



# Workstreams in Workday

# Agenda

- Why Workday
- Managing Team Time
- Team Time Off
- Transactions within the employee lifecycle

# Why Workday

- Real-time insight
- Simple and intuitive user interface
- Streamline processes and automation
- Consolidation of many systems into one system
- Workday is accessible everywhere



Team  
Performance



Team Time



Compensation




My Team



Team Time Off

# Workday helps to facilitate transactions

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# Who is using Workday for time entry?

- Employees who currently use Datatel/Colleague will now use Workday for time entry
- Employees who currently use Kronos will continue using that system. Managers will continue approving time in Kronos for now

Three overlapping blue circles of varying shades (medium blue, dark blue, and a slightly lighter blue) are arranged horizontally across the slide, creating a Venn diagram-like effect. A white horizontal band cuts through the center of these circles.

# Demo and Activity: Entering Time



# Team Time

One central location to view team time entry and scheduled time off

Allows for visibility in team schedule and strategic absence management



Team Time

View

Time Clock History

Time Off & Leave Calendar

# How will I know to approve time?

Once employees submit their timecards, Workday notifies the approver via **Inbox**



## Inbox

5 items

Time Entry: [redacted] [redacted] - 2 hours from 02/16/2019 to 03/01/2019  
17 second(s) ago - Effective 03/02/2019


Time Off Request: [redacted]  
31 minute(s) ago - Due 02/27/2019; Effective 02/27/2019




# Reviewing Time

- Review all employees at one time
- Choose to view only direct reports
- When reviewing time for multiple workers, they must be in the same period schedule.


## Review Time


Date \* 02 / 22 / 2019 

Review my direct reports only ☐

Workers \* 

Show ☒ All Workers  
☐ Workers with Hours to Approve  
☐ Workers with Unsubmitted Hours

Period Schedule 



# Demo and Activity: Review and Approve Time



# Employee Time Off

- Requested by either the employee or the supervisor
- Instant visibility to both parties

Request	View
<a href="#">Time Off</a>	<a href="#">My Time Off</a>
<a href="#">Time Off Correction</a>	<a href="#">Time Off Balance</a>
<a href="#">Leave of Absence</a>	<a href="#">Time Off Results by Period</a>
<a href="#">Return from Leave</a>	

Available Balance as of Today

Does not include future time off requests

12.8 Hours - Personal - Staff

51.2 Hours - Sick - Staff

-114.16 Hours - Vacation

Three overlapping blue circles of varying shades (medium blue, dark blue, and a slightly lighter blue) are arranged horizontally across the slide, creating a Venn diagram-like effect. A white horizontal band cuts through the center of these circles.

# Demo and Activity: Request Time Off

# Reviewing time off requests



## Inbox

1 item

Time Off Request: [REDACTED]

49 second(s) ago - Due 02/27/2019; Effective 02/27/2019

## Review Time Off Request: [REDACTED]

1 minute(s) ago - Due 02/27/2019; Effective 02/27/2019

For [REDACTED]

Overall Process Time Off Request: [REDACTED]

Overall Status In Progress

Due Date 02/27/2019

### Details to Review

First Day of Time Off 02/27/2019

Last Day of Time Off 02/28/2019

Total 12.8 hours - Sick

Three overlapping blue circles of varying shades (light blue, medium blue, and dark blue) are arranged horizontally across the slide, creating a decorative background for the title.

# Demo and Activity: Review Leave of Absence



# Leave of Absence

In addition to standard leave, Workday also processes Leave of Absence.

Family Medical Leave Act (FMLA) >

Non-FMLA >

Temporary Caregiver Leave >

USERRA >

search





# Demo and Activity: Submitting Leave of Absence



# Lifecycle of the Employee



Workflow automations get new employees hired and onboarded

Performance reviews and goal setting

Streamlined process to support employee career mobility

Automated offboarding and routing to appropriate personnel

# Hire an Employee



Workday's Onboarding tool allows employee to seamlessly review and edit details of employment record



Professional Recruiter takes ownership of hiring process



Onboarding begins in Workday as soon as they are hired

# Onboarding Preview

## ← Onboarding



Welcome Video from President. Holding Place

[View More](#)

### From My Manager



**Kimberly Lima**

Welcome to RISD! I'm glad you decided to join us. During your first weeks, please take the tim...

### People to Meet



**Brenda Pacheco**  
HRIS Operations Administrator



**Jess TestCEHire**  
CE Instructor



**Katie Couric**  
Temp

### Helpful Contacts



**Liz Rainone**  
Director, Employment & Employee Development



**Marissa McNally**  
Senior Benefit Specialist

### Campus Parking Information



Click Parking to access parking information.

[RISD Parking](#)

### Campus Directory



[Campus Directory](#)

# Talent Management



Technology supported framework where the conversation is paramount.



Workday aids the process by preserving electronic records



Ability for employee to track education and experience

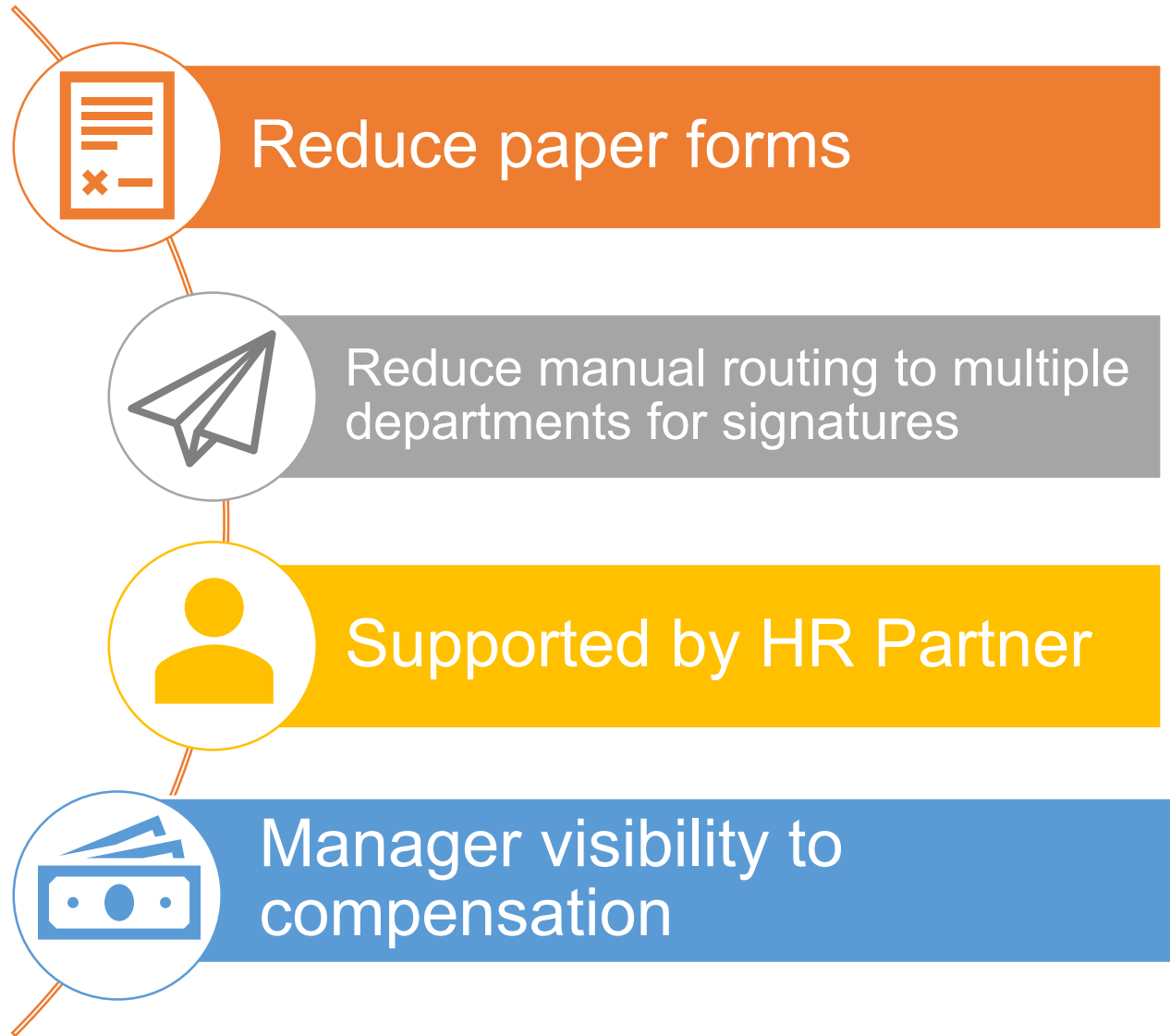


Manager and employee can view education and training history of employee



Goal Setting in Workday will begin in early June. Training sessions will occur at that time

# Promotion/Job Change



# Separation of Employment

- Employee can initiate resignation
- Workday starts off-boarding process
- Entire process tracked in Workday
- Notifications to IT, Card Services and Benefits for action



Wrap Up/Questions