Workday Human Capital Management for K–12

Workday Human Capital Management (HCM) is a configurable cloud application designed to help you organize, staff, compensate, and develop your diverse employee base. Workday offers a single unified application for all your HR processes. With tools that optimize the deployment of your administration, teachers, and staff, Workday can help you improve efficiency across your school district.

Workday HCM provides:

- **Unification:** When your information comes from one unified source, it's always up-to-date and available anytime, anywhere. With unified applications, you can ensure consistency, gain visibility, and accommodate your district's unique business requirements.

- **Actionable Insight:** The in-memory data management, speed, and efficient delivery of embedded business intelligence in Workday helps you unlock your school district's potential. Actionable analytics and reporting give you unprecedented insight into your people.

- **Agility:** Innovative technology lets you easily configure, adapt, and automate your applications to meet your evolving needs. It's flexible without additional cost, even after deployment.

- **Modern User Interface:** The simple interface in Workday inspires people to use the intuitive applications.

Human Capital Management

Built from the ground up and delivered in the cloud, Workday HCM unifies human resources, benefits, compensation, employee recruiting, talent management, payroll, time and absence tracking, workforce planning, and learning.

Human Resource Management

Workday HCM offers intuitive, self-service capabilities that help you manage the full hire-to-retire lifecycle for faculty and staff in an increasingly complex environment.

As changes occur with teaching assignments, funding resources, federal regulations, teacher performance and compensation, licensures, certifications, reporting priorities, and other issues unique to your district, they are immediately updated in Workday. With Workday, you can:

Key Product Areas

- Human Resource Management
- People Analytics
- Workforce Planning
- Recruiting
- Talent Management
- Learning
- Compensation
- Benefits
- Payroll Management
- Time and Absence

Key Benefits

- Reduce costs with a true cloud delivery model.
- Drive efficiency and support shared services with a flexible, easy-to-use application.
- Empower every worker in your school district with intuitive self-service features.
- Standardize on industry best practices with more than 300 delivered business processes.
- Easily configure the system for your specific needs.
- Take action at the point of decision.

- View a 360-degree profile of each employee and teacher with one-click visibility into worker history, benefits, leave, compensation, talent, performance, and pay

- Report on and drill into positions, headcount, turnover, and other demographics for all your teachers and staff

- Define the appropriate staffing model and budgets (position, headcount, or job management) for the entire school district or individual entity

- Manage the process for recording licensure, certifications, endorsements, and appointments as well as track extensive information required for teacher reporting such as pupil days and state regulations

Workday allows you to easily restructure organizations and reporting relationships as needs change. You can also assign workers to multiple organizational types, including departments, cost centers, schools, regions, programs, initiatives, funding, projects, committees, and custom organizations.

Workday enables you to design, manage, and adjust compensation programs to meet your diverse requirements, including step and grade base pay, variable pay, activity-based pay, and allowances. With Workday, you can:

- Support and track compensation nuances, including multiple appointments and itinerant teachers, varying start and end dates, and 9/12 or 12/12 academic years

- Deliver graphical total compensation statements directly to employees, with the ability to drill into all elements of compensation

- Set compensation budgets based on funding availability, with real-time balances updated based on allocation of the budgeted pool

Workday has an easy-to-use, intuitive interface that allows you to access and process absence and leave

information to fit your district's goals and policies. With Workday, you can:

- Establish eligibility criteria for diverse groups of teachers and staff, including nuances related to multiple jobs, instructional versus noninstructional staff, negotiated agreements, periods (terms), and academic years

- Manage diverse academic leave types, including FMLA, continuous and intermittent events, and personal leaves and evaluate the potential impact on compensation and benefits plans

- Configure business processes and rules for approving and routing leave requests

Benefits Administration

Workday lets you define, manage, and adjust benefits plans to meet your unique requirements. You can track staff and teacher data changes within Workday HCM and update benefits providers automatically through Workday Cloud Connect for Benefits. Your school district can manage insurance plans, spending accounts, health savings accounts, retirement savings plans, flex plans, and additional benefits from a single unified system that factors in the nuances related to multiple jobs, union and nonunion workers, and academic years.

Workday also provides a dashboard and reports to help you implement provisions related to the employer mandate portion of the Patient Protection and Affordable Care Act. The reports are configurable, so you can easily change parameters to fit the unique needs of your district.

Onboarding

Workday reduces administrative work and costs by helping prehires and newcomers quickly assimilate into the school district. After accepting an offer, a prehire can immediately access the onboarding experience to begin updating their necessary information with a simple

checklist of all the school district requirements. These campaigns are configurable, so teachers, administrators, staff, food service, and bus drivers can each have a unique onboarding experience personalized to their role in the district.

Talent Management

Your No. 1 asset is the workforce that impacts your student learning outcomes every day. Workday gives you the tools to improve how you manage, develop, align, recognize, and reward your teachers and staff.

Workday offers accurate, real-time insight into the performance, competencies, skills, and development needs of your employees. The unique Workday approach allows you to conduct traditional performance management activities for staff and teachers as well as configure unique academic performance templates, such as teacher rubrics, classroom observation forms, advanced competency templates, and talent reviews.

Workday can support you by managing scheduled performance, talent, discipline, tenure, and competency analysis reviews on a regular or ad hoc basis for managers, principals, observers, or HR professionals. Performance can be analyzed from a mobile device, allowing principals and observers to be more dynamic and capture feedback on teacher performance while it is happening. Workday provides delivered analytics to help identify top talent and recognize the unique skills that have a direct impact on the classroom.

Workforce Planning and Analytics

Workday delivers collaborative tools and insight to help you create strategic workforce plans, make better decisions, and meet your operational goals. Scorecards, dashboards, and reports provide critical workforce metrics to give you a clear overview of your district's health. With Workday, you can:

- Understand the skills, costs, and performance of your workforce

- Create dynamic and flexible headcount plans

- Identify problem areas and implement strategies to address them

- Close gaps with talent programs and stay on track to meet your goals

- Collaborate across finance and HR with unified planning, budgeting, and forecasting

Recruiting for School District Staff and Teachers

Workday Recruiting helps schools achieve true visibility across the entire talent acquisition process and locate and hire the best talent. It allows you to focus on the individual needs of a school as well as continuous recruitment activities, such as building out pools of full-time, part-time, and substitute candidates for instruction.

Workday Recruiting provides the hiring team with greater visibility, configurable workflows, and a positive candidate experience. The intuitive, mobile interface enables better collaboration and communication between HR and school team members to accelerate the hiring process, all while ensuring the appropriate checks and controls unique to a school district are followed.

Time and Absence

The Workday time and absence functionality works seamlessly with Workday HCM and Workday Payroll to provide a simple user experience for employees to check in and out or enter time easily from any mobile device or web browser. It can be configured to allow timekeepers or school secretaries to enter time on behalf of other workers and to create unique input forms for the different types of workers found at a district level. Exception only, time-off requests and approvals, positive pay time, clock in/out, daily units of time, and extra-duty activities can all be captured in Workday and will flow through approvals based on your unique district policies. School districts can also upload substitute time into Workday through our modern integration tools.

Learning

Workday Learning empowers your employees at every step throughout their career, enabling them to gain and share knowledge anytime, anywhere. Built into the fabric of the unified Workday suite of applications, Workday Learning helps you cultivate your workforce and close talent gaps. It brings together the capabilities of an enterprise-grade learning system with modern on-demand content sharing and curation in one engaging platform.

Workday Learning recognizes users and makes tailored learning recommendations based on who they are, what they do, and their stage in the employee lifecycle. With Workday Learning, you can:

- Create, share, and consume content from any device

- Accelerate readiness through meaningful development plans

- Manage all aspects of learning, from informal learning to compliance training

- Measure the value and effectiveness of learning through built-in, actionable reporting

Payroll Solutions

Workday Payroll

Workday Payroll is designed to address the full spectrum of enterprise payroll needs for school districts.

The powerful calculation engine in Workday Payroll supports unlimited pay groups and pay runs. School districts can retrieve and act on payroll data immediately to recalculate payroll as many times as needed. It allows the payroll office to set up its own payroll audits without relying on IT coding of custom reports. Alerts of potential issues display right on the pay results so payroll teams can focus on specific workers in order to troubleshoot errors. With the modern payroll in Workday, school districts can compare multiple periods within one process to look for variances from one period to the next, saving the payroll office time and enabling them to catch errors or exceptions before they end up affecting a worker's paycheck.

In Workday, payroll for districts also includes the ability to manage unique K–12 workers such as balancing 9/12 or 12/12 contract pay. The payroll calculation engine will keep track of the balances for paid time versus worked time for those individuals who work less than a 12-month cycle but are paid over an annual basis.

The application's built-in analytics allows users to set up comprehensive audits that are embedded into payroll results and drill into audit alerts to investigate. School districts can run an unlimited number of reports and audits on payroll data and immediately get the insight they need.

Workday Cloud Connect for Third-Party Payroll

Workday Cloud Connect for Third-Party Payroll makes it simple for your payroll department to integrate with third-party payroll providers. Customers can use prebuilt integrations from Workday partners who build, maintain, and update them.

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