



# Human Resources

## Key Benefits of **workday**

CURRENT	FUTURE	KEY BENEFITS
<p><b>paper timesheets</b></p> <p>Most employees use paper timesheets and a designated timekeeper manually enters the data into SAP.</p>	<p><b>electronic timekeeping</b></p> <p>Employees enter their own hours online via a user-friendly calendar interface. Auto calculations based on eligibility ensures that shift differential, overtime, etc. are done automatically and correctly by the system.</p>	<p><b>easy, accurate time entry &amp; approval</b></p> <p>Employees use self-service, supervisors can approve time efficiently even from a mobile device, and payroll editing time is cut in half because the automation reduces time and effort spent on corrections.</p>
<p><b>clunky training system</b></p> <p>Data for classroom training, online training, and e-policies all live in different systems. Access to training registration and materials can feel cumbersome. Accurate training records require pulling data from several places.</p>	<p><b>streamlined training system</b></p> <p>Classroom, online, and e-policies materials will live together in Workday Learning. Employees can access multiple forms of learning from one system.</p>	<p><b>integrated learning system</b></p> <p>Workday Learning enables employee training reports and data will be up-to-date and easily accessible by an employee or supervisor.</p>
<p><b>manual time-off requests</b></p> <p>Process for requesting, approving, or accurately tracking time-off balance is inconsistent and slow. Up-to-date information is not available.</p>	<p><b>electronic time-off requests</b></p> <p>Workday has an intuitive calendar interface for employees to easily check available balance and request time-off. Supervisors see all requests in one place and approve from any device.</p>	<p><b>easy, accessible time-off process</b></p> <p>Employees and supervisors can easily see time balances, accruals, and requests in one system. Approvals can occur quickly and be based on up-to-date information.</p>
<p><b>limited self-service</b></p> <p>Access to your own information is limited. Employees are unsure how to access or who to ask to adjust their personal information (i.e. name change, tax withholdings, benefits).</p>	<p><b>access via self-service</b></p> <p>Employees can view or edit personal information anytime. It takes just a few clicks to:</p> <ul style="list-style-type: none"> <li>• edit name, address, emergency contacts</li> <li>• view pay stubs, edit direct deposit</li> </ul>	<p><b>empowered by self-service</b></p> <p>Employees manage their own information, HR staff manual tasks are reduced, and everyone benefits from up-to-date information in the system.</p>



Coming January 2019