

# Talent Forum

March 13, 2018



WAKE FOREST  
UNIVERSITY

## **Workday**

- Workday Updates
- Reporting Demonstration
- Support and Governance Models
- Training

## **Benefits and Compensation**

- Benefit Plan Updates
- Key Benefits and Compensation Dates
- Market Data





# Workday Updates

**Bethany Fay,**  
*Director, Compensation and Benefits*

## End-to-End Testing Results

- 45 campus representatives performed nearly 700 business processes; approximately 2,800 steps during a three week period
- 652 tests passed; 93.7% of tests
- 28 tests passed with needed enhancements; 4% of tests
- 16 tests did not pass; 2.3% of tests

## Workday Engagement Experience

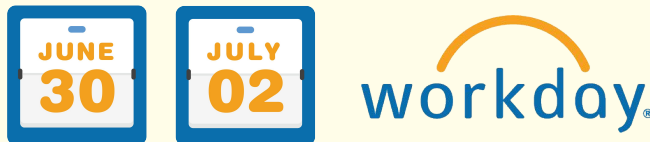
- April 2018
- Test key business processes as all HCM roles
  - Employee as self (Faculty, Exempt Staff, Non-exempt Staff, Student)
  - Manager
- Potential for open session to bring in current transactions
- Invitations in mid-March

## NOVAtime to Workday Transition

- Paid Time Off (PTO) requests in **NOVAtime**.
  - Through June 29 for exempt and non-exempt staff



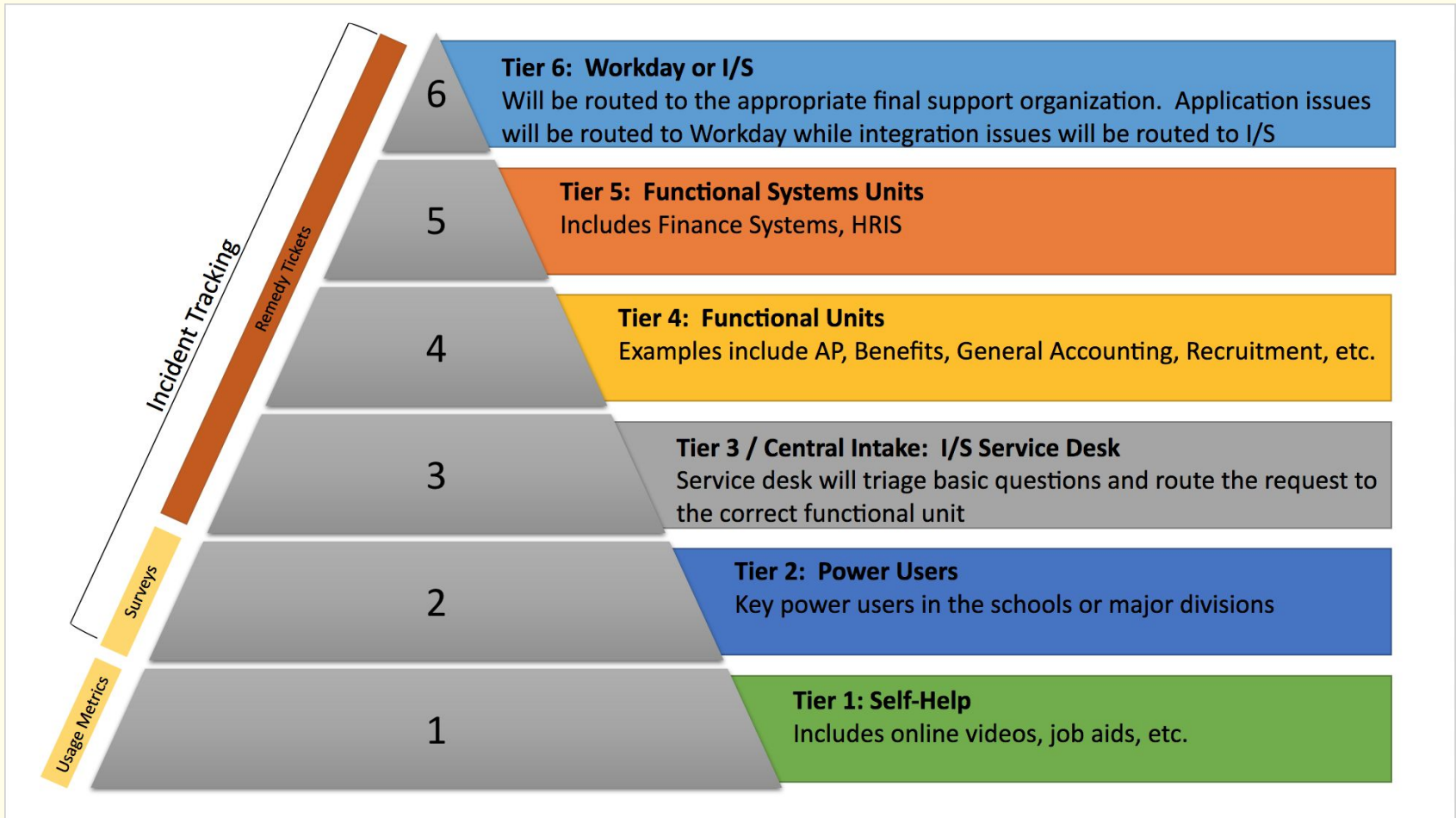
- Paid Time Off (PTO) requests in **Workday**.
  - Beginning June 30 for non-exempt staff
  - Beginning July 2 for exempt staff



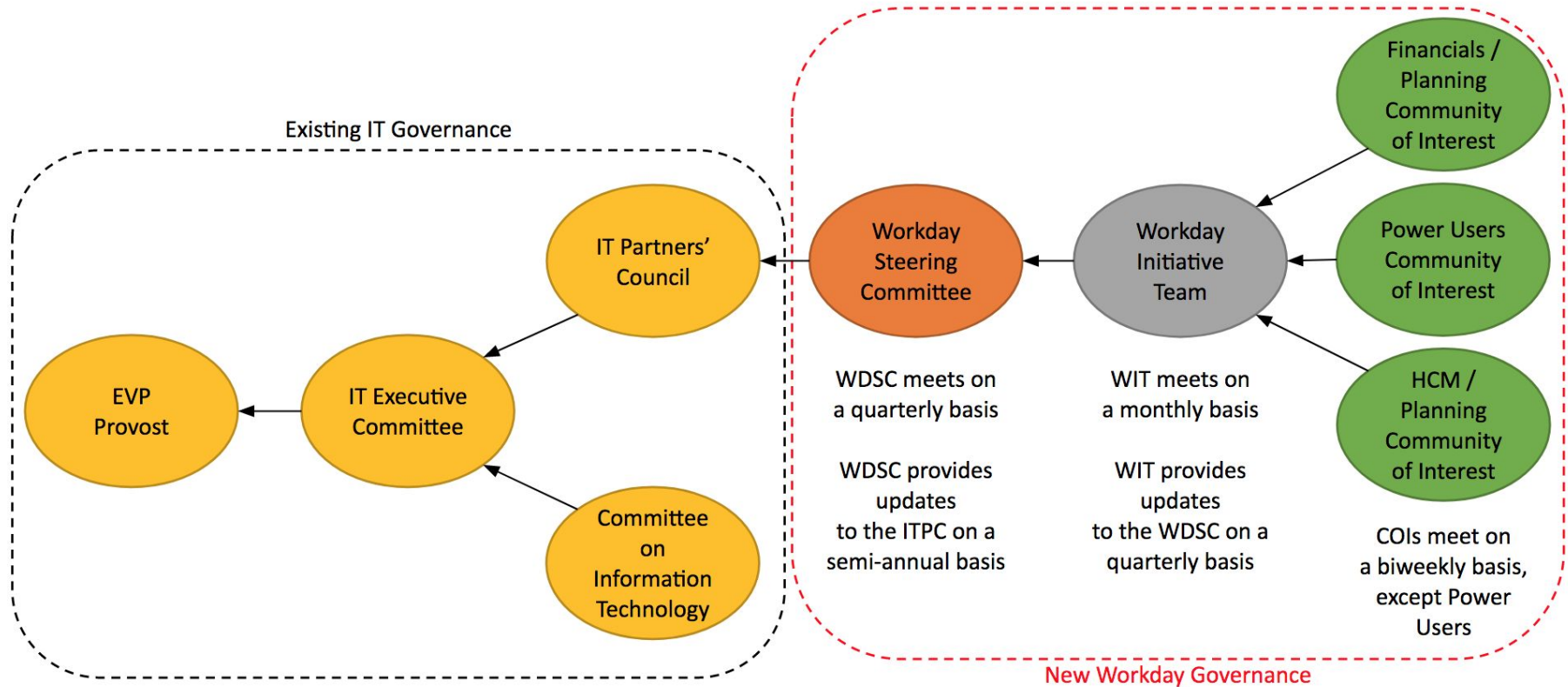


# Workday Demonstration

**Gary Willis,**  
*Director, HRIS*









# Workday Training

**John Champlin,**

*Assistant Director, Professional Development Center*

## What's Happening?

- Creating materials
  - Job Aids
  - Instructor Guides
  - Online Training
  - Videos



## Instructor-Led Courses

### Workday Essentials

- **WD 101:** Workday Essentials for Faculty and Exempt Staff (1 hour)
  - Terminology, Navigation, Managing Personal Information, Managing Benefits, Requesting PTO, Viewing Payroll Information, Payment Elections
- **WD 102:** Workday Essentials for Non-exempt Staff (1.5 hours)
  - All of 101 + Entering time worked
- **WD 103:** Workday Essentials for Managers (2.0 hours)
  - All of 101 + Managing the Workday inbox, Employee time-tracking, Managing employee PTO

### Human Capital Management Courses

- **HR 101:** Hiring (2.5 hours)
  - Creating and Posting Positions, Managing Applicants, Offer, Hire, and Onboarding
- **HR 102:** Performance (1.5 hours)
  - Performance Review, Performance Improvement, and Disciplinary Action
- **HR 103:** Job Change (2 hours)
  - Transfer, Promotion, Termination

## Instructor-Led Courses

- Open for registration via [pdc.wfu.edu/workday](http://pdc.wfu.edu/workday)
- Workshops begin May 14 and are scheduled through September
- Each workshop offered at least 10 times from May to September
- Schedule was varied as much as possible to allow for work/vacations
- HCM - “Done In A Day!”
  - June 4, June 7, June 27, July 11



# Table Discussion

What strategies will you use to ensure your team is trained and engaged in the Workday system?



# Benefits and Compensation

**Angela Culler,**

*Assistant Vice President of HR Services*

**Kriss Dinkins,**

*Assistant Vice President of Recruitment  
and HR Operations*

## Benefit Plan Updates

- Transition all WFU benefit plans from a fiscal year to a calendar year.
- Spring Enrollment: April 2 - April 9, 2018
  - Shortened Benefit Plan Year: July 1, 2018 - December 31, 2018
  - All benefits will remain the same through December 31, 2018
  - No premium increases through December 31, 2018
  - Enrollment online via WordPress form
  - Enrollment Assistance: Various campus locations
- Fall Enrollment: October 22 - October 31, 2018
  - Calendar Benefit Plan Year: January 1 - December 31, 2019
  - Benefit plan updates will be effective January 1, 2019
  - Enrollment online via Workday
  - Benefits Information Sessions
  - Benefits Fairs



<b>Spring/Summer</b>	<b>Salary Administration</b>	<b>Benefits Enrollment</b>
<b>March 5</b>	WIN budget system accessible	
<b>March 19</b>	Preliminary salary and operating budgets due	
<b>March 26</b>	Salary Administration forms due	
<b>April 2-9</b>		Enrollment for July 1 – December 31, 2018
<b>April 6</b>	Performance bonuses due	
<b>April 15 – June 30</b>	Moratorium for employment changes	
<b>June 16</b>	Living wage minimum increase to \$11.10/hour	
<b>Fall</b>	<b>Salary Administration</b>	<b>Benefits Enrollment</b>
<b>August 16</b>	FY19 faculty and additional staff salary changes retroactive to July 1 due, if applicable	
<b>October 22-31</b>		Enrollment for January 1 – December 31, 2019

## Market Data

- Workday will display pay ranges.
- Only new positions will be market priced.
- Current positions will utilize the FY18 market data.