Workday Functionality Ready at Go-Live on July 23, 2023

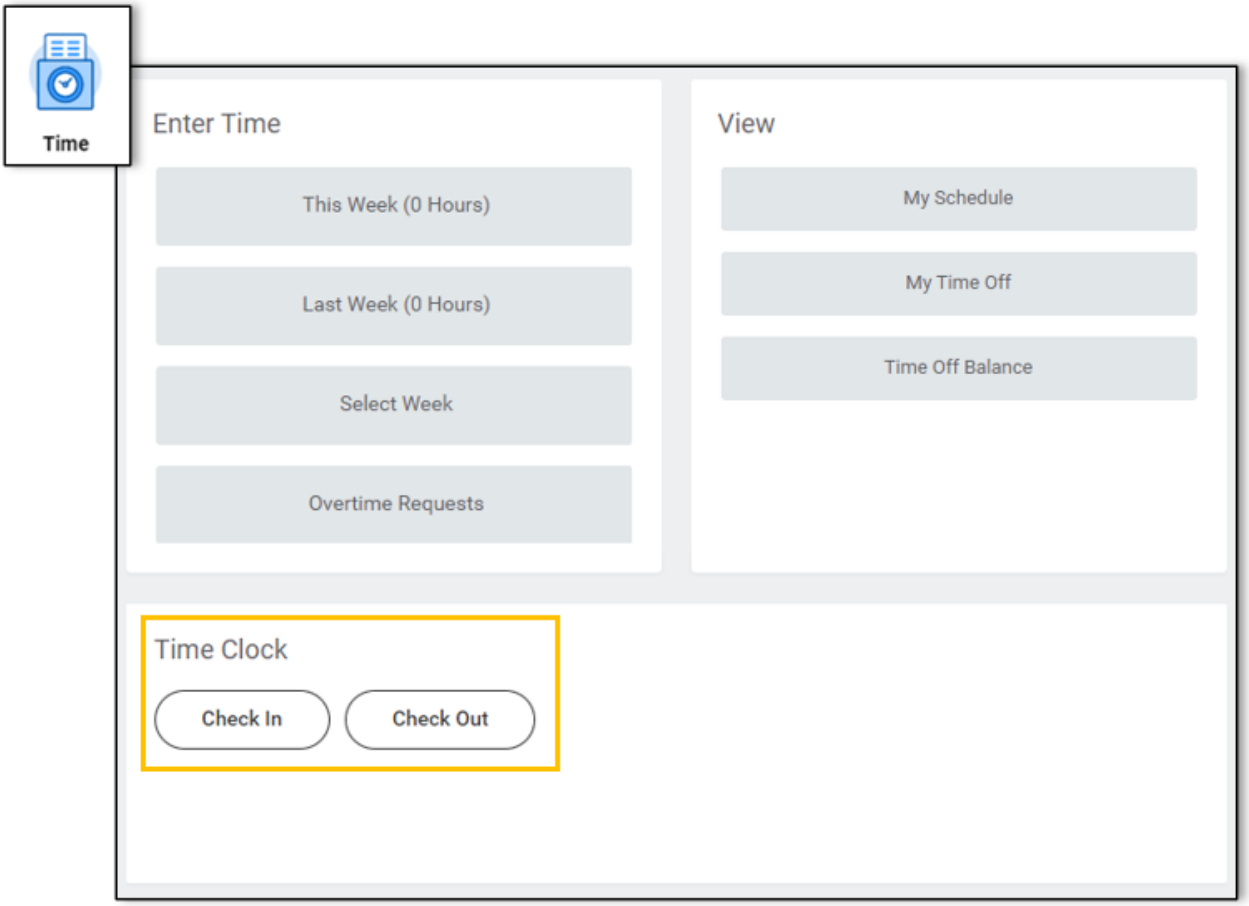
What Can Faculty and Staff Do in Workday on Day 1?

All Faculty/Staff

Workday provides quick access to tasks and reports with real-time information and data from anywhere with an internet connection on a desktop, smartphone, or tablet.

Highlights of some of the tasks Workday will provide:

- Online timesheet that can be completed on a desktop browser, tablet, or smartphone.



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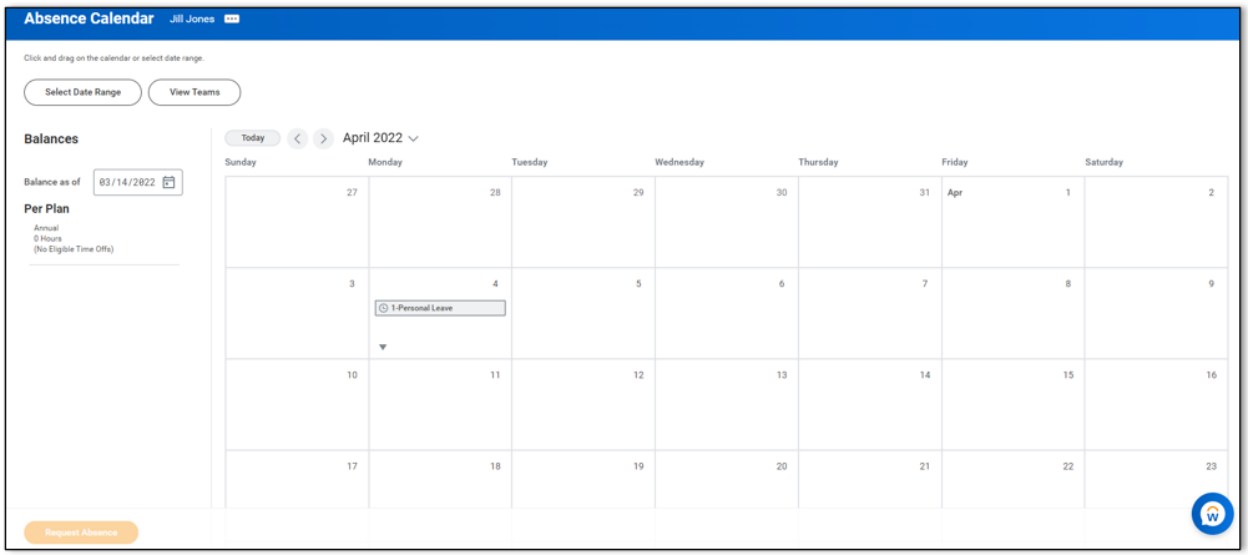
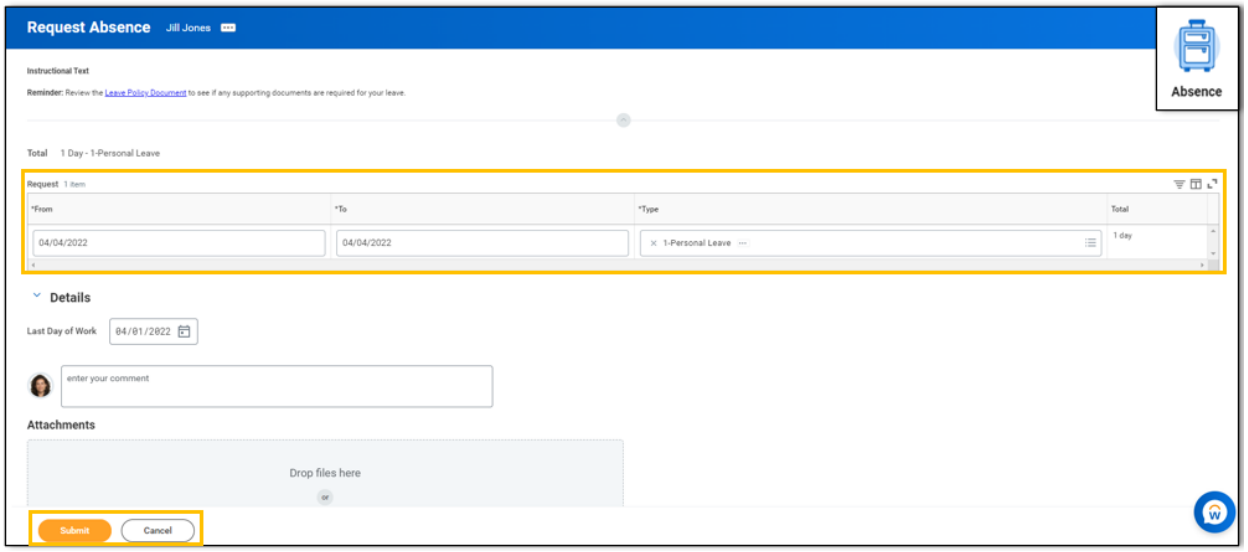
- Online absence/time off request that can be completed on a desktop browser, tablet, or smartphone.





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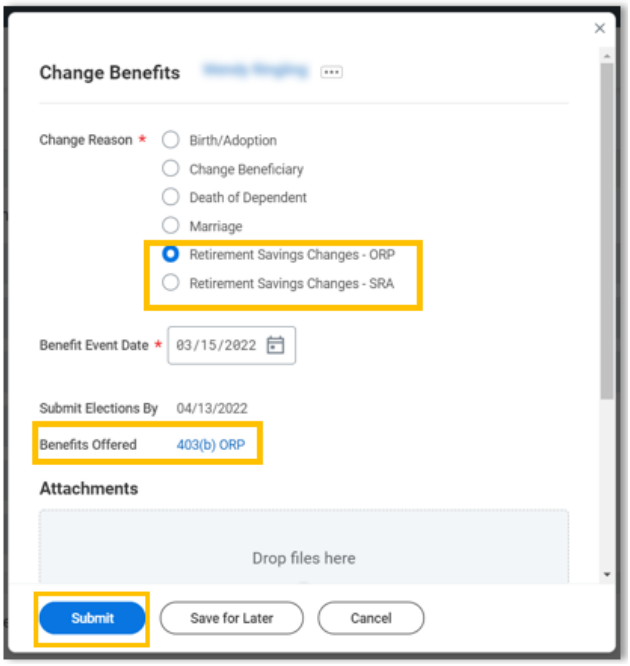
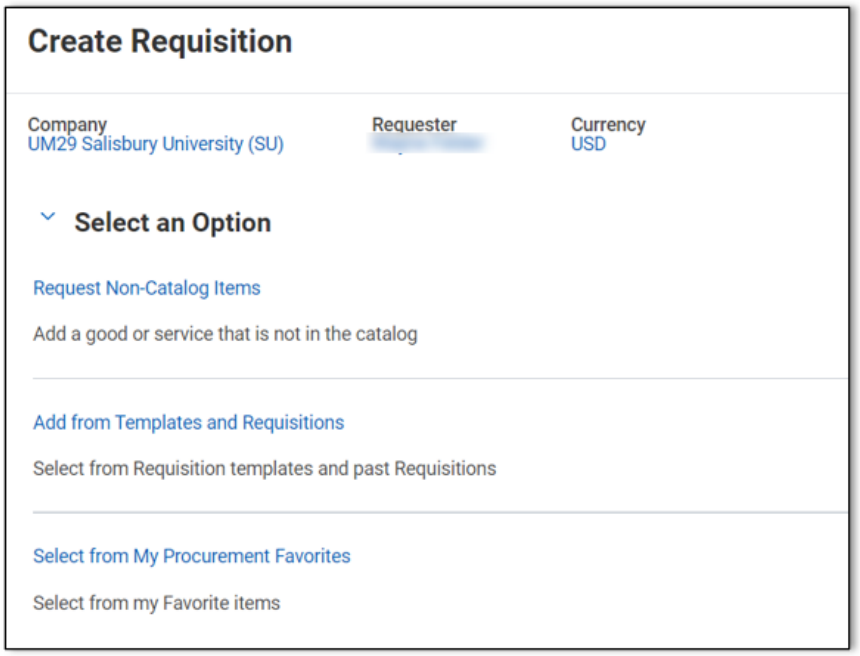
- Change withholding for your 457 or 403B accounts on desktop browser.



- Online purchasing that may replace purchasing through websites or paper catalogs.



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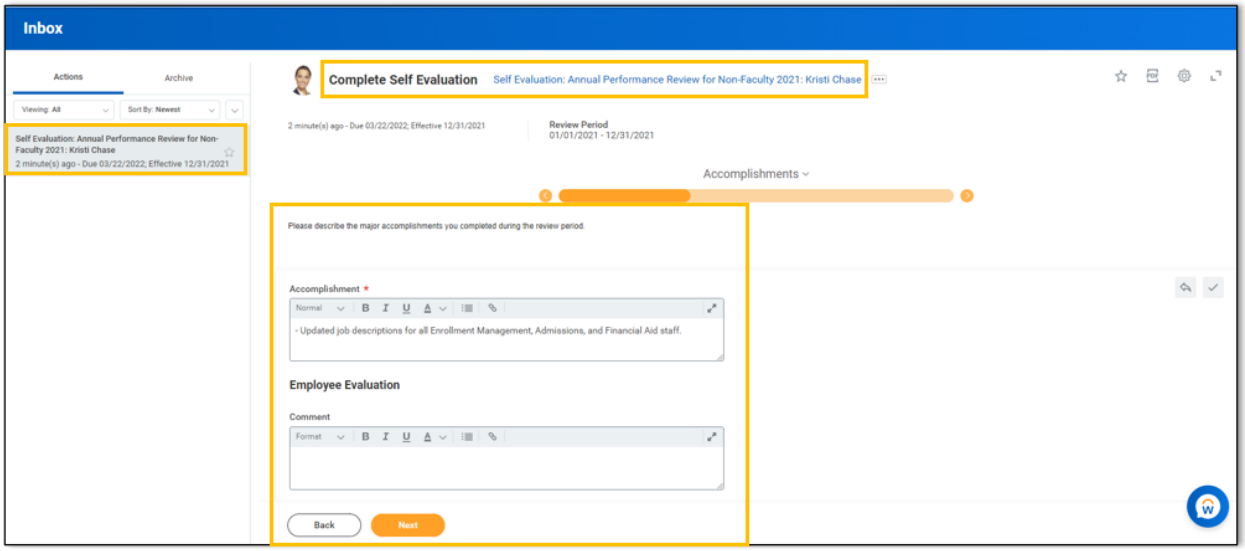
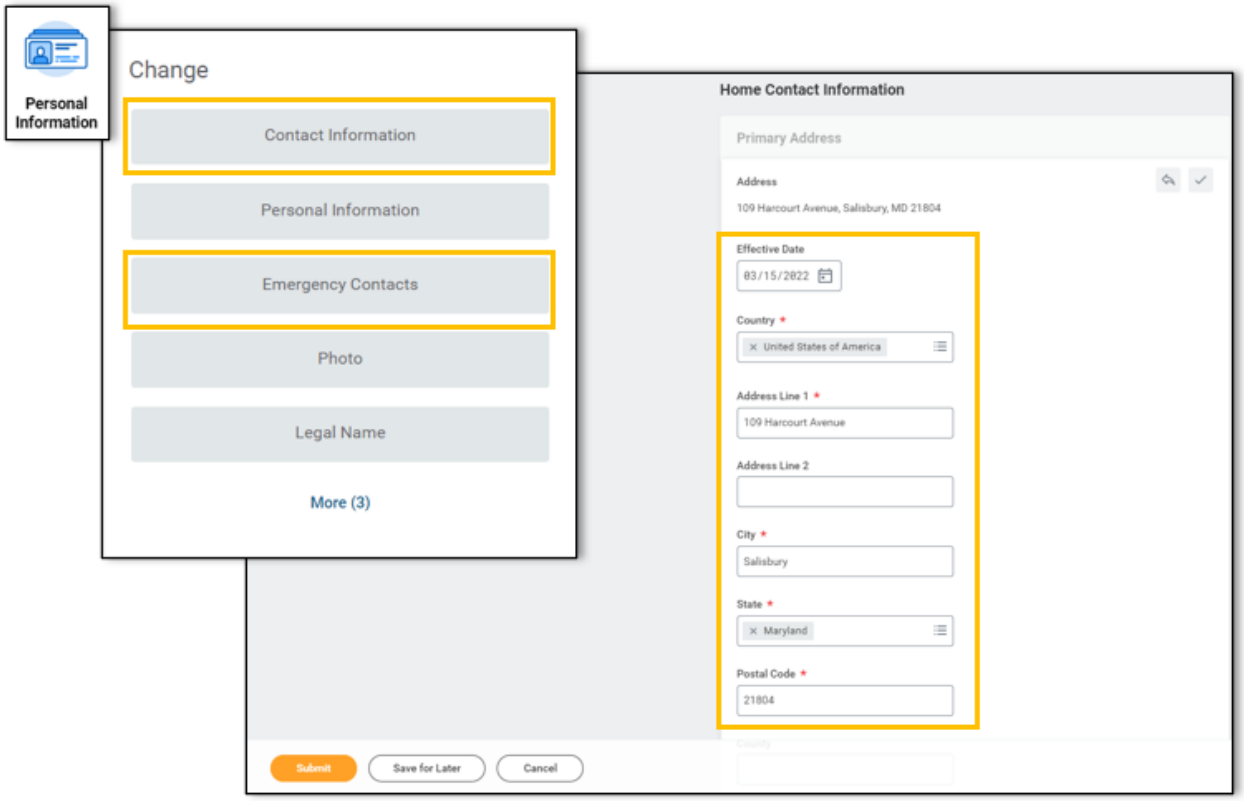
- Online Performance Management including self-evaluations completed through Workday inbox on a desktop browser, tablet, or smartphone.



- Change Personal Information including address, phone number, or emergency contacts on a desktop browser, tablet, or smartphone.



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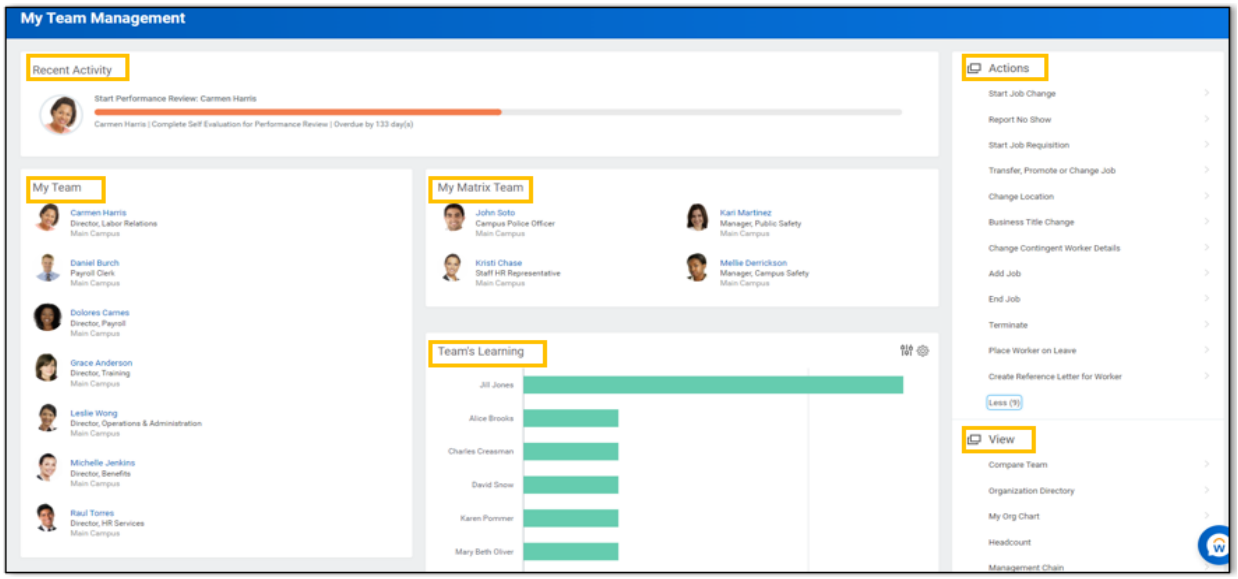
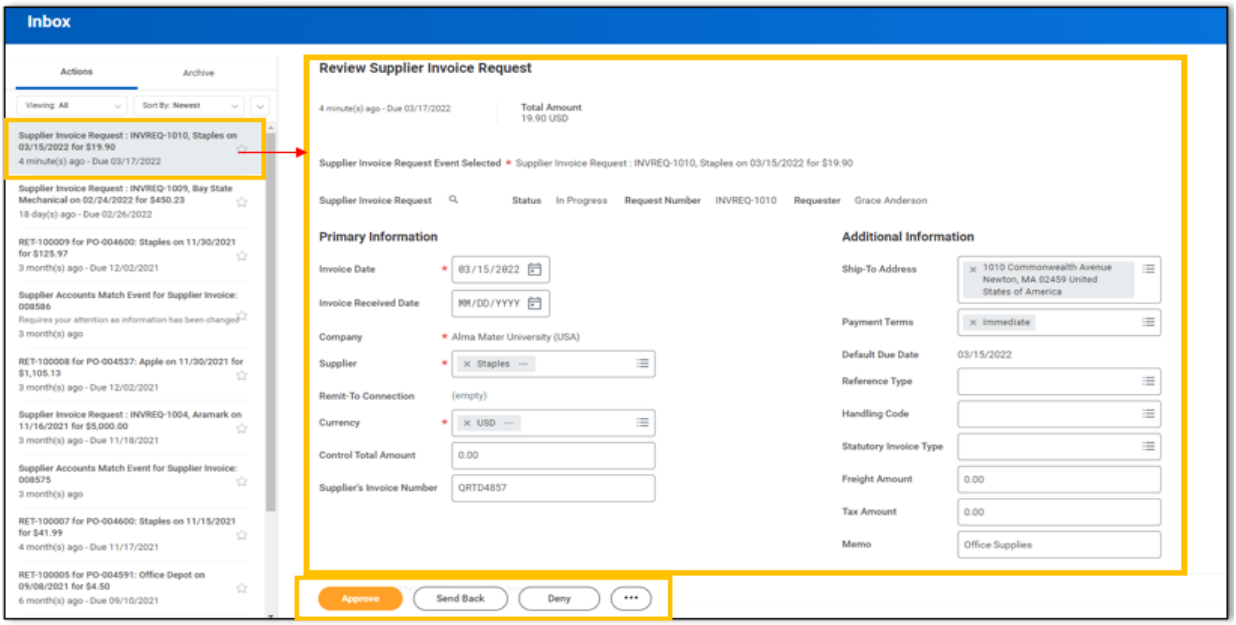
Supervisors and Managers

Highlights of reviewing and approving online inbox items and some available dashboards and reports with real-time data that will be ready to use for managing employees, conducting analysis, and making decisions:

- Employee Management dashboard, such as My Team Management, which is customizable.



- Online supplier invoice request for payment awaiting approval or to send back to request more information in inbox. This can be viewed on desktop browser, tablet, or smartphone.



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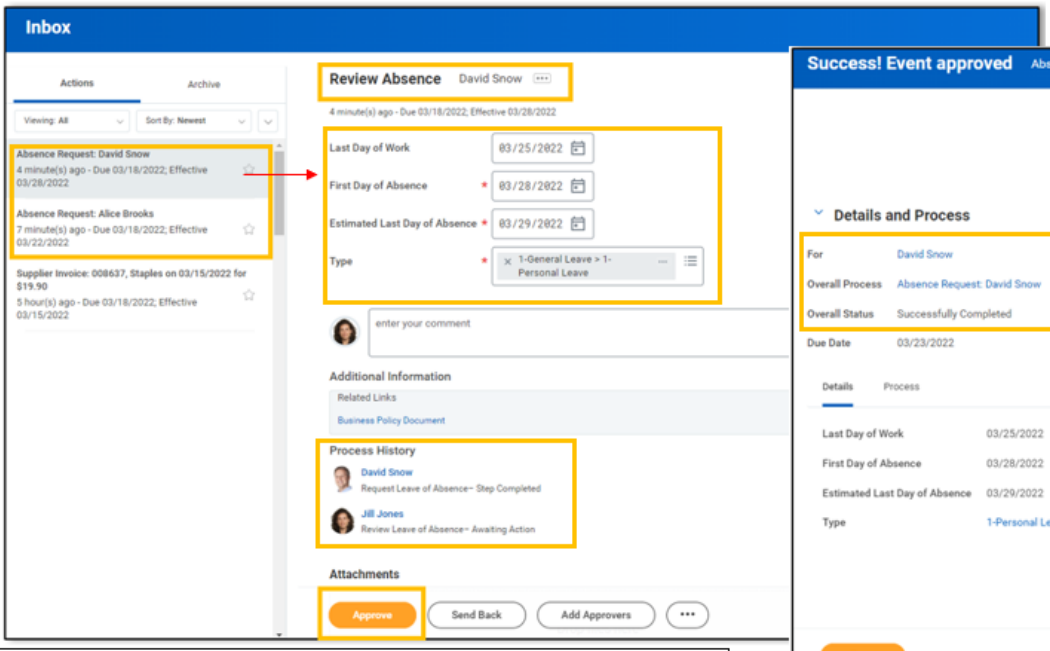
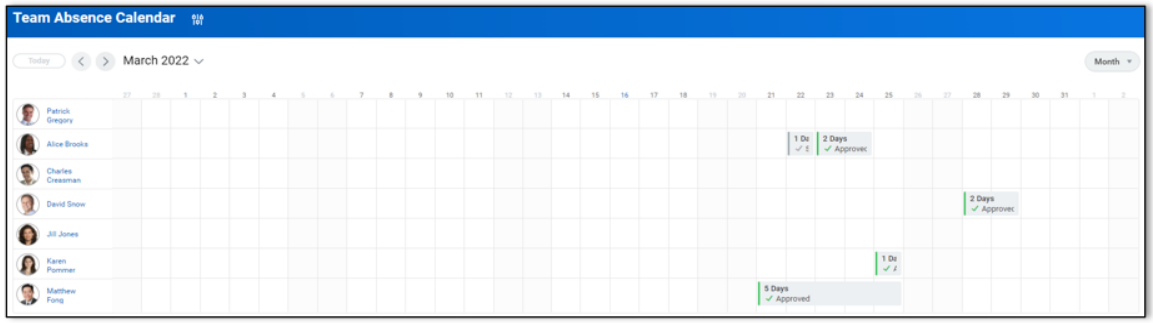
- Online leave of absence requests awaiting approval. This can be viewed on desktop browser, tablet, or smartphone.

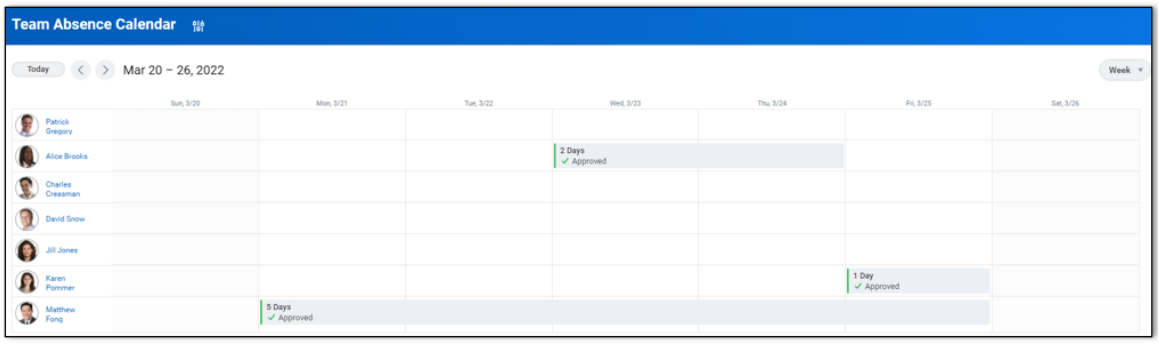


1. Manager reviews absence request and process history and approves absence request in Workday inbox.

2. Absence request successfully approved by manager.

- Review Team Absence Calendar by month or week for scheduling purposes to help maintain staffing coverage levels when employees submit absence requests.





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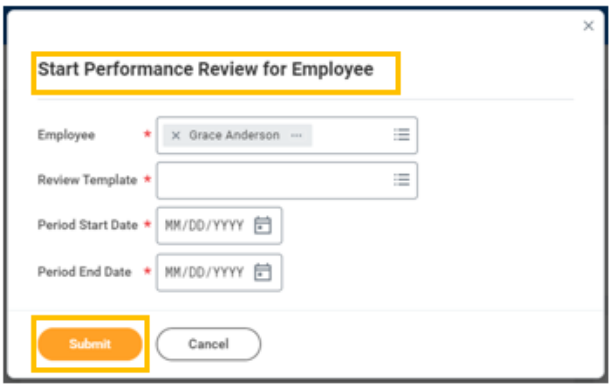
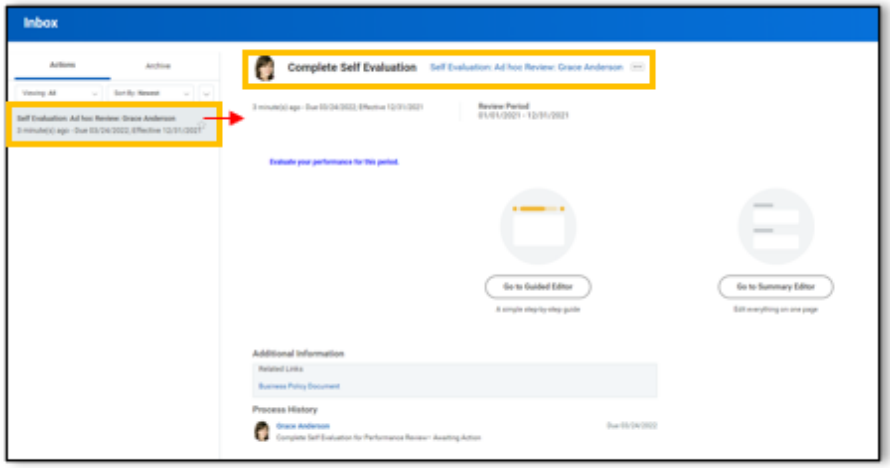
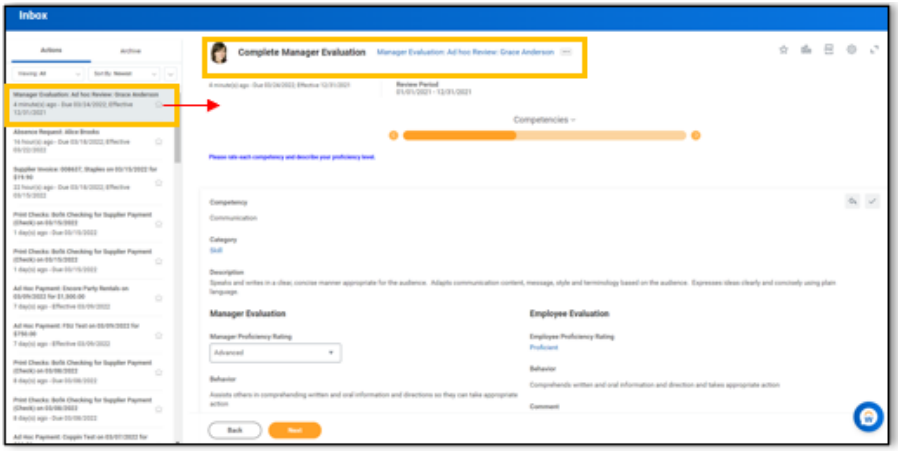
- Initiate and complete online performance review for employees.



1. Manager initiates Performance Review for employee.



2. Employee completes self-evaluation



3. Manager reviews employee self-evaluation, completes employee evaluation, and submits it.

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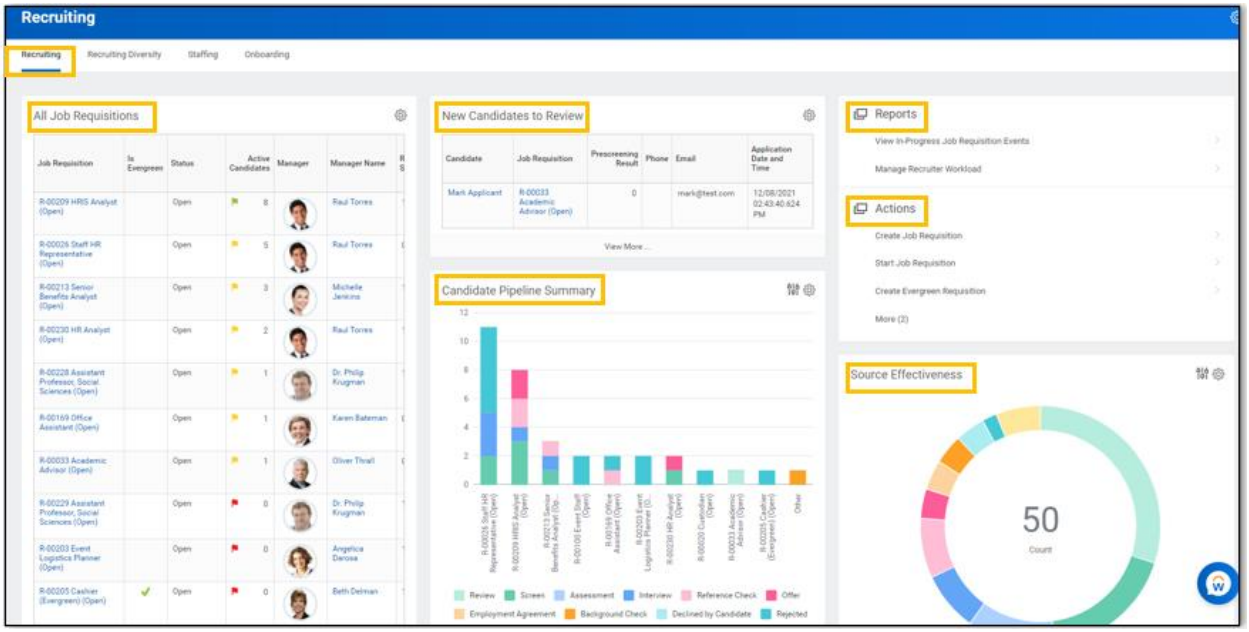
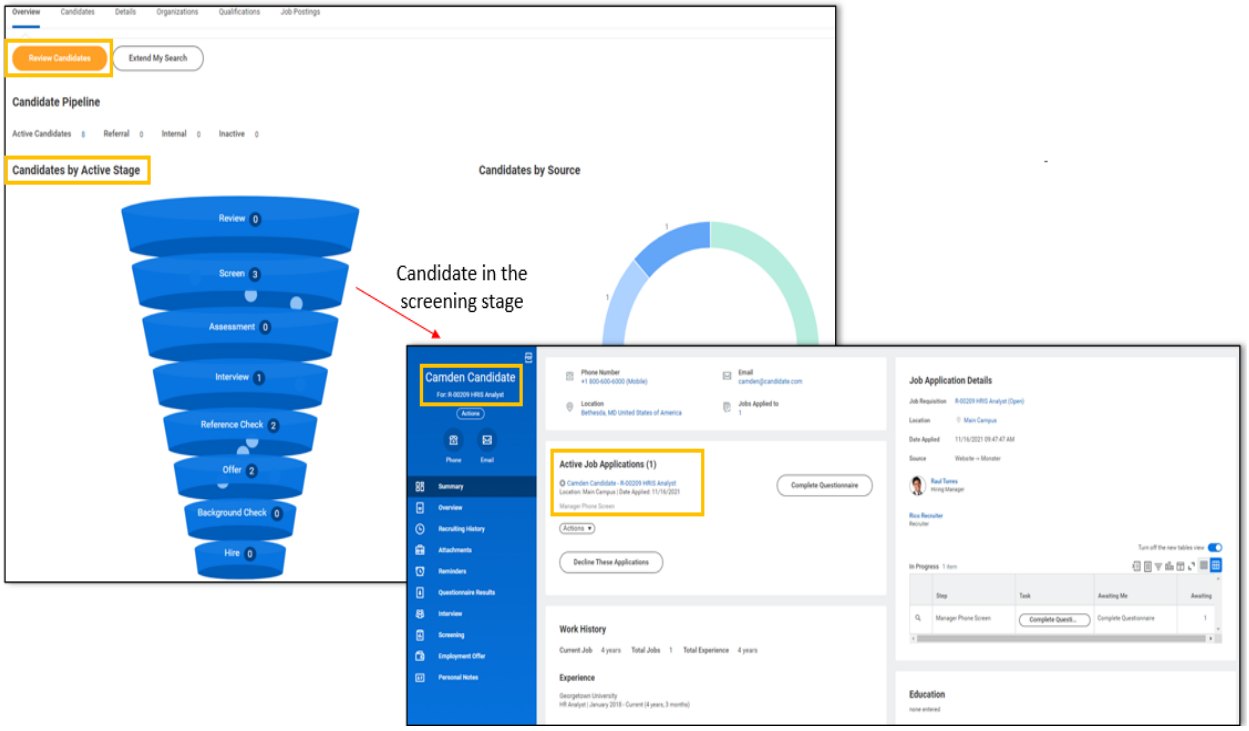
- Online personnel requisition and hiring process.

Recruiting dashboard example that shows open job requisitions, candidates to review, and actions to take. Content on dashboard is customizable.



Overview of candidates by active stage for an open job requisition.



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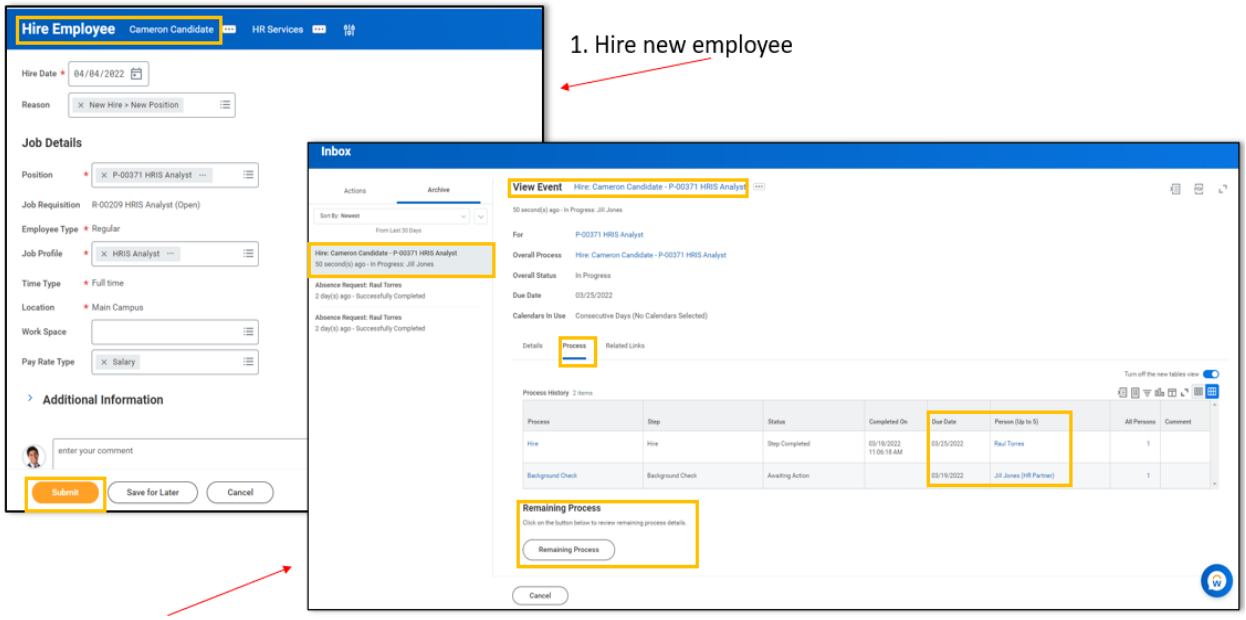
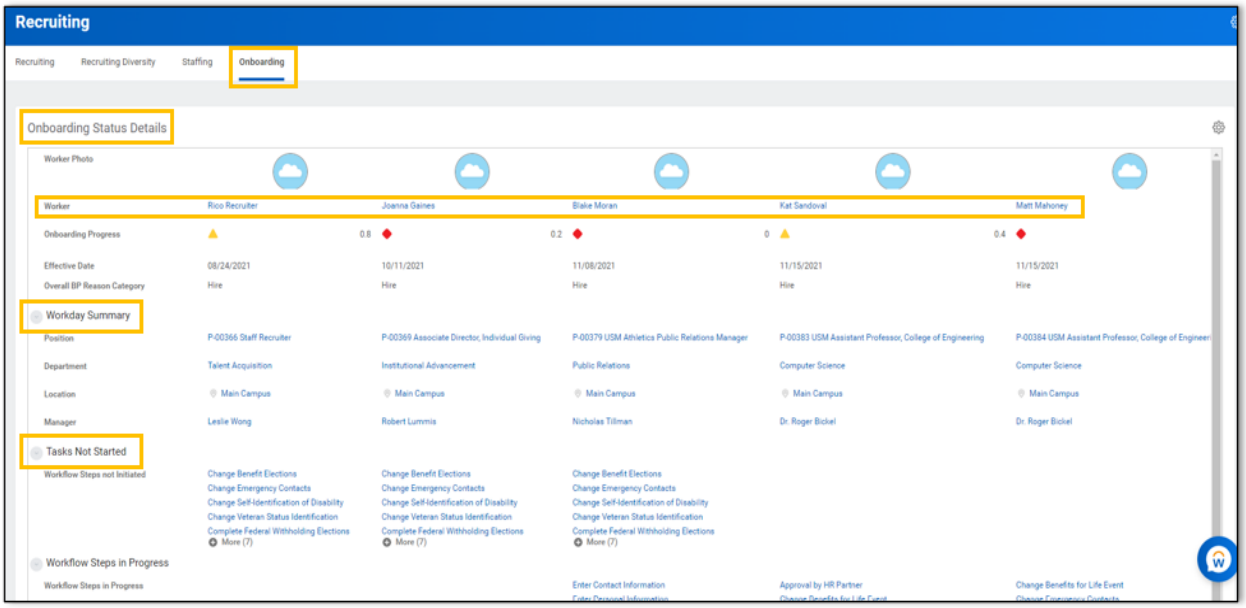
Hire candidate and track progress of hiring through a transparent workflow process.



1. Hire new employee

2. Track the progress of the new hire through the workflow by viewing process and remaining processes to see due dates and approvers on the workflow

Follow the progress of new hires through the onboarding process using the Recruiting dashboard.



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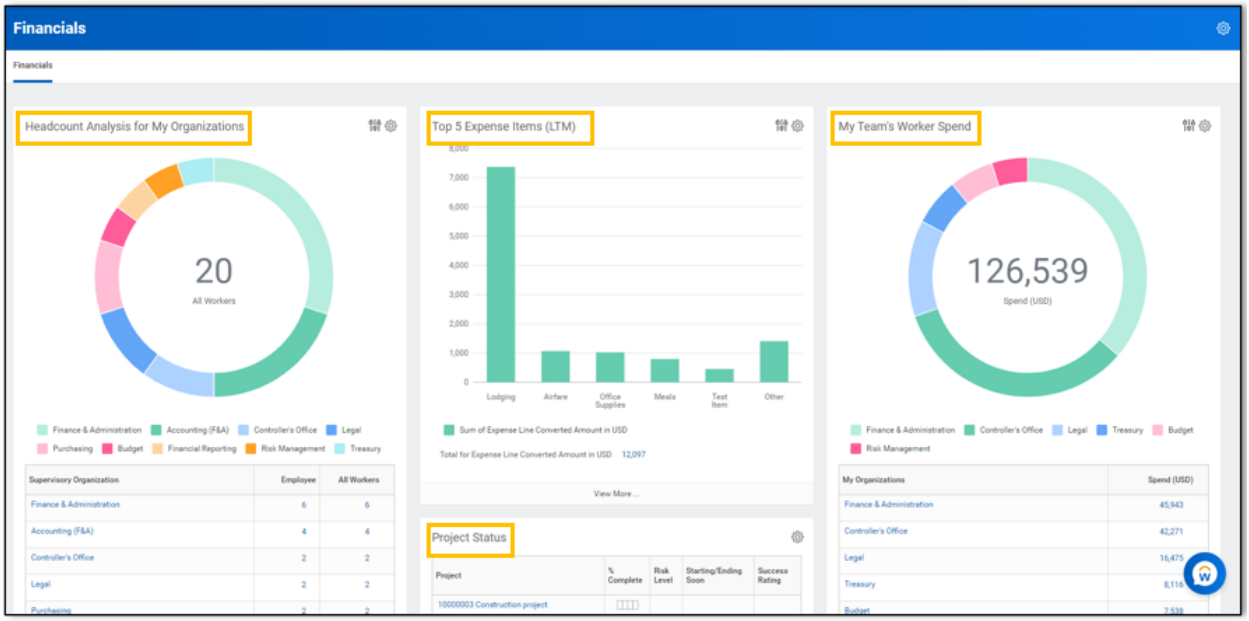
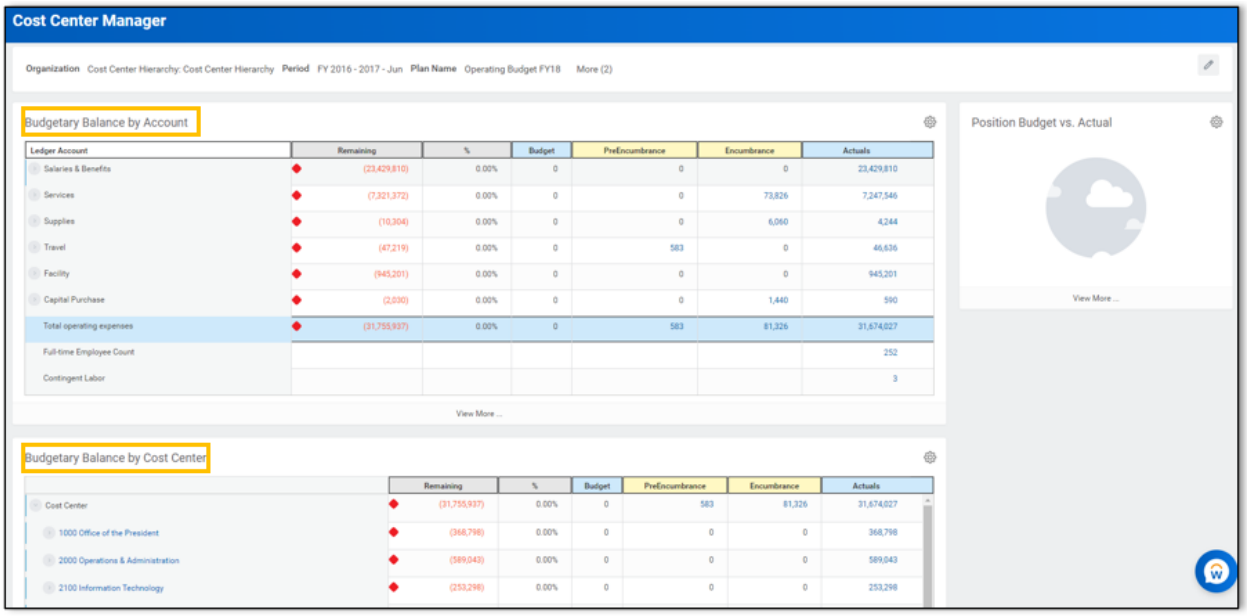
- Examples of other useful Workday dashboards and reports for managers based on a manager's role.

Financials dashboard that is customizable based on what data a manager needs to review.



Cost Center Manager dashboard to review budgets.



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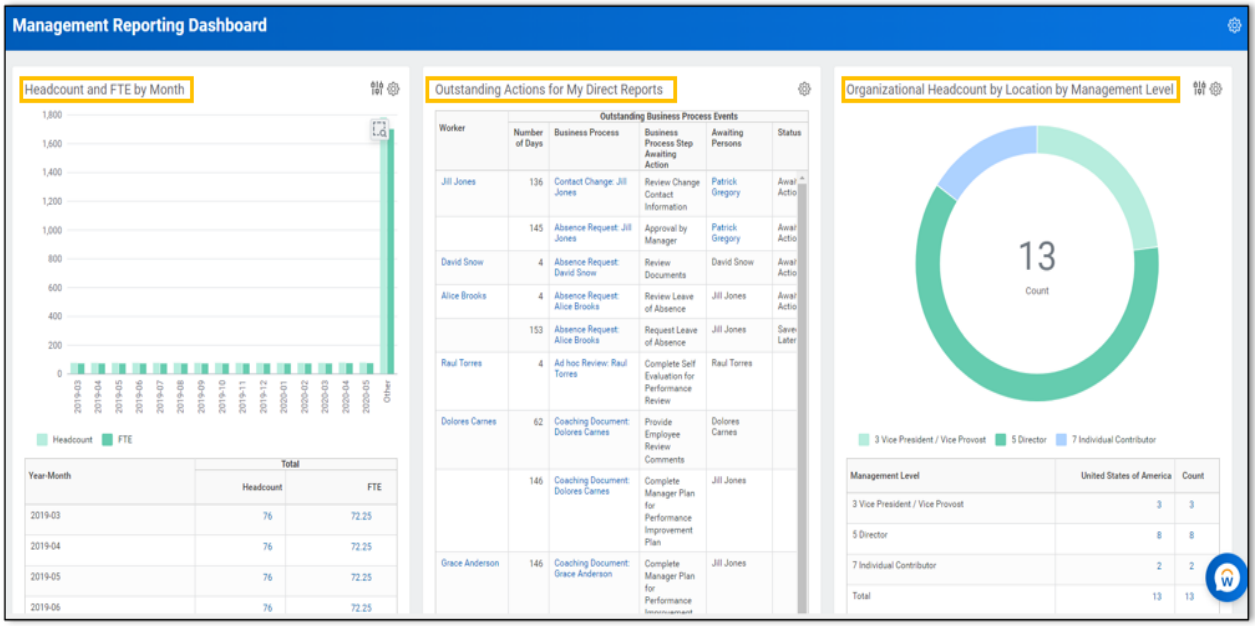
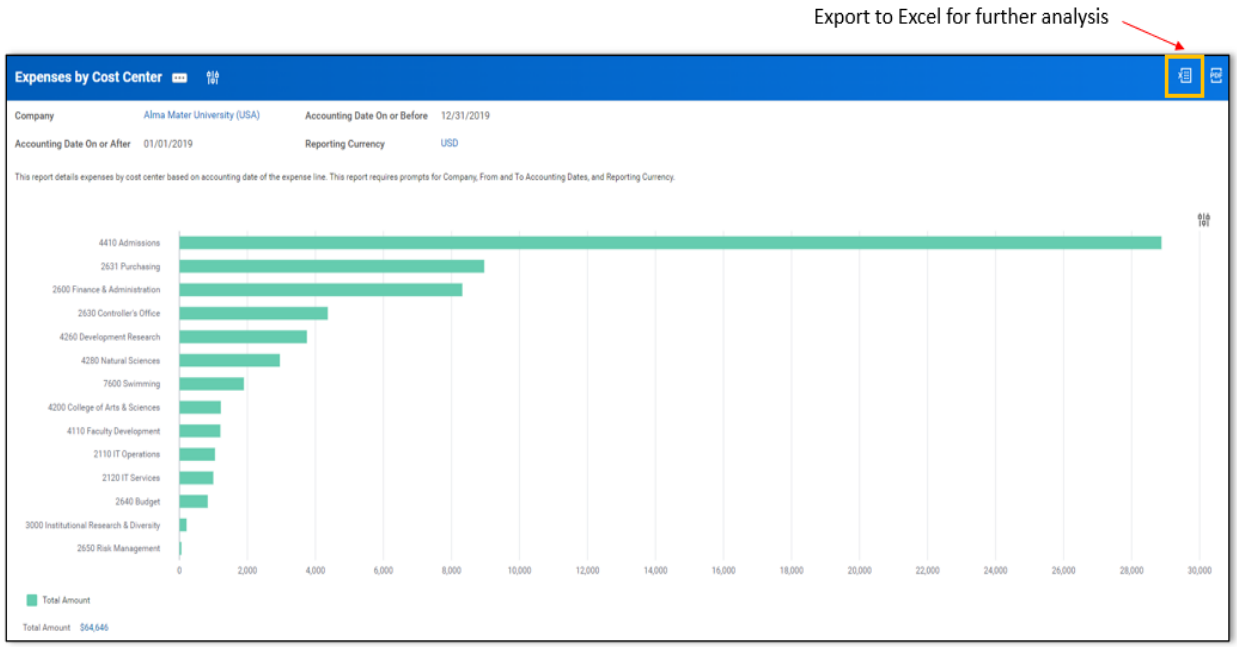
Management Reporting dashboard that is customizable depending on data a manager needs to review.



Expenses by Cost Center Report.



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