



Human Resources

Key Benefits of **workday**

CURRENT	FUTURE	KEY BENEFITS
<p>paper timesheets</p> <p>A majority of employees use paper based timesheets, where your rate of pay is noted, and a designated timekeeper manually enters the data into SAP. Lack of privacy and self-efficacy, and high error rates are current issues.</p>	<p>electronic timekeeping</p> <p>Employees electronically enter their own hours 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>easy, accurate time entry & approval</p> <p>Employees experience 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>clunky training system</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>streamlined training system</p> <p>Classroom, online, and e-policies materials will live together in Workday. Employees easily access and engage in multiple forms of learning from one system. Mobile learning is enabled!</p>	<p>integrated learning system</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>manual time-off requests</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>electronic time-off requests</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>easy, accessible time-off process</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>limited self-service</p> <p>Access to your own information is limited. Employees are unsure how to access or who to ask to adjust their own personal information (i.e. name change, tax withholdings, benefits).</p>	<p>access via self-service</p> <p>Employees can view or edit personal information anytime. It takes just a few clicks to:</p> <ul style="list-style-type: none"> • edit name, address, emergency contacts • view pay stubs, edit direct deposit 	<p>empowered by self-service</p> <p>Employees manage their own information, HR staff's manual tasks are reduced, and everyone benefits from up-to-date information in the system.</p>



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