



Workday Partners Training

Agenda



Welcome and Introductions

Topics of Discussion

Job Aids

*Training length for HCM, Benefits, Payroll, Time Tracking and Attendance: **3 hours***



HCM Trainer

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Topics of Discussion

- Mobile County Personnel Board and Neogov
- Navigating Workday Video
- HCM and Core Concepts
- Security
- Terms

Mobile County Personnel Board and Neogov



No change to paper processes for the Mobile County Personnel Board.

For example, termination, transfer, retirement letters, etc. These tasks will continue to be completed outside of Workday.

For those departments that utilize the **Neogov** website there will be no change to posting positions and processing of hires.

These tasks will continue to be completed outside of Workday.

Workday Basic Navigation



- Video
- Job Aid



HCM (Human Capital Management)

Human Capital Management (HCM) refers to a set of activities that convert traditional HR functions into opportunities that lead to increased efficiency, interest and revenue for the organization.



Elements of Human Capital Management (HCM)

All roads begin in HCM...

Workforce Planning

Payroll

Compensation Planning

Training

Recruiting and Hiring

Time and Attendance

Onboarding

Performance Management



Core Concepts of Workday HCM

1. **Supervisory Organization:** Foundation of Workday HCM. Groups workers into a management hierarchy
2. **Staffing Model:** How jobs and positions are created and filled in an organization. There are two types of staffing models – Position Management and Job Management. The Mobile County Commission has adopted the Position Management staffing model.
3. **Business process:** Sequence of activities that fulfill a business objective. Your activities can include tasks, To Do's, Approvals, and Document upload.
4. **Security:** Collection of users/objects that are assigned to a user.
5. **Compensation:** Umbrella term for Compensation packages, Grades, Grade profiles and plans.
6. **Job profile:** Characteristics of job and position that is built off that profile.



Security

- **Unconstrained Security Group**
 - Users based out of this group will have access to all the data that is allowed without any restrictions or conditions.
- **Constrained Security Group**
 - Users based out of this group will have access to the data that is allowed based on the condition, if the person satisfies that restriction/condition then they will be able to access.



Core HCM (Human Capital Management) Security Groups

- **Manager**
 - Performs actions on members of assigned supervisory organizations. Approval authority for HCM, expense, and procurement business processes.
- **HR Administrator**
 - Unconstrained access to create, maintain, view, and report on all HR operational data. Examples include compensation, compliance, hires, job changes, organizational assignments, personal data, positions and headcount. Approval authority for HCM business processes.
- **HR Compensation Partner**
 - Approval authority for HCM compensation processes.
- **HR Partner**
 - Support the HR Team by initiating HR functions for assigned organization. For example, Create Position, Hire, Compensation, Promote, Demote, Transfer, Terminations, etc.



Supervisory Organization

- Supervisory organizations make up the organizational chart by grouping employees into a management hierarchy to define "who reports to whom."
- A supervisory organization can be a business unit, department, group, or project.
- Each supervisory organization is assigned a manager and contains his/her workers.
- The supervisory organization is not used to manage finances and financial responsibilities.
- One example of a supervisory organization would be Public Works Director/Chief (Richard Mitchell).



Workday Terms

- **Business Process**

- A set of tasks that need to be completed for an event to occur, the order in which they must be done, and who must do them to accomplish the desired business objective. Business processes are created using a combination of actions, approvals, approval chains, To-Dos, or checklists. Some examples are Hire, Change Job Request Compensation Change and Terminate Employee.

- **Related Actions**

- A clickable icon that enables the user to perform additional actions for an object. Also known as the "Twinkie".

- **Object/Business Object**

- Objects used to store data in Workday (such as organizations or workers). Workday links related business objects. Depending on the process, you may be able to drill down to view the corresponding business objects. One HCM example is that a worker is associated with a position and the position is associated to the job profile.



Workday Terms

- **Full Time Equivalent (FTE)**

- The ratio of a worker's scheduled hours to the business site's weekly hours. If a worker works 20 hours a week and the business site's weekly hours are 40, then the worker's FTE is 50%.

- **Proxy**

- The ability to log-in as another employee to manage the approval process. This is only available in the testing phase and will be discontinued once we go live.



Workday Terms

- **Cancel**

- The process from stopping an in-progress business process (prior to completion). The data still lives on the worker for anyone with View All security access to that business process. This function can be completed by HR Partner and HR Administrator.

- **Rescind**

- The process for removing a completed business process event. The data still lives on the worker for anyone with View All security access to that business process. This function can be completed by HR Administrator and Business Process Administrator.



HCM Job Aids

- Create and Maintain Position
- Hire Employee
- Job Changes
- Compensation Changes

Thank you for
attending
Workday HCM
Training!



Questions?

