Workday Functionality Overview

Human Capital Management (core HR functionality)	• Employee lifecycle processes (ex: hires; job changes; terminations)
	• Enterprise onboarding and policy acknowledgements
	• Position management for budgeted and non-budgeted positions
	• Job rotation management
	• Employee access to view and update personal information
	• Supervisory reporting relationships, including organizational charts
	• Work location data and hierarchy info (ex: regions; districts; areas)
	• Employee access to Workday support roles (ex: HR partner; State payroll partner)
	• Governor's Board & Commissions member management
	• Protections for individuals with sensitive personal data, including pseudo name and contact info
	• Tracking
	    o Emergency contact info
	    o License (ex: general supervising electrician; medical)
	    o Reasonable accommodations
	    o Matrix reporting relationships
	    o Language proficiency
	    o Direct deposit
	    o Veteran status info
	    o Demographics data
	    o Federal W-4
	• Contingent workers (i.e. volunteers and contractors)
	• Agency-specific onboarding and policy acknowledgements
	• Employee health and safety data management
	• Retirement eligibility reporting
	• Enterprise-wide announcements
	• Committee management/minutes
	• Desktop, laptop and mobile access

Recruitment	• Job application, offer, and processes • New state jobs page • Job requisitions and postings • Priority list management • Pre-employment checks (pass/fail/notes only) • Shift and days off bidding management • Candidate pool management • Prospects and referrals • Invite to apply feature • Find workers and find candidates

Compensation	• Compensation plans:
	   o Base salary (ex: salary; hourly)
	   o Differentials/Allowances
	     (ex: lead work; work-out-of-class; bilingual)
	• Pay equity analysis
	• Classification and compensation website redesign

Absence	• Family and Medical Leave (FMLA/OFLA) • OSPA hours worked • Time off requests and approvals *not time tracking or scheduling* • Ability to see team time off • OSPA available balances and use balances
Position Planning and Budget	• Position budget execution processes and reporting • Reclassification process • Position description details

Talent	2018 pay equity survey data (ex: certifications, job history and education) - View training transcript (inbound from iLearnOregon) - Feedback: give and receive - Disciplinary actions - Performance reviews - Career and succession planning - Individual development plans - Goal management - Certification tracking (e.g., CPR/First Aid; CNA; Prosci) - Performance improvement plans - Internal projects tracking - Mentor and mentee relationship tools