# ELEVATE

Introduction to Workday - Employee Self Service
January 11, 2024
Lisa Amick & Cindy Felice



#### **Session Goals**

- Help you understand more about Workday
- Some key terminology to know
- Demonstrate some basic uses of the Workday profile
- Employee Self Service actions
- Answer questions you may have
- Future Training Sessions



## Benefits of Workday

- Moves many steps that we used to have to rely on others to complete on our behalf to the employee to complete
- Eliminates paper forms
- Able to access your worker profile 24/7
- You can set your profile to your language preference
- There will be a mobile app to use on phones, tablets (not yet live)
- PRD process will be on line in 2025

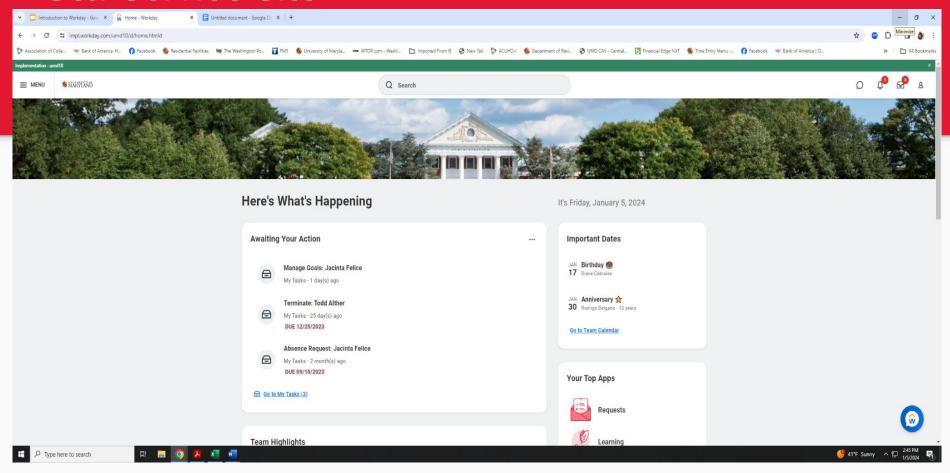


# Terminology to know

- MANAGER: what we would term <u>supervisor</u>, <u>managers</u>, <u>AD</u>s...staff who are responsible for other staff
- WORKER PROFILE: snapshot of the employee (worker) demographic, job and organization info.
- APPS: collection of tasks and reports related to an area (ie. absence). TASKS are individual steps you take to perform an action.
- WORKDAY LEARNING: where we will track and employees will enroll in training
- HUMAN CAPITAL MGMT "HCM": PHR type functions such as payroll, recruitment, time and absence.
- ABSENCE: Time Away from Work (annual leave, personal days, sick leave, etc.)
- TALENT & PERFORMANCE: Employee career info, PRD, employee discipline



#### Self Service Site





## **Employee Self Service Actions**

Employee Self-Service is what YOU can view, edit, and take action on in Workday.

- Update personal and emergency contact information
- View your earnings statement
- Track your time worked (if non-exempt salaried or hourly pay)
- Request time off and leave of absence, and view your balances
- Browse and enroll in professional development courses
- Add goals, career achievements, and interests



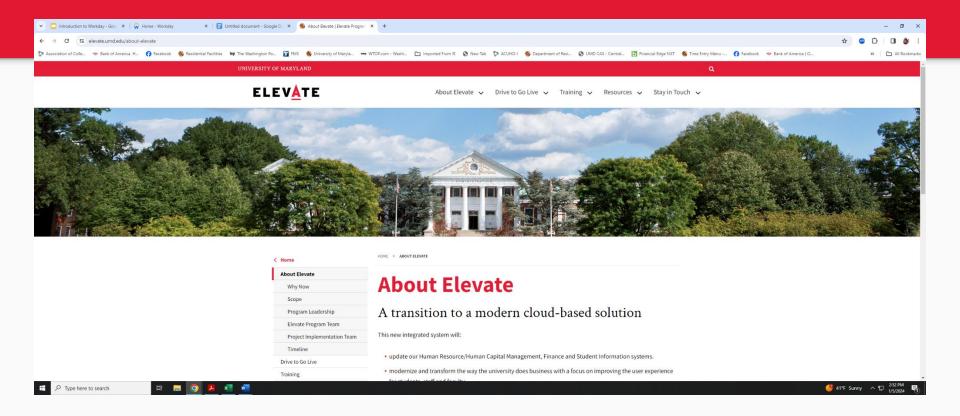
# Let's show you the worker profile

A "demonstration site" has been set up for several of us to show you how to perform some actions we all will be able to do...

- Worker profile page
- Add or Change My Emergency Contacts
- Change My Home Contact Information
- Change My Preferred Name
- Request Absence
- Correct/Cancel Absence
- Change my language



#### Elevate.umd.edu



## Navigating the Elevate Web Page

Best advice....take time to explore the web page...lots of good info!

- https://elevate.umd.edu/training
- Key Concepts...concise explanation of different parts of the Workday system
- Job Aids....print those that you think will be helpful to have for reference
- Be patient...we are all learning this as we go!



#### **DRF Training Schedule**

- We are developing a zoom training schedule for supervisors and managers to walk them through their responsibilities. Sessions will also be recorded.
- Supervisors, Managers, ADs will need to complete a number of online courses
- Training will be provided to front line staff when we are closer to the launch date.

## We are here to help!



