AGENDA

• Welcome & Introductions
• Tips & Tricks
• Supervisory Organizations
• Performance Management
• Merit Process
• Payroll Impacts
• Questions
Welcome & Introductions

• Introductions

• After Go-Live
  • Over 100 emails/day coming into the Workday mailbox

• As of early March
  • Volume continues to trend at less than 25 tickets/day
  • Active tickets trend closer to 100
  • Response & resolution times are trending to ~17 hours

• Workday road shows - visits to various colleges/division

• Light at end of tunnel
Tips & Tricks

• Demonstration
  – Navigation
  – Finding Things
  – Workday Inbox
Supervisory Organizations

The **foundation** of Workday, the **building blocks** of all business processes.

- Position-to-Position, hierarchical structure
- Single direct, primary relationship
- Access to a person’s data (security)
- Participation in business processes (initiation/review/approval)
Supervisory Organizations

Legacy Systems: LeaveTraq / TimeTraq

Darby Director
Mike Manager
Abby Admin
Emily Employee
Eric Employee

_Darby Director and Mike Manager_ DELEGATED all leave and timesheet approval to _Abby Admin_

**Abby = Primary Manager in SSO**
Supervisory Organizations

02123456 Aggie Archery (Abby Admin)

Abby Admin

- Darby Director
- Mike Manager
- Emily Employee
- Eric Employee
Supervisory Organizations

02123456 Aggie Archery (Darby Director)

Darby Director

02123456 Aggie Archery (Mike Manager)

Mike Manager

Abby Admin
Supervisory Organizations

02123456 Aggie Archery (Mike Manager)

Mike Manager

Emily Employee

Eric Employee
Performance Management

- **Now**: Awareness sessions
- **April**: Training
- **May**: Weekly Q&A sessions
- **May 31**: Deadline

**IMPORTANT:** Validate supervisor
Merit Process

• Merit Process will be in Workday
  – Merit pool distribution by respective budget offices
  – Merit recommendations and performance ratings

• Timeline and Impact on Position Changes
  – Key dates still being determined
  – Timeline will have impact on in-progress events and changes
  while merit recommendations are being entered
  – Additional information forthcoming (by early May)
Payroll Impacts:
Retro Period Deadlines vs. Current Period Deadlines

• Prior Timesheet Corrections
  – Workers can go back up to 3 pay periods prior to current

• Timesheets in current pay period

• Business Processes with effective dates in prior periods
  – Compensation changes
  – % effort changes
  – Work period changes
  – Promotions / transfers
  – Hire / termination

• Business Processes with effective dates in current period
Questions?

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