

# ELEVATE

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



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**STUDENT AFFAIRS**  
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# 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



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# 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



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# Terminology to know

- **MANAGER:** what we would term supervisor, managers, ADs...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

*Also includes Quali financial management, budget, & procurement functions*



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# Self Service Site

Introduction to Workday - Google... Home - Workday... Untitled document - Google D... x +

impl.workday.com/umd10/d/home.html

Association of Colle... Bank of America R... Facebook Residential Facilities The Washington Po... FMS University of Manya... WTOP.com - Wash... Imported From IE New Tab ACUHO-I Department of Resi... UMD CAS - Central... Financial Edge NXT Time Entry Menu ... Facebook Bank of America | O...

Implementation - umd10

MENU

Search

Here's What's Happening

It's Friday, January 5, 2024

### Awaiting Your Action

- Manage Goals: Jacinta Felice**  
My Tasks - 1 day(s) ago
- Terminate: Todd Alther**  
My Tasks - 25 day(s) ago  
DUE 12/25/2023
- Absence Request: Jacinta Felice**  
My Tasks - 2 month(s) ago  
DUE 09/10/2023

[Go to My Tasks \(3\)](#)

### Important Dates

- JAN 17 Birthday**  
Diane Cabrales
- JAN 30 Anniversary**  
Rodrigo Delgado - 13 years

[Go to Team Calendar](#)

### Your Top Apps

- Requests
- Learning

Team Highlights

41°F Sunny 2:45 PM 1/5/2024



# 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



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# 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



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# Elevate.umd.edu

The screenshot shows a web browser window displaying the Elevate.umd.edu website. The browser's address bar shows the URL `elevate.umd.edu/about-elevate`. The website's header features the University of Maryland logo and a navigation menu with items: About Elevate, Drive to Go Live, Training, Resources, and Stay in Touch. Below the header is a large banner image of a classical university building with columns, surrounded by trees. The main content area has a breadcrumb trail: HOME > ABOUT ELEVATE. On the left is a sidebar menu with the following items: About Elevate (selected), Why Now, Scope, Program Leadership, Elevate Program Team, Project Implementation Team, Timeline, Drive to Go Live, and Training. The main content area contains the heading **About Elevate** and the sub-heading **A transition to a modern cloud-based solution**. Below this, it states 'This new integrated system will:' followed by a list of bullet points: 'update our Human Resource/Human Capital Management, Finance and Student Information systems.' and 'modernize and transform the way the university does business with a focus on improving the user experience for students, staff, and faculty.'

UNIVERSITY OF MARYLAND

**ELEVATE**

About Elevate ▾ Drive to Go Live ▾ Training ▾ Resources ▾ Stay in Touch ▾

HOME > ABOUT ELEVATE

**About Elevate**

- Why Now
- Scope
- Program Leadership
- Elevate Program Team
- Project Implementation Team
- Timeline
- Drive to Go Live
- Training

## About Elevate

### A transition to a modern cloud-based solution

This new integrated system will:

- update our Human Resource/Human Capital Management, Finance and Student Information systems.
- modernize and transform the way the university does business with a focus on improving the user experience for students, staff, and faculty.

41°F Sunny 2:52 PM 1/5/2024



# 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!



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# 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!



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