Workday Human Capital Management for Higher Education

Workday Human Capital Management (HCM) is a configurable cloud application designed to help you organize, staff, compensate, and develop your diverse academic workforce. Workday offers a unified Human Resources and Talent Management application that gives you unprecedented insight to optimize the global deployment of your faculty and staff.

Foundation for Efficiency and Cost Savings
Workday HCM helps universities align the workforce and improve efficiency across their diverse, and often siloed organizations. Workday is an agile, cost-effective cloud application that provides:

• **Reduced cost and risk.** With Workday, you can reallocate your IT resources to more strategic activities and reduce your up-front and ongoing costs. Workday also allows you to reduce risk by leveraging industry-leading capabilities in security and data center operations.

• **An optimized workforce.** Your people are your largest investment. With Workday, you can optimize that investment with an improved understanding of your workforce’s skills and capabilities.

• **Process efficiency and agility.** Workday pre-delivers more than 200 business processes optimized with industry best practices that can drive efficiencies. The organization structures, including processes and controls, can be configured and specialized for the unique needs of any specific organization, providing a foundation for shared services initiatives.

• **Information at your fingertips.** Workday delivers a modern Web 2.0 interface with a consumer Internet look and feel that allows everyone to accomplish their tasks and get information with minimal training.

• **Global architecture.** Workday provides a basis of global best practices while supporting local in-country HR requirements, including 20+ language translations and core worker data support in over 200+ countries. With Workday, you can be confident your system will support you as your institution expands its global footprint.

Key Features And Benefits

- Leverage a unified, global Human Resources and Talent Management application
- Reduce costs with a real cloud delivery model
- Drive efficiency and support shared services with a flexible, easy-to-use, global application
- Enable employee, manager, and executive self-service with a modern Web 2.0 Interface
- Standardize on industry best practices with over 200 pre-delivered business processes
- Support for mobile platforms such as the Apple ipad™ and iphone™
- Collaborate with the workday community, working with other leading institutions such as Georgetown, Cornell, Brown University, and University of Southern California
Workday Human Resources

Workday Human Resources provides the core system-of-record you need to manage the full hire-to-retire processes for faculty and staff in an increasingly global environment. With Workday, you can easily align your operational units, faculty and staff, and HR processes to support your strategic objectives.

Workforce Lifecycle Management

Workforce Lifecycle Management handles the worker lifecycle from hire to retire, providing a unified application for managing faculty and staff across the globe. Workday supports the diversity required by academic institutions, including multiple jobs and funding resources, academic years, tenure, appointments, and contract pay. With Workday, you can:

- Enable faculty and staff to participate and gain insight into transactions via employee, manager, and executive self-service, delivered both in the browser and on mobile devices.
- View a 360° 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 and tenure attainment.

Employee Benefits Administration

Workday Employee Benefits gives you the tools to define, manage, and adjust benefits plans to meet your unique academic requirements. With Workday Employee Benefits, you can:

- Offer employees a full spectrum of benefits coverage, including health, retirement, insurance, and flexible spending options.
- Design, manage, and adjust benefit eligibility rules for all benefit plans, including nuances related to multiple jobs, sabbaticals, and academic years.
- Manage benefit elections through open enrollment and any benefit change events of your faculty and administrative staff.
- Analyze benefit plans, employee and employer costs, and enrollment trends.

Cloud Connect for Benefits

Cloud Connect for Benefits provides packaged integrations that connect the Workday application to benefits providers across all benefit types. With Cloud Connect for Benefits, you can:

- Simplify the integration process from Workday HCM to popular benefits providers.
- Rely on Workday to maintain working connections to included providers.
- Reallocate IT effort to focus on more strategic activities rather than developing and maintaining the integrations to benefits providers.
Absence and Leave Management

Workday Absence and Leave Management enables you to create and manage both accrued time-off and leave-of-absence plans that fit with the institution’s goals and compensation philosophies. With Workday, you can:

- 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.

Compensation Management: Motivate, Reward, and Retain

Compensation Management allows you to design, manage, and adjust compensation programs to meet your diverse, academic requirements. With Workday Compensation Management, you can:

- Define and manage compensation plans, including base pay, variable pay, and allowances.
- 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 upon the allocation of the budgeted pool.
- Benchmark against external salary survey data to ensure all constituencies, including bargaining units, are appropriately compensated.

Workday Talent Management

Workday Talent Management delivers the tools you need to anticipate and respond to the developmental needs of your institution, provide decision-makers with timely and accurate information about faculty and staff, and optimize the global deployment of talent.
Performance Management: Evaluate, Develop, Optimize
Workday Performance Management offers accurate, real-time insight into the performance, skills, and development needs of your employees. With Workday Performance Management, you can:

- Configure the performance process by role or talent pool.
- Identify and develop top talent across teams, departments, and borders.
- Assess and take action on development needs.
- Solicit or give feedback, including that of your peers, at any time.

Succession Planning: Prepare Your Future Leaders
Workday Succession Planning helps you develop and maintain succession pipelines for critical positions, engage and develop high potentials, avoid critical leadership gaps, and prepare the institution for the future. With Workday Succession Planning, you can:

- Identify the best candidates for future leadership roles based on potential, performance, and talent profile.
- Monitor successor readiness and the overall health of the succession pipeline.
- Create talent pools using faceted search and then track and manage those employees as a group.

Career and Development Planning: Plan, Assess, Grow
Workday Career and Development Planning equips your employees with engaging tools to grow their careers. With Workday Career and Development Planning, you can:

- Design, build, and manage Talent Profiles by indicating key competencies, experiences, awards, certifications, completed training, and more.
- Ensure that high-potential employees, including those on succession plans, are progressing through their development plan.
- Create Performance Improvement Plans (PIPs) or initiate corrective actions for employees who have performance gaps and need to improve.

Collaborate Through the Community
Workday customers participate in the Workday Community, allowing institutions to collaborate and share ideas and best practices. The Workday Community for Higher Education features strategic design partners Georgetown University, Cornell University, Brown University, and The University of Southern California. With Workday Community, customers are learning from each other to lower the cost of ownership and optimize their Workday experience.

Summary
Workday Human Capital Management provides a unified Human Resources and Talent Management application for higher education that delivers the foundation for shared services by lowering operational costs and improving administrative efficiency.

Workday will transform the administrative systems and service delivery models across higher education with modern, agile, global, cost effective, and easy-to-use applications delivered in the cloud.