

WORKDAY CONCEPT: EMPLOYEE SELF SERVICE



What is Employee Self Service?

Employee Self Service (ESS) is the functionality **allowing employees to initiate actions** such as:

- Managing personal information
- Updating benefits
- Setting-up direct deposit



What is considered personal information?

Personal information is information related to your **individual human resources and payroll elections** (i.e., federal tax & direct deposit information, emergency contacts, benefit choices). Your supervisor will not be able to view certain information such as direct deposit information and benefits enrollment/pension/retirement information.

Employee Self Service tasks are accessible through Workday's Home page



WORKDAY CONCEPT: MANAGER SELF SERVICE



Who is considered a Manager in Workday?

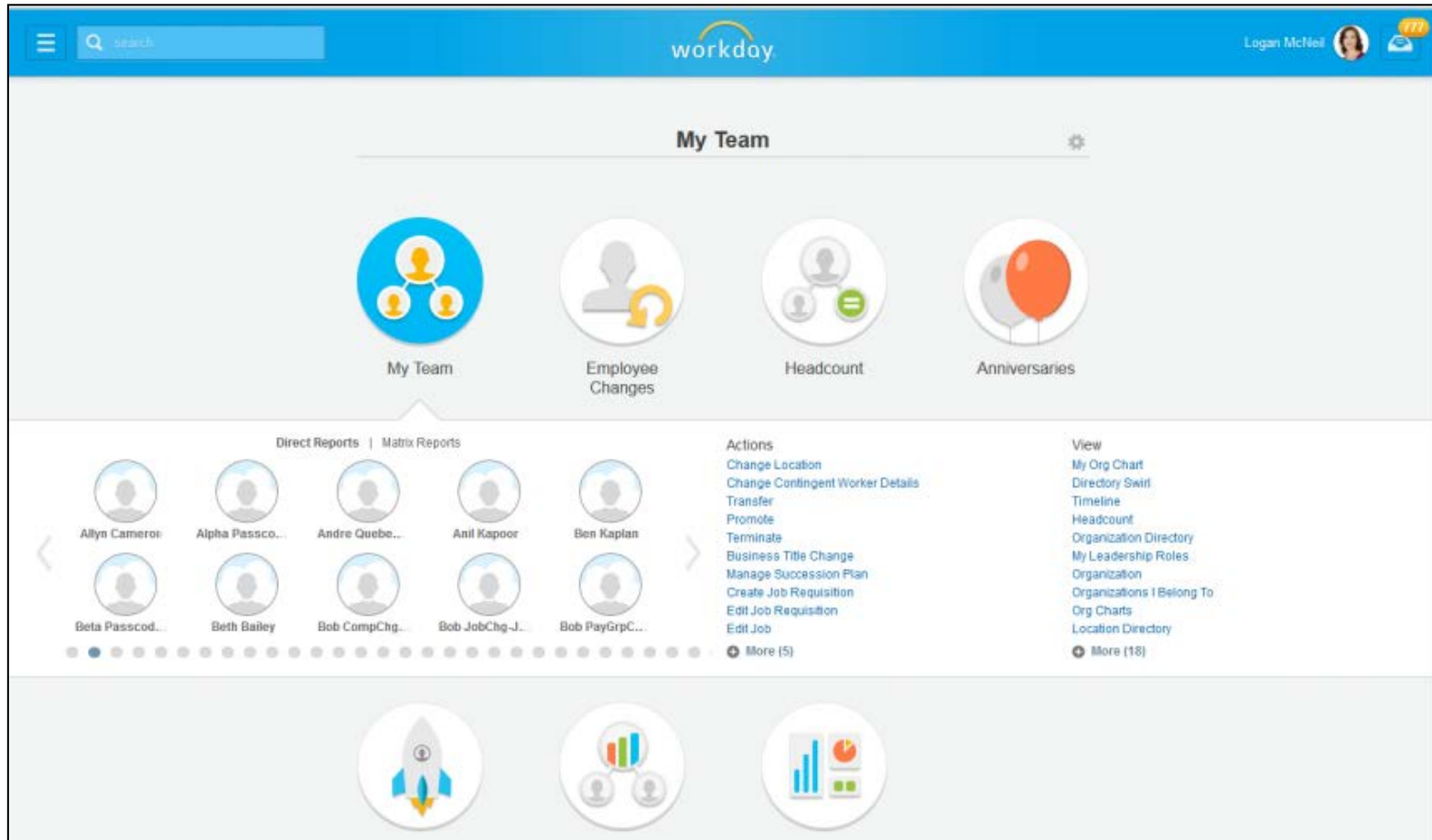
Anyone who has employees reporting to them will have the Workday role of “Manager,” which enables a specific level of access.

What can a Manager view and do in the system?

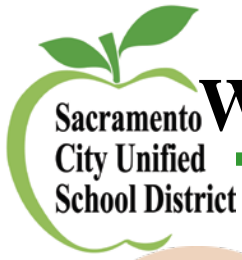
Manager Self Service provides supervisors with job, position, and compensation information for their direct reports, including access to numerous built-in reports to support HR-related analytics and decisions. Managers cannot view particular employee data such as direct deposit information and benefits enrollment/retirement information.



Manager Self Service tasks are accessible through Workday's "My Team" landing page



The screenshot shows the Workday 'My Team' landing page. At the top, there is a blue header with the Workday logo, a search bar, and the user's name 'Logan McNeil'. Below the header, the main content area is titled 'My Team' and features four large circular icons: 'My Team', 'Employee Changes', 'Headcount', and 'Anniversaries'. Underneath these icons, there are two sections: 'Direct Reports' and 'Matrix Reports'. The 'Direct Reports' section displays a grid of employee profile cards, including names like Allyn Cameron, Alpha Passco..., Andre Quebe..., Anil Kapoor, Ben Kaplan, Beta Passcod..., Beth Bailey, Bob CompChg..., Bob JobChg-J., and Bob PayGrpC... The 'Matrix Reports' section is currently empty. To the right of the employee cards, there is a list of 'Actions' such as Change Location, Change Contingent Worker Details, Transfer, Promote, Terminate, Business Title Change, Manage Succession Plan, Create Job Requisition, Edit Job Requisition, and Edit Job. Below the actions, there is a 'View' section with options like My Org Chart, Directory Swift, Timeline, Headcount, Organization Directory, My Leadership Roles, Organization, Organizations I Belong To, Org Charts, and Location Directory. At the bottom of the page, there are three more circular icons: a rocket, a bar chart, and a pie chart.



WORKDAY CONCEPT: SUPERVISORY ORGANIZATIONS



What is a Supervisory Organization?

- Supervisory Organizations group employees into a **management hierarchy** and are **required**. **All faculty and staff** are hired into a Supervisory Organization.
- There is only **one manager role** per Supervisory Organization.
- Supervisory Organizations are **not** used to manage finances and financial responsibilities; these are addressed through Cost Centers and other data elements.

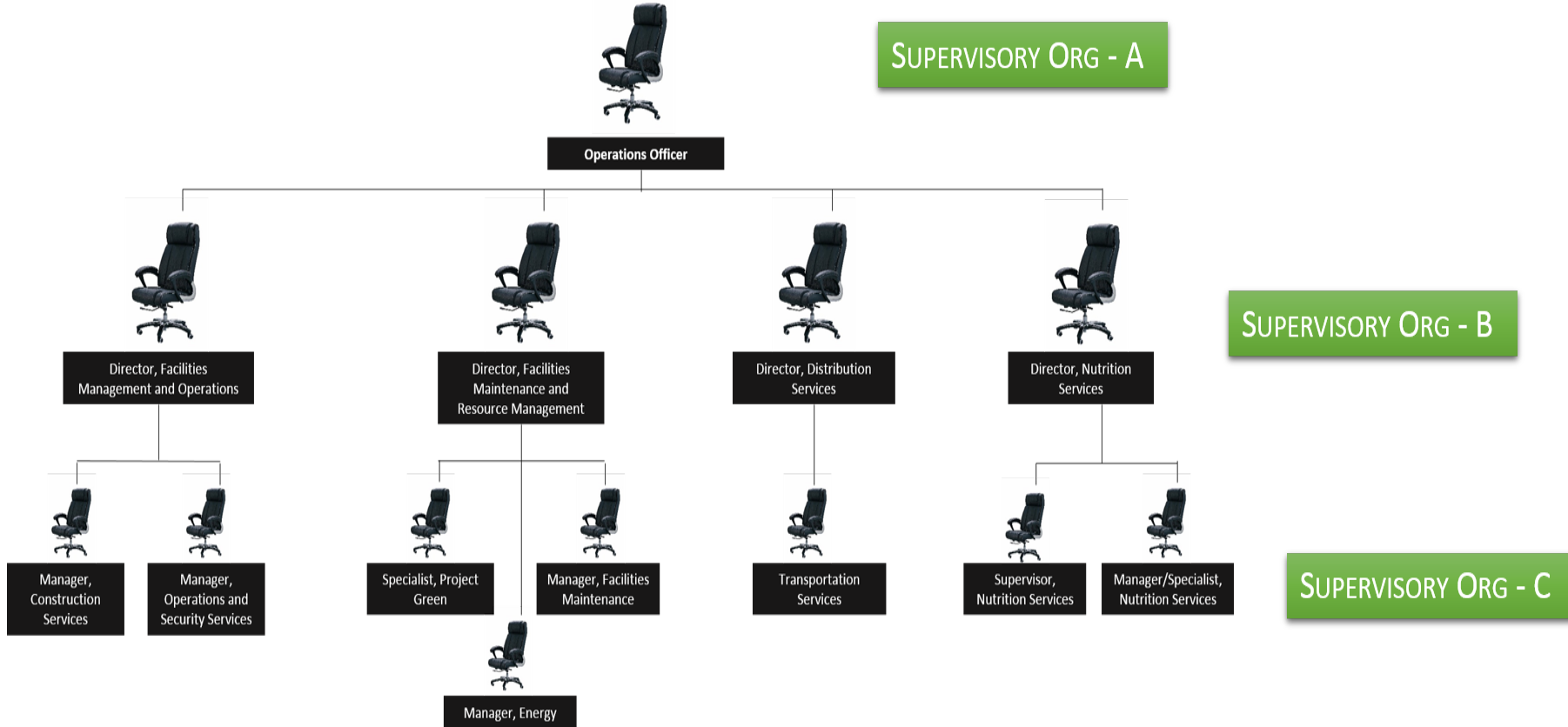
How are Supervisory Organizations maintained?



Supervisory Organizations are maintained by:

1. Designating the owner: the employee who supervises and manages the people in the organization
2. Assigning members to the organization

SUPERVISORY ORGANIZATION EXAMPLE



WORKDAY CONCEPT: ROLES



What is the purpose of roles?

Roles:

- Determine what you can see and what you can do in Workday.
- Provide individuals access to appropriate data within their assigned organizational structure.
- Determine functional responsibilities and routing of actions in a business process.

Who will be assigned a role?



- **All Workday users at SCUSD will inherit or be assigned a system role.**
 - **Inherited roles** are the default roles provided by Workday, including “Employee” and “Manager.”
 - **Assigned roles** include “HR Partner” or “Management Partner.”



THREE COMMON ROLES

Workday Role	Description
Employee	General view of their own personal data, pay, and benefits
Manager	General view of own personal data and direct reports' position and pay information, with the ability to kick off business processes <i>*Can also view their own Employee information</i>
Partners (HR and Business Partners)	General view of personal data, pay, and benefits, client data, and often in the review or approval chain on business processes <i>*Can also view their own Employee information</i>

WORKDAY CONCEPT: CONFIGURATION VS. CUSTOMIZATION



Can Workday be customized?

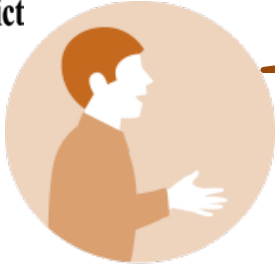
- *No, unlike SCUSD's legacy systems, Workday does not allow customization.*
- *Historically, SCUSD's systems were customized to respond to the unique needs of each school or administrative unit. This adds a layer of complexity that must be addressed (typically through coding) whenever system changes are required.*

What does "Workday is configurable" mean?



- *Workday is designed to be configurable, offering SCUSD flexibility in designing the look and feel of the system.*
- *This allows SCUSD to make modifications to the system that reflect the District's unique business needs, but prevents changes from being made that will disrupt the business in the future when software upgrades are required.*

WORKDAY CONCEPT: SAAS



What does “SaaS” mean?

- Workday employs a Software as a Service (SaaS) solution where data is hosted centrally by a vendor.
- SaaS enables software and data to be delivered to users over the Internet versus traditional solutions that are hosted on premise.
- Often referred to as a “cloud-based application,” there is no local installation of hardware or software required.



Will my data be secure in the cloud?

- Workday delivers world-class infrastructure, policies and procedures to ensure data is protected.
- Security threats and risks are mitigated through strong internal controls and a comprehensive security program.
- Workday consistently passes rigorous third-party compliance audits, including multiple SAS70 Type II audits, and certifies to the U.S. Safe Harbor program for data privacy.

CHARACTERISTICS OF SAAS

No Hardware/Software

Hardware/software is installed and maintained by Workday

Highly Configurable

SCUSD can modify the look and feel of the application by selecting configurable options.

Single Version

A single version of Workday is used for all customers. SCUSD will always be on the latest release.

Workday Concept: Tenant



What does “tenant” mean?

- *A tenant is any application that requires its own secure computing environment. Each Workday customer has its own secure computing environment that only they can access.*
- *When SCUSD makes changes to the system through configuration, these changes are only reflected in SCUSD’s tenant and are not visible to other Workday customers.*

What is “multi-tenancy”?

- *Multi-tenancy enables all customers to experience the full spectrum of Workday functionality through one application server.*
- *Each Workday customer’s tenant is logically isolated with their own data and configuration, but physically integrated on the same operating system.*





For additional information about the Workday at SCUSD project, please visit the project website at <http://www.scusd.edu/workday> or email us at Workday@scusd.edu.