Manager Readiness Information
Launching Workday

This is your opportunity to have a significant personal impact on one of the A&M System’s most important initiatives.

The actions you take between now and go live, more than anything else, will determine our success.
Managers are critical for an effective Workday Go Live

• Those around you will look to you for guidance and leadership during this time of significant change

• Because you will play a critical role in some key HR processes going forward, you must understand changes, how things will be different, and what’s expected during the transition

• You can have a positive influence on others if you have access to the right information and tools

To achieve benefits from Workday, we will need your leadership, commitment, and willingness to adopt change
Key Changes and Manager Impacts / Expectations
# What’s Changing?

<table>
<thead>
<tr>
<th>Process</th>
<th>What’s Changing</th>
<th>Manager Impacts / Expectations</th>
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<tbody>
<tr>
<td>Supervisory Organization</td>
<td><strong>Today:</strong> Managers operate within an ADLOC in a workstation.</td>
<td>• Managers will need to understand the basic concept of supervisory organizations and how these differ from ADLOCs.</td>
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<td><strong>Workday:</strong> One ADLOC translates to multiple Supervisory Organizations.</td>
<td>• In some cases, Managers will have multiple supervisory organizations.</td>
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<tr>
<td>Dual Positions and Overtime Hours</td>
<td><strong>Today:</strong> When employees work multiple positions, Managers have no visibility into the hours worked in the second position.</td>
<td>• Prior to completing the time approval process, Managers will be able to see if employees enter time that triggers an overtime payment.</td>
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<td><strong>Workday:</strong> Managers (and Payroll) will be able to see both positions and the hours charged against them.</td>
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| Employee Time Approval     | **Today:** Managers review and approve employee time. It is then routed to ADLOC approvers who review and approve before submitting biweekly payroll for processing.  
**Workday:** There is no ADLOC approver role, and departments do not need to submit payroll for processing. | • Managers are responsible for final approval of timesheets.          |
| Updating Timesheets        | **Today:** HR Liaisons need to reject timesheets to enable employees to make updates.  
**Workday:** Employees can edit timesheets as long as they are within the unlocked period. Once an employee resubmits a timesheet, it is routed to the Manager for approval. No manual adjustments by HR Liaisons are needed. | • Managers can enter time for employees (which, by default, will be approved). |
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<td><strong>Time Off</strong></td>
<td><strong>Today:</strong> Employees indicate which hours of the day they are requesting off. &lt;br&gt; <strong>Workday:</strong> Employees do not need to indicate what time / what hours of the day they are requesting off.</td>
<td>• Managers who need to know the specific hours an employee will be out of the office may want to request they indicate time / hours of the day in the comment box.</td>
</tr>
<tr>
<td><strong>Comp Time</strong></td>
<td><strong>Today:</strong> Managers must approve an employee’s time off request in order to get the timesheet paid. If not, it will be stuck in the system. &lt;br&gt; <strong>Workday:</strong> Time off requests and timesheets are approved separately; the processes are not linked. If the request is not approved, the employee won’t get paid for the time off in that pay period. &lt;br&gt; <strong>HOWEVER,</strong> if an employee enters time off in their timesheet, the time off is approved when the manager approves the timesheet.</td>
<td>• Managers must approve BOTH time off requests and timesheets.</td>
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<td><strong>Employee Data Visibility</strong></td>
<td><strong>Today:</strong> Managers have no visibility into their employees’ staffing and compensation data.</td>
<td>• Managers are empowered to understand and have insight into staffing and compensation details.</td>
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<td><strong>Workday:</strong> Managers can see their employees’ staffing and compensation events (both in-progress and completed) within their team(s).</td>
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<tr>
<td><strong>Delegation</strong></td>
<td><strong>Today:</strong> Some managers use delegation and proxy to permanently delegate certain approvals to administrative staff.</td>
<td>• Managers will need to understand the implications of delegation in Workday.</td>
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<td><strong>Workday:</strong> There is no proxy and the concept of delegation is significantly different.</td>
<td>• Managers will need to be prepared to handle potentially “full” inboxes until delegation is set up.</td>
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Employee Self Service

- In Workday, Employees are able to do most HR and payroll processes in one place and can see where a process is held up
  - View and manage their pay, benefits and personal information
  - Enter time and request time off
  - Update direct deposit election or beneficiaries
  - Use the mobile app for many of these processes

- **Workday = Employees more self sufficient!**
Workday Video Help
Workday Video Help For Managers

- Delegate a task
- Approve time off
- Screen candidates
- Manage interviews
- Customize the Home landing page
- View and navigate the My Team worklet
- Where to find and view history of a business process status
- Convert a contingent worker to an employee
- Enter time for an employee
- Manage dashboards and view reports
Support
Employee Self Service Support

Employees will have tools to help themselves as much as possible

- Workday Help website
- Workday.tamu.edu
- Ongoing Training / Communications
- Peers

If an employee can’t find the correct answer on their own, they will contact their departmental HR Liaison.
## Support Resources

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<td>Workday Champions</td>
<td>Individuals who have participated in testing, have been trained and coached on processes and functionality. The first line of support for end users, resolving FAQs and escalating issues, as needed, to the Workday Services team</td>
</tr>
<tr>
<td>Job Aids</td>
<td>Step-by-step instructions that can be downloaded, viewed or printed. Available via <a href="#">Workday Help</a> from SSO Menu for all end users</td>
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<tr>
<td>Video Help</td>
<td>Recorded Workday transactions that can be viewed (as step-by-step instructions) and / or used to practice. Available via <a href="#">Workday Help</a> from SSO Menu for all end users</td>
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Workday Champions

Available to assist you with everything from logging into Workday to figuring out how to execute a specific business process

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<tr>
<th>Name</th>
<th>Contact Information</th>
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<tr>
<td>Laura Dohnalik (TAMU)</td>
<td><a href="mailto:Workday@tamu.edu">Workday@tamu.edu</a></td>
</tr>
<tr>
<td>Jim Nachlinger (HSC)</td>
<td><a href="mailto:Workday@tamu.edu">Workday@tamu.edu</a></td>
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Manager Training: Available in TrainTraq

• **General Awareness Courses**
  – GA010 TAMUS Workday Core Concepts
  – GA020 Navigating Workday
  – GA070 Reporting

• **Skills Training**
  – GA060 Workday Core HCM Concepts (Manager)
  – SK420 Managing Your Inbox
  – SK450 Time Off and Leave / Time Tracking

• **Optional Skills Courses** (may not be required for all managers)
  – SK410 Merit and Performance Management
  – SK430 Recruiting
  – SK440 Staffing and Separation
Common Questions About Workday

When will I get my Workday password and how do I logon to the new system?
  – There is no separate password required for Workday; you will login through SSO

How do I obtain new security roles (if needed)?
  – Contact your Workday Champion

Will I be able to view historical HR data in Workday?
  – If you had access in BPP, you will have read-only access for historical data
  – HRConnect – Legacy on SSO will retain historical data
  – Workday will not have historical data transferred

Where do I go first if I have questions post go live?
  – Contact your HR Partner, HR Departmental Processor / Liaison, Payroll Partner or Workday Champion
Thank You!