What is Workday?

Workday is a software service that will replace the aging administrative systems at FAU:

- Human Resources/Payroll
- Finance
Where is Workday?

The practice of using a network of remote servers hosted on the Internet to manage and process data, rather than a local server or personal computer.

Welcome to the Cloud!

- More efficient operation
- One version of the software
- More frequent upgrades
- Greater reliability & security
Why Workday?

- Integrated system
- Mitigates many risks
- Streamlines operations
- Higher education partnership

BROWN

UNIVERSITY OF MIAMI

Georgetown University

Carnegie Mellon University
What Does Workday Mean for Me?

*Employee Self Service means…*

- 24/7 access to personal information
- Ability to update personal information
- Ability to view benefit and compensation information
What Does Workday Mean for Managers?

*Manager Self Service means…*

- Quick and easy access to organizational information
- Accurate, timely information
- Built-in business processes
- Built-in reporting functionality to drive business decisions
Workday Terminology

- Business process
- Supervisory organization
- Workday manager
- Delegation
Workday Terminology

➢ Business process

A set of tasks that needs to be done in order for a work-related action to occur. These tasks have a defined order and specific routing and approval information associated with them.

- Hiring a new employee
- Changing the percent time of a staff member
- Changing the compensation of a staff member
Workday Terminology

➢ Supervisory Organizations:

Group employees into a management hierarchy and make up the organization chart of FAU.

- Supervisory organizations identify hierarchical relationships for the approval process
- Supervisory organizations are the building blocks of business processes
Workday Terminology

➢ Workday Manager:

Anyone who is the head of a supervisory organization.

- Workday managers have access to data about the employees in their supervisory organization only

- Workday managers are responsible for performing work-related actions on their employees.
Workday Terminology

Delegation:

A user may delegate certain steps of business processes for a period of time.

- Delegation responsibilities may be temporary
- Some things FAU will decide cannot be delegated
- Training will be provided to all!