full hire-to-retain lifecycle for faculty and staff in an increasingly dynamic environment. As changes occur with academic assignments, funding resources, federal regulations, reporting priorities, and other issues unique to your institution, they are immediately updated in Workday.

- Enable all stakeholders to participate and gain insight into transactions via employee, manager, and executive self-service, delivered both in a browser and on mobile devices
- View a 360-degree profile of each employee and faculty member with one-click visibility into worker history, benefits, leave, compensation, performance, and pay
- Report on and drill into positions, headcount, turnover, and other demographics for all your faculty and staff
- Define the appropriate staffing model and budgets (position, headcount, or job management) for the entire institution or individual entity
- Budget for and track specific positions and view funds that are budgeted, committed, and available for each position
- Manage the process for recording faculty appointments, tenure attainment, and academic affiliates who are paid by another organization
- Assign workers to multiple organizational types, including departments, cost centers, regions, projects, committees, teams, and custom organizations
- Easily restructure organizations and reporting relationships as needs change
- View up-to-date graphical charts for any organization

Compensation

With Workday you can design, manage, and adjust compensation programs—including base pay, variable pay, activity-based pay, and allowances—to meet your diverse requirements.

- Support and track compensation nuances for faculty, including multiple appointments, varying start and end dates, and 9/12 or 10/12 academic years
- Deliver graphical total compensation statements directly to employees, with the ability to drill into all elements of compensation
- Set compensation budgets based on funding availability, with real-time balances updated based on allocation of the budgeted pool
- Benchmark against external salary survey data to ensure all constituencies, including bargaining units, are appropriately compensated

Benefits

Workday lets you define, manage, and adjust benefits plans to meet your unique requirements.

- Track staff and faculty data changes within Workday HCM and update benefits providers automatically through Workday Cloud Connect for Benefits
- Manage insurance plans, spending accounts, health savings accounts, retirement savings plans, flex plans, and additional benefits from a single unified system that factors in the nuances related to multiple jobs, sabbaticals, and academic years
- Use dashboards and reports to help you implement provisions related to the employer mandate portion of the Patient Protection and Affordable Care Act

Workforce Planning and Analytics

Workday delivers collaborative tools and insight to help you create strategic workforce plans, make better decisions, and meet your operational goals. Scorecards, dashboards, and reports provide critical workforce metrics to give you a clear overview of your institution's health and diversity.

- Understand the skills, costs, performance, and diversity of your workforce
- Create dynamic and flexible headcount plans
- Identify problem areas and implement strategies to address them
- Set goals and monitor progress of diversity and inclusion initiatives
- Close gaps with talent programs and stay on track to meet your goals
- Collaborate across finance, HR, and student with unified planning, budgeting, and forecasting

Talent Management

Workday gives you the tools to improve how you manage, develop, align, and reward your faculty and staff. With Workday, you can create and manage meaningful goals that align and focus your workforce.

- Reduce costs and help newcomers quickly assimilate into the institution with streamlined onboarding
- Engage and motivate employees with a transparent system that lets them see how their work is linked to institutional success
- Gain accurate, real-time insight into the performance, skills, and development needs of your employees
- Identify the best people across your organization so you can engage and develop those with high potential as well as avoid critical leadership gaps and better prepare for the future
- Allow employees to take greater control of their careers by giving them the insight and tools to move ahead

Employee Recruiting

Workday Recruiting helps institutions achieve true visibility across the entire talent-acquisition process and acquire the best talent.

- Attract top talent with a consistent and engaging candidate experience from outreach to onboarding
- Provide your hiring team with greater visibility, configurable workflows, and a positive candidate experience
- Streamline the recruiting process by enabling transparency and collaboration across the entire hiring team

Learning

Workday empowers your employees at every step throughout their career, enabling them to gain and share knowledge anytime, anywhere. Workday Learning recognizes users and makes tailored learning recommendations based on who they are, what they do, and their stage in the employee lifecycle.

- Create, share, and consume content from any device
- Accelerate readiness through meaningful development plans
- Manage all aspects of learning, from informal learning to compliance training
- Measure the value and effectiveness of learning through built-in, actionable reporting

Time and Absence Management

Workday has an easy-to-use, intuitive interface that allows you to access and process absence and leave information to fit your institution's goals and policies. Workday lets employees check in and out or enter time easily from any mobile device or web browser, reducing labor costs, minimizing compliance risks, and increasing productivity.

- Establish eligibility criteria for diverse groups of faculty and staff, including nuances related to multiple jobs, periods (terms), and academic years
- Manage diverse academic leave types, including sabbaticals and research appointments, and evaluate the potential impact on compensation and benefits plans
- Configure business processes and rules for approving and routing leave requests

Payroll Solutions

Workday Payroll

Workday Payroll is designed to address the full spectrum of enterprise payroll needs for U.S. and Canadian colleges and universities. The flexible application allows complete control over payroll processes, data, and costs. The powerful calculation engine in Workday Payroll supports unlimited pay groups and pay runs. Institutions can retrieve and act on payroll data immediately to recalculate payroll as many times as needed. Configurable security allows appropriate employees outside of payroll to give input and view results before payroll completion.

Built-in analytics allow users to set up comprehensive audits that are embedded into payroll results and drill into audit alerts to investigate. You can run an unlimited number of reports and audits on payroll data and immediately get the insight you need.

Workday Cloud Connect for Third-Party Payroll

Workday Cloud Connect for Third-Party Payroll makes it simple for your payroll department to integrate with third-party payroll providers. Customers can use prebuilt integrations from Workday partners who build, maintain, and update them.

To learn more about how Workday addresses the needs of higher education, please visit workday.com/highered.

Deploy Workday and Get Significant Value Fast

Workday offers deployment services, training, support, and continuous innovations to help you use Workday with confidence as your organization 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.



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

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