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 Support and Governance Models

- **Tier 1: Self-Help**
  Includes online videos, job aids, etc.

- **Tier 2: Power Users**
  Key power users in the schools or major divisions

- **Tier 3 / Central Intake: I/S Service Desk**
  Service desk will triage basic questions and route the request to the correct functional unit

- **Tier 4: Functional Units**
  Examples include AP, Benefits, General Accounting, Recruitment, etc.

- **Tier 5: Functional Systems Units**
  Includes Finance Systems, HRIS

- **Tier 6: Workday or I/S**
  Will be routed to the appropriate final support organization. Application issues will be routed to Workday while integration issues will be routed to I/S
Workday Support and Governance Models

Existing IT Governance

- EVP Provost
- IT Executive Committee
- Committee on Information Technology

New Workday Governance

- Workday Steering Committee
  - WDSC meets on a quarterly basis
  - WDSC provides updates to the ITPC on a semi-annual basis

- Workday Initiative Team
  - WIT meets on a monthly basis
  - WIT provides updates to the WDSC on a quarterly basis

- Financials / Planning Community of Interest
- Power Users Community of Interest
- HCM / Planning Community of Interest
- COIs meet on a biweekly basis, except Power Users
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
- 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
<table>
<thead>
<tr>
<th>Spring/Summer</th>
<th>Salary Administration</th>
<th>Benefits Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 5</strong></td>
<td>WIN budget system accessible</td>
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<tr>
<td><strong>March 19</strong></td>
<td>Preliminary salary and operating budgets due</td>
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<tr>
<td><strong>March 26</strong></td>
<td>Salary Administration forms due</td>
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<tr>
<td><strong>April 2-9</strong></td>
<td>Enrollment for July 1 – December 31, 2018</td>
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<tr>
<td><strong>April 6</strong></td>
<td>Performance bonuses due</td>
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<td><strong>April 15 – June 30</strong></td>
<td>Moratorium for employment changes</td>
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<tr>
<td><strong>June 16</strong></td>
<td>Living wage minimum increase to $11.10/hour</td>
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<tr>
<td><strong>Fall</strong></td>
<td><strong>Salary Administration</strong></td>
<td><strong>Benefits Enrollment</strong></td>
</tr>
<tr>
<td><strong>August 16</strong></td>
<td>FY19 faculty and additional staff salary changes retroactive to July 1 due, if applicable</td>
<td>Enrollment for January 1 – December 31, 2019</td>
</tr>
<tr>
<td><strong>October 22-31</strong></td>
<td>Enrollment for January 1 – December 31, 2019</td>
<td></td>
</tr>
</tbody>
</table>
Market Data

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