Workday Human Capital Management for K–12.

Workday Human Capital Management (HCM) is a configurable cloud application designed to help you organize, staff, compensate, and develop your diverse employee base. Workday offers a unified application for all your HR processes. With tools that optimize the deployment of your administration, teachers, and staff, Workday can help you improve efficiency across your school district.

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 unified applications, you can ensure consistency, gain visibility, and accommodate your district's unique business requirements.

- **Flexible framework:** Use multidimensional criteria so your HR and finance teams both 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. And with the org studio feature, you can plan and stage your reorganizations collaboratively before committing to and executing seamlessly with mass actions.

- **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 for 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 organization in real time and with full confidence in data integrity.

- **Innovative security methodology:** Security 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.

Key Benefits

- Empower every worker in your school district through self-service with an intuitive, native mobile user experience
- 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

- 43% improvement in time spent on transactional work
- $197K savings by eliminating legacy HR/payroll software
- 95% decrease in time to process a job change
- 83% reduction in time to create a custom report

- **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.

- **Workday Skills Cloud:** Workday offers a business-centric approach to skills management with skills count and an ontology of more than 120,000 skills, giving workers an enhanced experience to streamline skills reporting. Organizations 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. Workday Skills Cloud is the foundation for much of the machine-learning-driven functionality in Workday HCM, including the ability to identify workers with the skills needed for internal opportunities that enable organizations to efficiently meet resource needs.

People at the center.

Built from the ground up and delivered in the cloud, Workday HCM is intuitive and easy to use. Processes flow throughout your organization so each person involved has access to just the right information and actions. Machine learning capabilities provide a personalized experience for all 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 HCM offers intuitive, self-service capabilities that help you manage the full hire-to-retire lifecycle for faculty and staff in an increasingly dynamic environment.

As changes occur with teaching assignments, funding resources, federal regulations, teacher performance and compensation, licensures, certifications, reporting priorities, and other issues unique to your district, they are immediately updated in Workday.

Workday Applications

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

- View a 360-degree profile of each employee and teacher with one-click visibility into worker history, benefits, leave, compensation, talent, performance, and pay

- Report on and drill into positions, headcount, turnover, and other demographics for all your teachers and staff

- Define the appropriate staffing model (position, headcount, or job management) for the entire school district or individual entity

- Manage the process for recording licensure, certifications, endorsements, and appointments as well as track extensive information required for teacher reporting, such as pupil days and state regulations

- Budget for and track specific positions and view funds that are budgeted, committed, and available for each position

- 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 step and grade base pay, variable pay, activity-based pay, and allowances—to meet your diverse requirements.

- Support and track compensation nuances, including multiple appointments and itinerant teachers, complex pay plans, varying start and end dates, and 9/12 or 12/12 academic years

- Deliver graphical total rewards 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 are appropriately compensated

Benefits.

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

- Track employee 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, union and nonunion workers, and academic years

- Use dashboards and reports to help you implement provisions related to the employer mandate portion of the U.S. 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 district's health.

- 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 and HR with unified planning, budgeting, and forecasting

Talent management.

Your number one asset is the workforce that impacts your student learning outcomes every day. Workday gives you the tools to improve how you manage, develop, align, recognize, and reward your teachers and staff.

- Reduce costs and help newcomers quickly assimilate into the agency with streamlined onboarding. New hires can immediately access the onboarding experience to begin updating their necessary information with a simple checklist of all school district requirements. These campaigns are configurable, so teachers, administrators, staff, food service, and bus drivers can each have a unique onboarding experience personalized to their role within the district.

- Create and manage meaningful goals that align and focus the workforce, so employees become more engaged and motivated with a transparent system that lets them see how their work is linked to the agency's success

- Gain accurate, real-time insight into the performance, competencies, skills, and development needs of your employees

- Conduct traditional performance management activities for staff and teachers as well as configure academic performance templates, such as teacher rubrics, classroom observation forms, advanced competency templates, and talent reviews

- Manage performance, talent, discipline, tenure, and competency analysis reviews on a regular or ad hoc basis for managers, principals, observers, HR professionals, and other staff

- Identify the best people 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 needed to move ahead

Recruiting for school district staff and teachers.

Workday Recruiting helps schools 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
- Build out pools of full-time, part-time, and substitute candidates for instruction
- 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 district'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 teachers and staff, including nuances related to multiple jobs, instructional versus non-instructional staff, negotiated agreements, periods (terms), and academic years
- Manage diverse leave types, including FMLA, continuous and intermittent events, and personal leaves, and evaluate the potential impact on compensation and benefits plans
- Configure business processes and rules for approving and routing leave requests
- Allow timekeepers or school secretaries to enter time on behalf of workers

Payroll solutions.

Workday Payroll.

Workday Payroll is designed to address the full spectrum of enterprise payroll needs for school districts. The powerful calculation engine in Workday Payroll supports unlimited pay groups and pay runs. School districts can retrieve and act on payroll data immediately to recalculate payroll as many times as needed. It allows the payroll office to set up its own payroll audits without relying on IT coding of custom reports. Alerts of potential issues display right on the pay results, so payroll teams can focus on specific workers in order to troubleshoot errors. School districts can compare multiple periods within one process to look for variances from one period to the next, saving the payroll office time and enabling it to catch errors or exceptions before they end up affecting a worker's paycheck.

In Workday, payroll for districts also includes the ability to manage unique K–12 workers such as balancing 9/12 or 12/12 contract pay. The payroll calculation engine keeps track of the balances for paid time versus worked time for those individuals who work less than a 12-month cycle but are paid over an annual basis.

Built-in analytics allow users to set up comprehensive audits that are embedded into payroll results and drill into audit alerts to investigate. School districts can run an unlimited number of reports and audits on payroll data and immediately get the insight they 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 K–12 organizations, contact sales: workday.com/contactsales

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

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