

Workday for Government

The world of information technology (IT) is changing rapidly. Today's constituents expect a seamless, sophisticated user experience and immediate access to information in every area of their lives. Tablets, smartphones, and web-based applications supported by cloud technologies are quickly eclipsing costly, inflexible, and often outdated standalone IT systems.

Governments have the added challenges of economic pressures and growing expectations. In their focus to improve service delivery while sustaining core-mission activities, many organisations are taking a closer look at how smart technology choices such as Workday can lower operating costs, expand relationships, and ensure continued vitality into the future.

Workday unifies financials, human capital management, payroll, and analytics to bring your entire entity together under one modern, agile, easy-to-use system—all delivered in the cloud. It supports the government's mission for greater efficiency in administrative processes and offers unprecedented insight into the management of programmes and services, enabling transformative organisational growth.

Different by Design

Simple enough for the casual user yet robust enough to handle critical back-office tasks, Workday delivers built-in business intelligence, the ability to handle diverse organisational structures, and more than 300 business processes optimised with industry best practices. Workday applications are natively built for cloud delivery, offering advantages that are not possible with rigid, on-premise and single-tenant SaaS systems.

- **Better decision-making with real-time analytics:** Built-in reporting tools and real-time, actionable analytics provide a 360-degree view of your organisation. This functionality eliminates the need for a data warehouse and for juggling multiple (often expensive third-party) applications to reconcile data across disparate security schemas. The embedded predictive analytics in Workday offers quick and easy drill-downs into and across any dimension of required information without the need to wait for IT to develop reports or implement special tools. With Workday, every action is recorded and tracked, making it easy to maintain audit controls.



Key Benefits

- Increase productivity and user adoption with an intuitive mobile and desktop interface
- Empower your workforce through self-service

- Standardise on industry best practices with more than 300 proven business processes
- Easily configure the system for your specific business needs
- Take action quickly with embedded, real-time analytics

Workday Applications

- **Financial Management**
 - › Accounting and Finance
 - › Management Reporting
 - › Expenses
 - › Procurement
 - › Inventory
 - › Projects
- **Human Capital Management**
 - › Human Resource Management
 - › Benefits
 - › Compensation
 - › Talent Management
 - › Recruiting
 - › Payroll Solutions
 - › Time and Absence
 - › Learning
- **Planning**
 - › Enterprise Planning ›
 - Workforce Planning
- **Continuous innovation and adoption:** Workday eliminates the cost and complexity associated with traditional upgrades by delivering easy-to-adopt automated updates. This multi-tenant cloud delivery model leverages the Power of One—one unified platform, one codeline, one user community—opening the door for faster innovation, easily consumable enhancements, and shared best practices.
- **Rapid deployment and faster time to value:** Workday applications are more cost-effective and faster to deploy than legacy applications and give governments predictable operational expenditures. Workday deployments

start immediately and are delivered on time and often under budget.

- **More time to focus on strategic initiatives:** Workday manages all the traditional IT-related aspects of your administrative applications— upgrades, patches, data security, application availability, backup, disaster recovery, performance tuning, operating system, database, network, storage, and maintenance. IT teams can then spend more time focusing on strategic initiatives that help further your mission.

Unified Suite of Applications

The administrative systems in use today by most government organisations were designed and implemented years, if not decades, ago. Due to the rigidity of these now outdated technologies, they've been forced to cobble together disparate systems to address their evolving administrative needs. These costly, inflexible, and siloed systems cannot keep up with the rate of change facing the public sector. Built from the ground up as a unified suite, Workday provides a seamless user and administrative experience across financials, procurement, human resources, talent management, payroll, analytics, and more.

Flexible Technology Foundation

Workday enables you to configure the applications to meet your diverse and unique needs. Unlike legacy systems that require you to conform to a limited set of rigid hierarchies and “vanilla” implementations that are difficult to change, Workday supports multiple dynamic organisational structures that enable managers and other approved users to accurately represent and update organisations and operations in real time, reflecting changes immediately without the need for IT assistance.

Workday also delivers more than 300 business processes optimised with industry best practices to help with standardisation. If you have unique needs, the processes and controls can be configured and specialised with an intuitive business process framework. All these options are fluid and adaptable, meaning you will never again be locked into a system that does not work for your organisation.

Engaging User Experience

Workday looks and works like your favourite consumer websites, such as Amazon or Google. The modern interface uses internet constructs such as hyperlinks, icons, predictive search, embedded help, and worktags—identifying names that can be used for reporting and associated transactions to give you a 360-degree view of your organisation. With minimal training, all users can quickly adopt Workday.

Workday is designed to be mobile-first for smartphones and tablets, and you don't need a separate application for each business process. With Workday, it's all unified in a single mobile experience.

Embedded, Actionable, Real-Time Analytics

Workday includes built-in reporting tools and actionable analytics. As a unified suite of applications, there is no need for separate third-party reporting tools or a data warehouse to analyse your information. Rather than juggling multiple applications to reconcile data across disparate security schemas, Workday enables you to build reports, gain insight, and take action in real time.

The Power of One

Workday customers are encouraged to participate in solution development through the Workday Community, an online resource that promotes collaboration across the Workday ecosystem. Customers and partners can share best practices, data migration scripts, integration templates, and more, as well as make suggestions for new functionality. In this way, you can learn from each other to help drive down the total cost of ownership and optimise your Workday experience.

Designed for Today and Tomorrow

With an innovative, fresh foundation and a multi-tenant cloud delivery model, Workday grows and adapts with your organisation in ways your legacy systems will never be able to do. Workday has reinvented business applications to help the government run more efficiently and effectively.



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Workday Human Capital Management

Sweeping global changes are reshaping the workplace and workforce – and work itself. Emphasis is shifting towards smarter decisions and employee engagement. And as a result, it has become more important than ever for HR to streamline processes, empower workers, collaborate across the organisation and align teams with strategic business initiatives.

Organisations should be able to rely on their systems to guide them through these changes, but legacy on-premise systems are inflexible. Third-party bolt-on solutions require complex and costly integrations while offering limited functionality, and they require synchronisation of data across applications.

Workday Human Capital Management (HCM) is fundamentally different. Built as one system with a single source for data, single security model and single user experience, it offers organisations a cloud-based system that evolves to meet changing business objectives in a changing world.

The user-friendly global system also ensures that customers are always on the latest version with up-to-date capabilities, whether they're on a browser or a mobile device.

Built for whatever comes next

With a global and adaptable foundation, Workday HCM is designed to address the challenges you face today and prepare your business for whatever the future brings. As industries, circumstances and requirements change, the application evolves to help your organisation adapt.

- **A flexible framework** enables you to organise your people by using multidimensional criteria, so your finance and HR teams both get what they need. Workers can be grouped logically by function or reporting hierarchy and organised to align with financial structures such as division, cost centre or geography. And, with the org studio interface, you can plan and stage your reorganisations collaboratively before committing to and executing seamlessly with mass actions.
- **The business process framework** enables you to easily configure, copy and change process flows, consider conditional logic or embed information throughout the process. All of this happens without IT or consulting resources so you don't have to deal with the delays and costs typical of process changes. Configurable condition logic makes it easy to scale processes to a global level while adapting them to local requirements.

Key Benefits

- Get insights into the global workforce
- Adapt quickly using key metrics
- Engage employees

Key Product Areas

- Human Resources Management
- Organisation Management
- Business Process Management
- Reporting and Analytics
- Employee and Manager Self-Service
- Contingent Labour Management
- Skills Cloud
- Absence Management
- Benefits Administration
- ACA Management
- Compensation Management • Talent Optimisation
 - Performance Enablement and Goal Management
 - Career and Development Planning
 - Talent Pipeline– Talent Marketplace

Workday Applications

Part of our human capital management suite with other Workday products such as Workday Financial Management, Workday Payroll (for the US, Canada, France and the UK), Workday Recruiting, Workday Learning, Workday Adaptive Planning and Workday Peakon Employee Voice.

- **An innovative security methodology** is a core part of what makes Workday HCM flexible and easy to use. Secure data rather than fields. Set up security once, and it governs the data across all of Workday HCM, no matter how it's accessed – via browser or mobile app.
- **Reporting and analytics** are native to Workday HCM and inherit the security

configurations you set up for data. Reports, dashboards and scorecards are easy to configure, change, update and publish. And because transactional and analytical data are in the same system, you can drill into data and take action on it from anywhere within Workday HCM. Removing the separation between transactions and analytics means you can manage your organisation fluidly in real time and with full confidence in data integrity.

- **A mobile-first design** fosters straightforward, relevant interaction to meet workers where they are. A single application provides access to all of Workday HCM. It's always in sync, so changes made on the mobile app instantly appear in the browser version and vice versa, making it possible to fluidly move between mobile and desktop.
- **Proactive compliance management** combined with the single system of record means that all compliance-related updates are rolled out to customers at the same time and maintained by a team of Workday experts.
- **Machine learning capabilities** are delivered as a part of the Workday foundation, providing personalised enterprise experiences and enabling smarter and faster business decisions for all.
- **Skills cloud** offers a business-centric approach to skills management with a skills count and an ontology of more than 55,000 skills, giving workers an enhanced search experience to streamline skills reporting. Organisations armed with analytics and insights can highlight top skills, perform gap analysis and empower leaders to help develop internal talent or focus recruitment efforts externally. Skills cloud is the foundation for much of the machine-learning-driven functionality in Workday HCM, including functionality that helps identify workers with the skills needed for internal opportunities that enable businesses to efficiently meet resource needs.

Get a complete view of your global workforce. Employee profile support for more than 200 countries, territories and regions incorporates countryspecific diversity and compliance-related features and enables you to track appropriate data locally or globally.

Manage all worker types. Workday makes it easy to manage workers of all levels across the organisation, including contingent workers, employees, contractors and retirees.

People at the centre

Workday HCM is intuitive and easy to use. Processes flow throughout your organisation so each person involved has access to just the right information and actions. For example, the compensation change process was designed for every person involved – from strategy to approvals and transactions – rather than just focusing on the compensation administrator. Machine learning capabilities provide a personalised experience for all workers by providing recommendations, surfacing the most relevant tasks, providing search results and more. Whether you are an employee, a contractor, a manager, an executive, a board member, a business partner, a system administrator, a recruiting agency, an applicant, a retiree or even an auditor, Workday was built for you.

Manage a global workforce

Focusing on a singular model of people, organisations, assignments and business events, Workday ensures global consistency while allowing for local variation. With this global perspective, Workday can provide meaningful business insights across borders and business processes.

Operate locally, manage globally.

Workday provides tools that help customers comply with the General Data Protection Regulation (GDPR) and include a robust configurable security model. Processes such as contracts and offers, collective agreements and apprentice management are all delivered as native functionality. Workday even provides a delivered intersection point with works councils for appropriate staffing events (termination, job change and so on), as well as a user role for recruiting agencies that are heavily used outside of North America.

Elevate human resources

Too often, HR departments get bogged down with administrative tasks and transactions. With Workday HCM, you can focus on the things that matter: talent strategy, employee experience and long-term growth. It delivers information and transaction flexibility to your employees, managers and executives, and provides you with the infrastructure to improve your organisation's effectiveness and efficiency.

- Configurable business processes enable the HR team to maintain global consistency while supporting local differences.
- Rich analytics provide comprehensive talent insights to drive coaching and decision-making.
- A single application for administration, talent, learning, recruiting, payroll and more delivers unprecedented visibility, transactional simplicity and the ability to connect data across functions.
- Embedded analytics incorporate relevant information directly into the transaction process, enabling fact-based decisions across the organisation.
- Complete visibility into the skills and capabilities of your current workforce makes it easy to source internal talent and develop employee skills.
- Having all employee information in a single system makes it easy to plan for talent, whether it's building talent pools, calibrating talent or monitoring the talent pipeline for succession locally or globally.

Engage your employees

For workers, managing HR transactions such as benefits enrolment, expense reports, PTO and payroll is just the beginning. Workday HCM empowers employees to tap into opportunities to grow within their organisation, which drives employee satisfaction and retention. Personal and professional growth comes through the ability for employees to get feedback at any time, understand opportunities, seek mentors and guidance, learn freely and develop the skills they need in order to take their career in any direction. With Workday HCM, employees engage in a continuous and meaningful development experience throughout the entire employee lifecycle – from onboarding to job changes, development opportunities and promotions – all from their desktop or mobile device.

- An intuitive mobile app enables employees to access information and learning resources or conduct HR transactions anytime, anywhere.
- Employees can quickly share skills and feedback with co-workers or find colleagues with specific expertise.
- Innovative capabilities such as the opportunity graph enable employees to explore potential career moves and connect with mentors.
- Surveys offer critical data to employees for opportunities to deepen engagement.

Empower your managers

Workday HCM provides the insights, planning, transactions, coaching and development that managers need in order to effectively lead their teams. Notifications and alerts eliminate delays and keep the organisation moving forwards.

And managers on the move can access information, make decisions and make transactions directly from their mobile device.

- Dashboards and reports provide instant insights into key measures and metrics. With day-1 reporting, Workday HCM delivers key manager reports at deployment so managers can start gaining value immediately.
- Analytics embedded directly into process flows help inform decisions at the point of action. Comprehensive visibility into worker data enables managers to provide informed guidance and coaching that supports retention. Managers can view job and career interests to steer conversations, staff projects based on skills, desires or feedback, and recommend courses or development opportunities.
- Notifications and alerts enable managers to track any metric and receive regular updates or alerts when the metric reaches a defined threshold. Managers are better able to monitor their organisation and focus their time on the most critical issues.
- Workday HCM is continuous, so there aren't any compensation lockouts that prevent changes, hires or promotions from being processed. Workday HCM enables managers to coordinate all the moving parts in change events – such as transferring an employee, reassigning that person's team or updating compensation – anytime and any day of the year, even during a merit cycle.

- The mobile app is governed by the same access and security settings as the browser version, giving managers everything they need to keep moving at the speed of business.

Enlighten your executives

Executives set the course for the organisation, and Workday HCM provides the navigation. Cascading goals align teams around common objectives, configurable dashboards guide the way and scorecards illustrate progress towards the plan.

- Scorecards show how you're doing on your goals, based on the metrics that matter most to your organisation. Teams can provide context for performance by adding commentary.
- Performance and goals can be aligned with key milestones and deliverables.
- Talent pipelines and talent pools reveal where your organisation is strong and where you need to fill skills gaps or talent shortages before they impact the organisation.
- Dynamic reports enable executives to see the big picture and then drill down into the details to take action.
- External data can be incorporated into Workday HCM to provide comprehensive insights.

Explore how [Workday Human Capital Management](#) can help your organisation.

Deploy Workday and get significant value, fast

Workday offers deployment services, training, support and continuous innovation to help you use Workday with confidence as your organisation evolves. Because each customer has different requirements, resources and goals, we've designed our services to meet a variety of needs and learning styles.

To help you reach your goals faster and empower your teams, subscription-based Workday Success Plans offer exclusive access to resources, tools and expertise for an even deeper understanding of Workday.

For more information, visit workday.com/cx.





Workday Cloud Connect for Third-Party Payroll.

Workday Cloud Connect for Third-Party Payroll is a fundamental part of the Workday Global Payroll Cloud ecosystem. It helps ease the challenge of integrating with payroll providers by providing connectors to help organizations securely connect to any third-party payroll provider around the world. Using the provided connectors, organizations can easily deploy integrations to send data changes from Workday and receive data from third-party providers based on their organization's needs and business requirements.

Maximize your options.

Organizations have different needs and requirements. As your global system of record and engagement, Workday supports all customers, regardless of the payroll providers selected. Workday Cloud Connect for Third-Party Payroll supports organizations that use Workday Human Capital Management (HCM) globally and choose to utilize non-workday applications. With Workday Cloud Connect for Third-Party Payroll, users can expect a secure, accurate, and efficient connection to the third-party payroll application of their choice. While reducing costs associated with deploying, integrating, and managing third-party applications, Workday Cloud Connect for Third-Party Payroll also gives your employees, administrators, and managers a secure platform to access the data they need.

Third-party payroll connectors.

Workday offers connectors to provide a way for organizations to integrate bidirectionally to any third-party payroll system for a seamless global payroll experience. There are different payroll connectors, including the Payroll Interface (PI) connector and Payroll

Effective Change Interface (PECI), which both enable extraction of the data changes in Workday and send data changes required for payroll processing to the provider systems. The data changes can be the direct results of Workday HCM worker events or other indirect data changes.

Datasheet

Key Benefits

- Connect to any number of third-party payroll applications, including global payroll providers.
- Enable seamless access to external payslips, tax documents, and other payroll-related documents via employee self-service.
- Enable global payroll labor cost reporting and analysis in a single currency using imported external payroll results.
- Configure Workday HCM integration fields to maximize alignment and ease of data transfer to providers.
- Leverage integration templates to create new integrations to send data changes to providers.
- Capture data changes within a time period and include them in the integration outputs in different formats (XML, Excel).

Global Payroll Platform

These connectors simplify integration and reduce implementation costs while ensuring data integrity.

Workday Cloud Connect for Third-Party Payroll connectors enable you to:

- Capture all personal and job/position data within Workday HCM
- Assign employees to the appropriate pay groups directly

- Define pay period schedules, pay periods, earnings, and deductions, which can be assigned to compensation, benefits, and absence plans to automate data extractions to match your organization's required structure
- Organize pay groups to match the requirements of the payroll application
- Configure and populate custom payroll fields required by the payroll application
- Define transactions as one-time or one-off payroll events
- Transfer only the Workday HCM events that impact the payroll application for processing
- Restrict the amount of data transferred to the changes that occur within a time increment for a specific employee pay group
- Format and validate that the data conforms to the payroll application requirements; also create Excel spreadsheet to organize the data outputs
- Run an audit report to see exactly which data was captured, selected, and sent to payroll
- Automate and control data extractions and transfers to external payroll systems within the integration command center dashboard

Workday Cloud Connect for Third-Party Payroll | 2

Additionally, organizations can import data such as payslips and year-end tax statements from a third-party payroll provider back into Workday for employees to view using different form factors. Organizations can also import payroll result data from a third-party payroll provider back into Workday. The standard reports can combine external payroll result data with Workday payroll result data for a comprehensive view of labor costs across the global workforce and across both countries and providers. This new level of insight allows users to analyze data for more effective decision-making about how to:

- Improve cash forecasting
- Compare actual to budget
- Optimize pay ranges
- Manage allowances and overtime policies
- Better understand the true cost of the global workforce

Workday Global Payroll Cloud partner program.

Workday Global Payroll Cloud is a certified partner program built to include prebuilt, pretested, country-specific integrations between Workday and third-party payroll systems. The bidirectional integrations offer customers the ability to bring payroll results, payslips, and general ledgers (if using Workday financials) back into Workday. The Workday Global Payroll Cloud program uses a standardized approach for deployment, integration, and support of global payroll with the goal of minimizing effort and costs. Learn more about the [Workday Global Payroll Cloud program](#).

Simplifying payroll.

Providing a seamless, configurable, bidirectional integration experience between your core HR system of record and your external payroll provider is important.



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With built-in Workday HCM features, configurable connectors, and web services, Workday Cloud Connect for Third-Party Payroll enables organizations to streamline payroll, reduce payroll operating costs, and deliver a seamless and consistent experience to all workers globally. To learn more, visit: [Workday Global Payroll](#)



Workday Payroll for the UK.

Workday Payroll for the UK addresses the full spectrum of enterprise payroll needs. And because payroll is one of the most manually intensive processes in HR and finance, Workday is committed to making payroll more efficient and intelligent with continuous payroll calculations, smart payroll audits, and retro payroll processing. Workday Payroll helps customers pay their workers accurately, timely, and compliantly. It elevates the payroll function to be transformational, enabling effortless experiences and autonomous efficiency for our global customers and millions of workers.

Connected and future-ready.

Designed as part of a single solution alongside Workday Financial Management and Workday Human Capital Management (HCM), Workday Payroll for the UK helps you maximise your overall investment.

- **Unified solution:** Capitalise on connected, real-time data maximising the value of having a unified system of engagement and record for worker data to manage changes for benefits, terminations, and life events.
- **Flexible configuration:** Configure accumulations, balance periods, and worker groups for seamless scalability and compliance in a future-proof, highly configurable framework.
- **Real-time accounting:** With access to real-time reporting and analytics, finance can preview payroll impact on the general ledger even before payroll is complete.

Effortless and engaging.

Ease the burden of challenging and complex payroll processes with a single solution for an effortless experience. Empower your workers with an engaging payroll experience that streamlines processes, manages complexity, and meets them in the natural flow of their work.

- **Intelligent self-service:** Support employees with a single self-service experience where they can manage their HR and payroll data so they can view all HR, time, and payroll info all in one place.
- **Visibility into actual costs:** Companies can now see what they're spending on workers globally. Compare payroll results across periods. Take action on a pay-calculation result via a one-click report.
- **Role-based and segment-based security:** Access pay results with configurable role-based permissions. Configurable security improves collaboration, giving business partners outside of the payroll department the ability to provide input and view results before payroll completion.

Key Benefits

- Reduce costs with a unified, cloud-based system
- Define processing criteria for pay runs and run multiple pay groups together
- Streamline payroll processing with a robust, automated calculation engine that handles complex requirements
- Support compliance and improve payroll accuracy with comprehensive audits
- Offer mobile and online employee access to payslips and P60 forms
- View prebuilt reports for insights into payroll results
- Get automatic tax updates through the cloud

Key Features

- UK holiday pay
- Continuous payroll processing
- Retro payroll processing
- Real-time visibility into the general ledger
- Highly flexible, anytime audits
- Built-in reporting and analytics
- Mobile-first employee experience
- Automatic tax updates

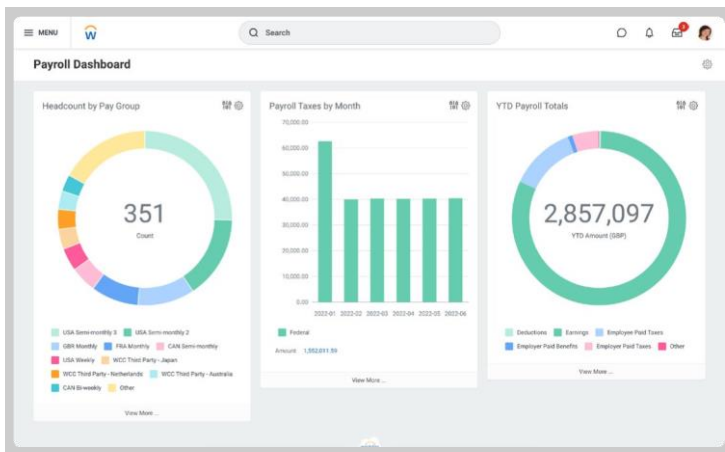
Customer Results Achieved

- Reduced payroll processing from 2 days to 1 hour
- Reduced monthly error rate by 80%
- 78% reduction in payroll time spent on data exceptions

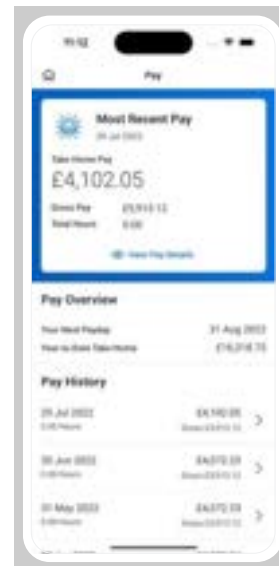
Autonomous and efficient.

Do more with less, save time and cost using Workday Payroll for the UK that is designed to analyse, anticipate, and automate. Respond to data changes on-demand with agility and efficiency through autonomous innovations such as responsible AI and machine learning (ML)—built seamlessly into the core of an open, connected enterprise cloud platform.

- **Continuous pay calculations:** Automatically calculate pay results for each period so you can view up-to-date payroll information anytime, anywhere. The continuous calculation in Workday streamlines payroll processing by automatically recalculating payroll results in real time as pay-impacting events occur, saving valuable time.
- **Smart calculations:** Flexibility to schedule smart calculation and retro processing to run automatically on the events you select, so you can focus on the changes needed to support your business.
- **Control over cost:** No more cost-prohibitive charges for reports, pay components or calculations from service bureaus. No more mandatory upgrades from ERP providers that are costly and time-consuming for your company.
- **AI and ML:** Use AI and ML and eliminate manual interpretation of pay rules around rates, hours worked, and overtime.



Run standard, prebuilt payroll reports or customise your own.



Access mobile payslips via self-service.

Seamless operations globally.

Leverage a robust system with Workday Payroll for the UK for in-depth functionality and collaborate with partners for broad coverage, ensuring seamless experiences for your global workforce.

- **Compliance:** Ensure compliance with UK local legislations and swiftly address regulatory changes by leveraging the Workday cloud model with automatic tax updates.
- **Security:** Workday is committed to protecting your data and providing a secure way for organisations to connect to third-party payroll providers around the world. Workday operates on a single and uniquely configurable security model and has implemented numerous privacy and security practices to support data processor compliance with GDPR.

Payroll Processing

- Calculate on any earning, deduction, or accumulation for any time period
- Calculate in batch mode for pay group, at worker level with just one click or in real time with continuous calculation
- Determine how gross-to-net is calculated for different types of payroll runs
- Define criteria for specific earnings and deductions
- Process weekly, fortnightly, four-weekly, monthly, quarterly, biannual, and annual pay frequencies
- Process retroactive changes such as compensation changes
- Process manual payments, on-demand payments and pay reversals

Earnings and Deductions

- Manage an unlimited number of earnings and deductions
- Define a set of rules for earnings and deductions
- Map to compensation elements or benefits from Workday HCM
- Manage eligibility criteria and scheduling logic for accurate processing
- Use the flexible worktag feature to identify unique allocations
- Split labour allocations at the employee, position and earning level
- Configure arrears calculations and net-pay validations
- Configure absence management for SSP, SMP, SPP, SAP, ShPP and SPBP
- Configure absence management and earnings for holiday pay that supports average pay calculations within the qualifying period
- Manage student and postgraduate loans
- Manage court orders for England and Wales, Scotland and Northern Ireland regions
- Manage PAYE and national insurance
- Manage pension auto-enrolment assessment and associated pension scheme contributions

Accounting and Compliance

- Configure payroll chart of accounts and define account posting rules
- Analyse payroll-accounting reports with drill-down
- Use worktags for easy allocation to projects, cost centres, funds, grants, custom organisations, and so on
- Take advantage of the Workday cloud model to get tax updates seamlessly and automatically
- Receive electronic tax code, student, and postgraduate loan notifications
- Create P60 forms that can be distributed to employees through employee self-service, mobile devices, or paper **Accumulations and Balances**
- Add or modify accumulations easily
- Define balance periods, even after periods have been processed
- Report on balances and accumulations

Audit and Reporting

- Schedule recurring audits to run automatically
- Run common predefined reports, such as payroll register, pay balance summary, and pay calculation results
- Configure reports to display any earning, deduction, or balance values

- Create audit reports at the summary, pay group, or worker level
- View, track, and manage audit exceptions in real time via the payroll audit exception summary or the payroll audit exceptions report
- Define criteria to perform audits against pay results
- Compare payroll results across periods
- Take action on a pay-calculation result through a one-click report
- Configure specific earnings or deductions views for select security groups (for example, managers and benefits partners)
- Export any page or report directly to Microsoft Excel or a PDF with a single click or use your data in worksheets to collaborate in teams
- Process real-time information (RTI) directly from HM Revenue & Customs (HMRC)
- Manage RTI reporting with the ability to send test submissions to test in live service prior to completing payroll and submitting to live
- Manage regulatory reports

Year End Processing

- Create and publish form P60
- Process and apply year-end, tax code, and clear down changes
- Create and transmit Final Payment Submission (FPS) tax adjustments

Employee Self-Service

- View pay slip information online or from a mobile device
- Add or edit payment elections (direct deposit)
- View P60 documents
- Use paperless opt-in for payroll and tax documents
- Compare pay slips and pay components over time with the employee pay self-service dashboard
- Enable self-service for voluntary

deductions Workday Payroll for the

Workday Global Payroll Cloud Partner Programme.

Global companies that want to use Workday Payroll for the UK can take advantage of our global payroll cloud partner programme if they have payroll needs outside of the UK. The Workday Global Payroll Cloud Partner Programme helps reduce the costs associated with deploying, integrating, and managing third-party payroll solutions.

To make integration easier, Workday offers prebuilt integrations to partners through Workday Cloud Connect for Third-Party Payroll. Workday-certified partners also build, offer and maintain bidirectional integration, allowing payroll results to be displayed in Workday. Customers benefit by gaining a global view of payroll actuals from Workday, while still being able to use local payroll providers in each country that offer their desired level of service.

To learn more, watch the [Workday Payroll for the UK quick demo](#).



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Workday Talent Optimization

The world of talent is changing and the worker experience is critical. Organizations need the tools to invest in people at every stage of their career journey. This requires a shift from capturing talent data in a siloed system to putting it at the center of many of the business decisions you make today. Workday Talent Optimization incorporates people, business, and talent data into a single system, allowing you to attract, retain, and develop a workforce for whatever comes next.

Workday Talent Optimization helps you make data-driven talent decisions, understand and nurture top talent, and engage your workers.

- **Tap into skills and talent data:** Use worker data—such as performance, skills, and career interests—to realize the full potential of your organization and your people.
- **Empower managers:** Give your managers the tools they need to facilitate a meaningful experience between the employee and employer.
- **Engage your people:** Provide career development tools that allow for career exploration, growth, and contribution.

Make data-driven talent decisions.

Dashboards and analytics.

Organizations need to leverage talent insights and analytics to measure success and improve performance. Workday provides key metrics on areas such as adoption, engagement, and skills, making it easy for you to view talent holistically and compare workers through configurable talent cards, N-box, matrix, and search reports.

Dashboards can identify whether a worker is appropriately compensated for their performance or not, reducing turnover and increasing engagement.

Skills everywhere.

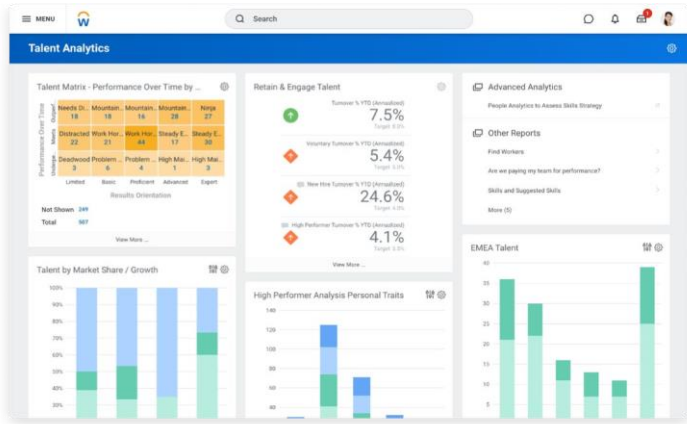
Workday Skills Cloud allows skills to be integrated and at the center of an organization's people strategy. Workday combines your core HR information with skills and experience data, delivering a comprehensive picture of the rich talent that already exists within your organization and any opportunities to upskill for the long-term success of the business.

Key Benefits

- Trusted source of skills and talent data to help organizations reach talent goals
- Ability to foster a strong relationship between manager and worker, increasing engagement and reducing turnover
- Personalized and centralized locations for workers to visualize their career path

Key Features

- Skills management
- Career development planning
- Goal management
- Performance enablement
- Talent visibility
- Talent pipeline
- Internal mobility

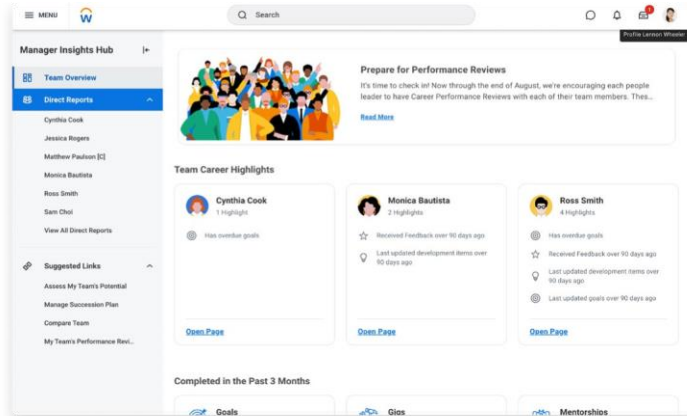


Talent insights.

Empower managers.

Understand talent.

Workday makes it easy for busy and caring managers to provide guidance and support their employees' career aspirations and well-being. Manager Insights Hub helps managers view their team's status in terms of goals, reviews, check-ins, feedback, development items, and more. They can also get a deeper view of each worker and, based on the employee's interests, suggest opportunities to nurture growth in those areas.



Manager Insights Hub.

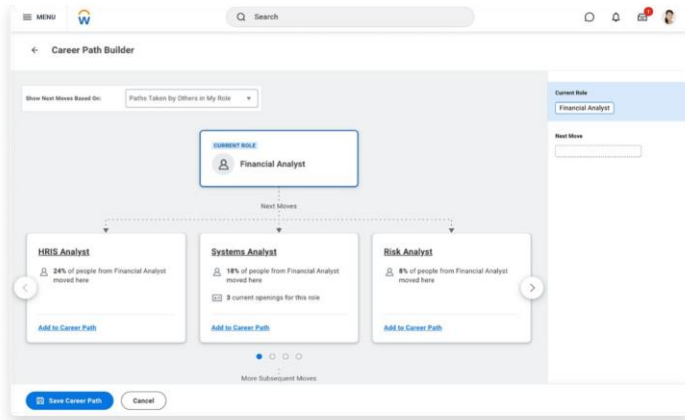
Consistent communication.

Workday supports internal collaboration between a manager and employee by way of anytime feedback and check-ins. While performance and talent reviews can be scheduled at any cadence, feedback and check-ins promote natural, informal conversations that can be used to discuss talent and career goals, no matter how small or large.

Engage your workers.

Support career development.

Workday supports your workers at every stage in their journey. Career Hub is a one-stop shop for workers to nurture their careers. They can solicit anytime feedback, converse with mentors and connections, update their skills profile using recommended skills, see new career opportunities and more. Employees can take an active role in mapping out their career journey with Career Pathing, enabling them to build and save career paths, and see the information they need to advance to the next step in their careers.



Career Pathing.

Explore opportunities.

Workers will be able to visualize where they are today and take accountability for their career plan. Workday Talent Marketplace creates transparency and connects employees to opportunities based on the skills they have or want to learn, allowing them to take an active role in their career development. Workday Talent Marketplace empowers employees by seamlessly connecting them to opportunities by removing the barriers to mobility. It creates direct lines to career growth and leverages machine learning to assess fit.

Reach talent goals.

With Workday Talent Optimization, your organization can leverage an innovative solution powered by a skills foundation to manage performance enablement, career development, and talent pipeline. Gain the tools to better understand and engage your talent, and drive personalized career development and talent mobility while adapting to the challenges of a changing world of work.

To explore how Workday Talent Optimization can help you, please visit:

workday.com/en-us/products/talent-management/performance-optimization.html



Workday Time Tracking

Workday Time Tracking is a consumer-driven, global time-and-attendance application that



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works seamlessly with Workday Human Capital Management (HCM), Workday Payroll, Workday Absence Management, Workday Scheduling, and Workday Projects. This cloud application provides global organizations with an end-to-end user experience that is accessible anywhere, increasing adoption for users whether they're using the web, a mobile device, or a physical time clock.

Workday Time Tracking helps organizations increase worker productivity, reduce labor costs, and minimize compliance risks.

Boost productivity with an engaging and user-friendly experience.

Workday Time Tracking is a consumer-driven time-and-attendance application that is available anytime, anywhere, both online and on mobile devices. It delivers an engaging experience that drives user adoption across the workforce, giving organizations the ability to streamline time-entry and approval processes. Workers and managers can quickly and efficiently enter and approve time, allowing them to focus on their work and add more value to the organization.

- **Self-service time entry.** Enter time worked from web browsers or mobile devices. Time can also be entered against projects using an easy-to-access calendar view.
- **Mobile and web time clocks.** Check-in and checkout time clocks for workers include automatic date and time stamps, as well as geofencing for mobile devices. Workers can easily access their activity history.
- **Efficient approvals.** With time editing and approvals, managers can efficiently add, correct, submit, and approve time for a large group of workers. In addition, validation alerts can be resolved all on one page for an enhanced manager experience.

Datasheet

Key Benefits

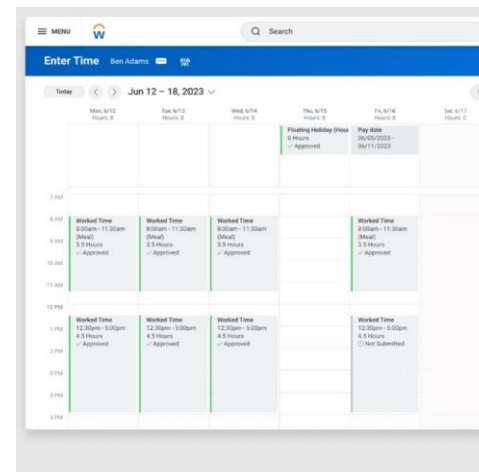
- Engage users with a consumer-driven, enterprise-grade application
- Simplify global workforce management
- Reduce labor costs
- Minimize compliance risks
- Increase workforce productivity
- Lower total cost of ownership

Key Features

- Global time entry
- Mobile and web time clock
- Time-clock integration
- Time approvals
- Real-time calculation
- Configurable business processes
- Reporting and analytics
- A single system for time and absence management
- Attendance and points tracking

Results

- 50,000 manager hours saved each year with automated time management
(Life Time Fitness)
- 30%+ improvement in timesheet completion rates *(Unum)*
- 67% fewer late time corrections per pay period *(Clark County Washington)*



Enter time via mobile or desktop

Control labor costs.

This end-to-end system seamlessly processes HR functions, along with time, attendance, and scheduling, reducing all manual effort and accurately reflecting in payroll every time.

- **Actionable reporting.** Get real-time reporting to analyze global workforce costs and trends. Use actionable insights with

embedded analytics at the point of decision-making to more appropriately align with workforce plans.

- **All-in-one dashboard.** Frontline managers and admins can oversee critical labor and productivity tasks through a single dashboard. It's easier than ever to monitor their team's daily trends and quickly handle time and absence issues.

Lower compliance risks.

Organizations can minimize compliance risks by automating workforce management processes and eliminating manual interpretation of pay rules around rates, hours worked, and overtime.

- **Easy configuration.** Time-entry templates are configurable and standardized.
- **More control.** Managers can override rate during time entry and correct time off. For multiple jobs, approvals can be routed separately to each manager, eliminating approval delays.
- **Time-clock integration.** Workday delivers APIs that enable organizations to integrate their physical time clocks with Workday Time Tracking (supports inbound integration to import clock-in/outs).



Mass timecard submissions

and approvals save time and allow our managers to focus on their most important and valuable work.

Thermo Fisher

WORKDAY TIME TRACKING	
Global Time Entry	<ul style="list-style-type: none"> • Web time entry • Time entry from calendar • Configurable time entry (in/out, units, required/o • Time entry against projec • Administrator-defined sc
Mobile/Web Time Clock	<ul style="list-style-type: none"> • Check-in and checkout • Geofencing capabilities • Employee activity history
Time-Clock Integration	<ul style="list-style-type: none"> • APIs to integrate with phys time clock systems
Time Approvals	<ul style="list-style-type: none"> • Flexible manager/superv • Mass online edit and app • Exception management
Global Time Calculation	<ul style="list-style-type: none"> • Enterprise-grade calculat • Real-time calculations be time, and so on) • Configurable time-calcula • Support for weekly/daily, holidays, shift differential rest period, and more
Combined with Workday Applications	<ul style="list-style-type: none"> • Workday Human Capital • Workday Absence Manag • Workday Projects • Integrated with Workday Payroll

To learn more about Workday Time Tracking, visit: workday.com/en-us/products/workforce-management/time.html





Workday Expenses

Streamline expense management.

Accurate expense management has a huge impact on your bottom line. Travel and entertainment (T&E) continues to be one of the most difficult operating expenses to control, and organizations are looking at ways to further automate and simplify the expense reporting process to benefit both the organization and employees.

While employees want a fast and intuitive way to capture and submit their expenses, back-office teams need a flexible solution to enforce spending policies and identify cost-saving opportunities.

Workday Expenses addresses both of these requirements by providing organizations with a user-friendly experience and enterprise-grade functionality that helps capture, monitor, and control employee spend more accurately.

Manage expenses on the go.

Workday offers an easy-to-use, consumer web-like application, as well as an intuitive mobile experience that allows you to submit and approve expenses on the go from any device.

Employees can email receipts directly from their inbox or scan receipts on their mobile device to automatically populate data on mobile expense reports. From there, Workday AI can accurately read and interpret receipt data to automatically create quick expenses that can be easily added to reports. This not only helps your employees save time when filling out expense reports, but it also increases the accuracy of your expense reporting.

Effectively monitor and control spend.

Eliminate manual paper processes and easily configure expense workflows and approvals. You can also implement spend authorizations and spend freezes to plan for, control, or halt spending. Every transaction is recorded for audit transparency, and embedded analytics helps inform manager approvals and administrative decisions. Additionally, you can automatically identify expense report risks such as duplicate expense, incorrect expense item, and amount anomalies utilizing Workday AI.

Global at the core.

Reduce complexity and cost using a single global expense management application that natively handles international tax rules as well as regional reimbursement requirements. The underlying global core in Workday accommodates local customs and rules, including allowances, currencies, per diems, and vehicle mileage rates.

Key Benefits

Streamlined expense processing:

- Intuitive user experience
- Mobile expense reports and approvals
- Stronger controls through spend authorizations and freezes
- Reduced risk with automated expense error detection
- More-accurate and timely accounting and reimbursements
- Better adherence to global requirements
- Faster settlements

Ease of deployment and maintenance:

- Faster and easier deployment through the cloud
- Unified mobile applications for finance and HR

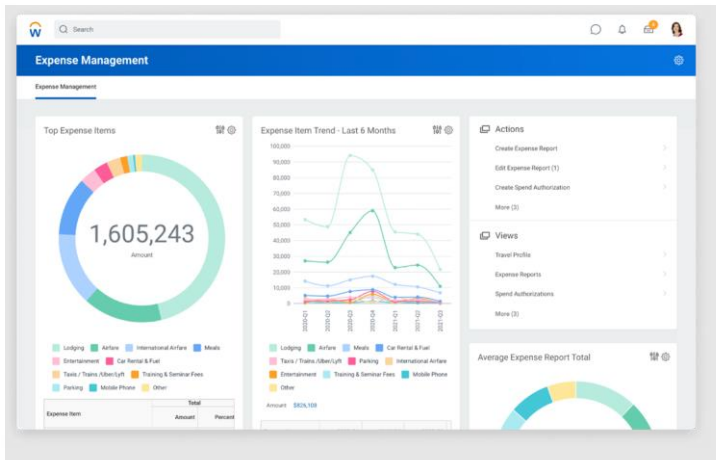
Stronger reporting and visibility:

- Better visibility into actual spend versus budget
- Detailed reporting and the ability to drill down by relevant business dimensions
- Approval cycle analysis
- Complete auditing visibility

Workday Expenses

Streamlined expense processes:

- Intuitive self-service application
- Configurable approval processes
- Packaged credit card integrations
- Configurable instruction text
- Direct deposit reimbursement
- Easy delegation of expense report creation or approvals
- Reimbursement accounts
- Itemization templates



Expense Report	Action	Risk Level	Risk Insights	Status	Number of Lines	Item Bank	Number of Lines	Company	Expense Paper	Payment Type
EXP-0000406	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	121	No	1	1001 Digital Modern Services, Inc. (USA)	Employee John Lee (Exp Vfr May 2020)	Direct Deposit
EXP-0000407	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	122	No	2	1001 Digital Modern Services, Inc. (USA)	Employee Oliver Reynolds (Exp Vfr May 2020)	Direct Deposit
EXP-0000402	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	110	No	3	1001 Digital Modern Services, Inc. (USA)	Employee John Lee (Exp Vfr May 2020)	Direct Deposit
EXP-0000408	Review	High	Amount Anomaly Incorrect Expense Item	Waiting on Expense Partner	123	Yes	2	1001 Digital Modern Services, Inc. (USA)	Employee Oliver Reynolds (Exp Vfr May 2020)	Direct Deposit
EXP-0000407	Review	Low		Waiting on Expense Partner	123	Yes	2	1001 Digital Modern Services, Inc. (USA)	Employee John Lee (Exp Vfr May 2020)	Direct Deposit
EXP-0000409	Review	Low		Waiting on Expense Partner	124	No	1	1001 Digital Modern Services, Inc. (USA)	Employee Emily Chen	Direct Deposit
EXP-0000402	Review	Low		Waiting on Expense Partner	110	No	1	1001 Digital Modern Services, Inc. (USA)	Employee Susan Lee	Direct Deposit

Powerful, real-time visibility and control over organizational spend.

Gain actionable insight.

Actionable insight is the key to developing your spend policies and negotiating with vendors. With Workday Expenses hub, you can easily access your regularly used tasks, unexpensed receipts, and key reports. All approved expense transactions are immediately available to provide real-time visibility into actual versus budgeted spend. You can also drill down into relevant business dimensions, such as spend category, worker, customer, vendor, and region, and take action immediately.

Unified with Workday Financial Management.

Workday Expenses is part of a single system with Workday Financial Management. When used together, you gain a clear view into your total spend and a deeper understanding about the financial implications of your employees' spending.

Unified with Workday Human Capital Management.

Workday Expenses is part of a single system with Workday Human Capital Management (HCM), allowing you to more quickly and easily deploy Workday Expenses to your workforce. Your organization can also benefit from other Workday features, including worker profiles, organization structures, business processes, and embedded management reporting.

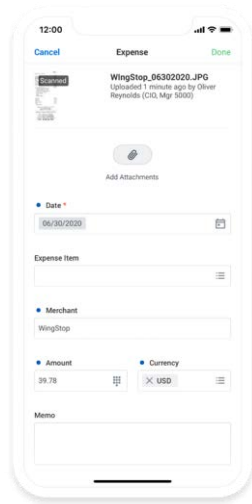
- Single hub for expense tasks and reporting
- Google maps integration for distance calculation
- Default expense items upon upload
- Ability to email receipts to expenses from your inbox and automatically create expense reports

Spend controls and management:

- Applicant and contingent labor expenses
- Expense reports on behalf of external committee members
- Transaction approval and audit history
- Policy compliance audit
- Exception management
- Spend authorizations
- Cash advances
- Spend freezes by organization
- Expense item restrictions
- Per-diem calculations
- Eligibilities and deductions
- Budget checking and commitment accounting
- Override default budget dates
- Ability to automatically identify expense report risks (duplicate expense, incorrect expense item, amount anomaly)

Mobile readiness:

- Use native iPad, iPhone, and Android apps
- Capture and submit expenses, including per diems
- Upload receipt from mobile device camera
- Expense report itemization
- Link expense report lines to travel booking records
- Approve expense reports on mobile devices
- View spend reports and analytics Workday



Email receipts directly from your inbox and utilize Workday AI to scan receipts and create Quick Expense reports.

STREAMLINED USER EXPERIENCE

Self-service

An intuitive, consumer-friendly user experience enables your workforce to easily enter or upload expenses quickly and accurately, as well as submit or approve expense reports with minimal training. Creating expense reports is easy and accurate when you use Workday AI to identify or suggest expense items.

Mobile readiness

Using their iOS, Android, or web-enabled device, every worker can quickly enter their spending on the go for more timely and accurate expense reports. Additionally, employees can upload receipts directly from their mobile devices or email receipts directly from their inbox. Workday AI automates mobile processes with smart defaulting of expense items and automatically creates expense reports from scanned receipts.

The underlying global core, business process framework, security rules, and workforce information in Workday

Unified provide a consistent and centralized foundation for all of your critical business processes.

Reporting and insight:

To learn more about Workday Expenses, visit: <https://www.workday.com/en-us/products/spend-management/expenses.html>

- Approval and exception notifications
- Embedded analytics during approvals
- Real-time consolidated spend insight
- Drill-down analysis by business dimensions
- Standard reporting library and custom report writer
- Expense management dashboard
- Ability to calculate fields for key spend metrics
- Information export for regulatory reporting

Global core:

- Multilanguage support
- Multicurrency support
- Global consistency and auditability
- Upload local travel and reimbursement rates
- Support for local reimbursement policies
- Complex per diems
- Global credit card formats
- Local vehicle mileage reimbursement rates
- Transaction tax defaulting
- Value-added tax
- Global receipt scanning

Unified with Workday Financial Management and Workday Human Capital Management:

- Rapid deployment and adoption
- Single home page for HR and expenses
- Immediate accounting visibility upon approval
- Single source for your financial data with Workday Financial Management

- Single platform for paying and reimbursing employees when paired with Workday Payroll



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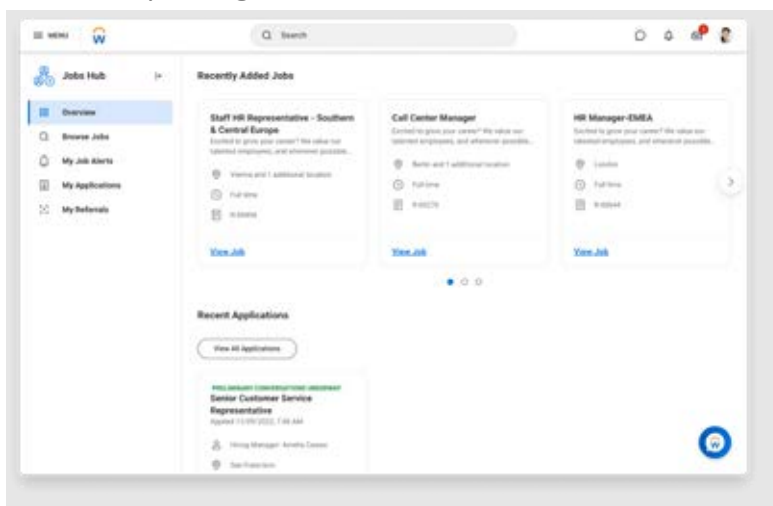
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Workday Recruiting

A recruiting solution that helps companies adapt

As the hiring landscape evolves faster than ever, it is critical for recruiting teams to identify and hire top-quality candidates, provide exceptional experiences and operate at scale while navigating changing business demands. Workday Recruiting helps organisations tackle these challenges by providing an end-to-end solution to find, engage and hire the best internal and external candidates for your organisation.



Recruiter Hub

Engage external talent and support internal mobility

Capture your candidates' attention before their first interview. Workday allows you to create career sites and embed videos on your job posts to show why your organisation is a great place to work. Candidates can quickly apply for jobs, sign up for alerts and drop off their CV to join talent pools for further engagement. Also keep candidates informed and up to date on next steps with Candidate Home and SMS messaging.

When it comes to your employees, Jobs Hub creates a streamlined experience for internal employees for discovering, applying, referring and managing job applications. This makes it easy for candidates to browse and apply for new opportunities, all while having a centralised location for managing applications and open tasks.

Execute skills-based hiring programmes

Workday Recruiting makes it easy to execute skills-based hiring programmes. Using Workday Skills Cloud and machine learning, suggested skills and jobs help candidates better reflect their skills and experience and connect them to job opportunities within the organisation. Suggested skills on job requisitions allows recruiters and hiring managers to add the in-demand skills the business requires.

Key Benefits

- Unify Workday Recruiting and Workday HCM workflows on a single platform
- Manage high-volume hiring and boost recruiter efficiency
- Expand sourcing by tapping into internal and external talent
- Make data-driven hiring decisions with robust analytics and dashboards

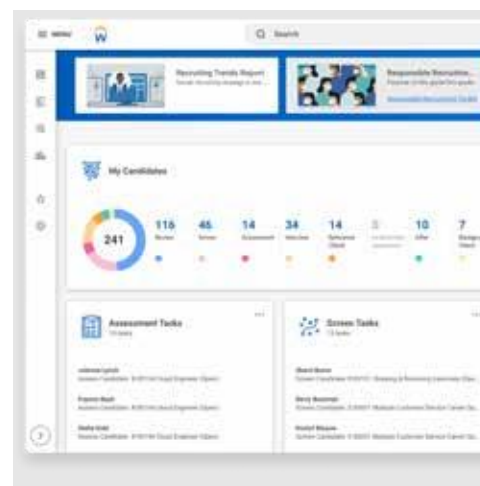
Key Capabilities

- Recruitment marketing
- Job requisition management
- Job posting and application management
- Referral and candidate management
- SMS messaging
- Interview management
- Hiring team collaboration
- Offer letters and agreements
- Internal mobility
- Full talent lifecycle reporting and metrics
- Global compliance

Results

- Workday customers report improved recruitment processes by 38% and increased internal mobility by as much as 33%.

Lastly, candidate skills match enables recruiters to prioritise their pipelines by surfacing candidates with a strong skills match to a role.



Talent Hub

Manage hiring at scale

Recruiters can personalise their workspace with the Recruiter Hub, making it easy to stay on top of priority tasks for your candidates. The job requisition workspace offers a streamlined view of all open requisitions, and you can navigate between them with one click. See where your candidates are in the process, and quickly complete open tasks to move them through the funnel efficiently. Evergreen requisitions, automation rules, business process framework and consolidated tasks enable teams to operate at a global scale.

Drive hiring team efficiency

Let your hiring teams work with the tools they use every day. Hiring managers can exchange interview feedback via Microsoft® Teams and Slack, and easily create requisitions on mobile. Hiring teams can quickly share information, leave notes, tag colleagues and more with our interactive collaborative panel, leading to faster and more informed decision-making on candidates.

Take an integrated approach to hiring

Key to success in today's market is taking an integrated approach to recruiting. Since Workday Recruiting is part of the Workday Human Capital Management platform, teams can tap into the Workday suite of capabilities, including analytics, candidate engagement, Workday messaging, workforce planning, Workday Compensation, core HCM, Workday Talent Optimisation and more. This helps teams take a holistic, lifecycle approach to hiring that enables them to adapt quickly to the needs of the business.

To learn how Workday Recruiting can help improve hiring engagement at your organisation, [contact us](#).





Workday Learning, powered by Sana.

Enterprise learning is at an inflection point. Learning and development (L&D) teams are expected to drive engagement, accelerate upskilling, and support compliance at a global scale. But many organizations still rely on fragmented learning stacks that combine legacy platforms built for control with point solutions designed for experience.

This patchwork approach makes learning difficult to create, update, and scale. As workforce needs evolve faster than traditional systems can support, organizations need a new approach to enterprise learning. One built for intelligence, agility, and scale.

AI-powered. Enterprise-ready.

A new generation of enterprise learning platforms is emerging that combines modern learning experiences with enterprise-grade operations.

Workday Learning, powered by Sana, brings these capabilities together in a unified platform that's built on trusted Workday data. Learning becomes personalized and contextual for employees, AI-powered authoring accelerates course creation for content teams, and learning operations run at scale with built-in governance and compliance.

Workday Learning, powered by Sana across devices.

Deliver AI-native, user-friendly learner experiences.

Learning should fit into the flow of work, not interrupt it. Personalized recommendations surface relevant content based on role, skills, and interests, tying learning to career growth.

A personal AI tutor helps learners navigate courses and answer questions in real time, while smart search and interactive learning experiences connect people to knowledge the moment they need it.

Key Benefits

One unified platform to replace fragmented learning stacks.

Personalized, relevant learning embedded in the flow of work.

Faster content creation using AI-powered authoring.

Automated learning operations driven by trusted Workday data.

Enterprise-grade governance, security, and compliance by default.

Results

98% faster content creation, with courses built and updated in hours instead of weeks.

3x increase in learner engagement and completion rates across programs.

5x faster compliance reporting.

"Sana pioneered the world of AI-native learning at scale. Now, Sana gives Workday customers the opportunity to completely transform the way their employees learn, grow, and operate as super workers in this new age of AI."

Josh Bersin,

Industry analyst

Unlock your team's knowledge with smart authoring.

L&D teams and subject matter experts can work together in a shared, AI- powered editor—structuring lessons, capturing knowledge, and removing bottlenecks to build courses faster.

Existing PDFs, presentations, and SCORM files can be converted into interactive courses instantly, so scaling knowledge doesn't mean starting from scratch.

Run learning operations on autopilot.

L&D teams should spend less time on manual administration and more time enabling skill development across the enterprise. Powerful automation for enrollments and assignments handles the busywork, while built-in analytics prove the impact of learning across the organization.

AI-powered, collaborative editor.

Learn more. To see how Workday Learning, powered by Sana, helps organizations deliver modern, simplified learning experiences and operations, visit workday.com/talent-management/learning.

Learner Features

Personal AI tutor that answers questions and guides learning in real time.

Smart natural-language search across all learning content.

Personalized learning recommendations based on role, skills, and context.

Interactive learning formats like quizzes, polls, and reflections.

Creator Features

AI writing assistant for drafting, summarizing, and structuring courses.

Built-in collaborative editor for L&D teams and SMEs.

Instant conversion of PDFs, presentations, and SCORM into interactive courses.

AI-powered translation into 50+ languages.

Admin Features

Centralized learning administration in one system of record.

Automated enrollment, assignments, and notifications driven by Workday data.

Built-in reporting and analytics connected across Workday Human Capital Management.

Enterprise-grade governance,

Services and support for successful outcomes.

With Workday, you're never alone. We offer deployment services, training, support, and continuous innovations to help you use Workday with confidence. Because each customer has different requirements, resources, and goals, we've designed our services to meet a variety of needs and learning styles to help you realize your desired outcomes in today's changing world.

Workday's commitment to your success doesn't end with a smooth deployment. As our customer, you're part of a powerful community of Workday teams, expert partners, and one of the most collaborative peer groups in the industry. From self-service resources and shared best practices to education and 24/7 support, you're empowered to get the most out of Workday today, tomorrow, and every day.

With Workday, there's no limit to what you can achieve.

For more information, visit workday.com/cx.



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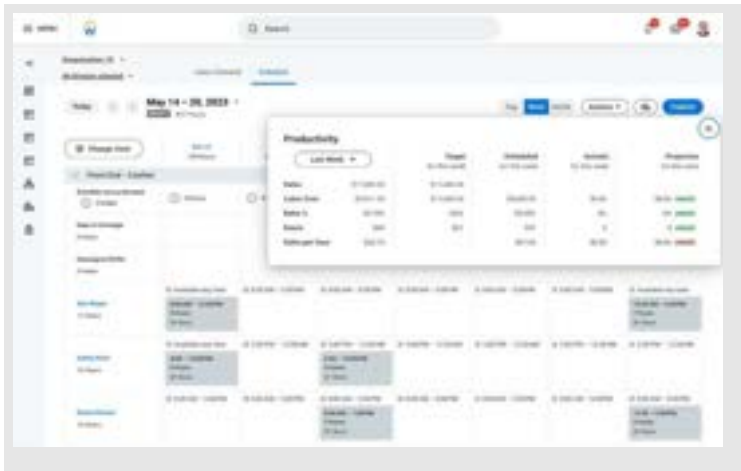
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Workday Scheduling

Labor costs often make up the greatest portion of your organization’s spending. In today’s environment, building a workforce that can quickly respond to change requires a laser focus on controlling costs while also balancing worker needs and operational goals.

That’s where Workday comes in. Workday Scheduling enables you to balance both business and worker needs when generating shift schedules and provides a continuous real-time view of labor spending, productivity KPIs, and workforce analytics—all seamlessly connected in a single workforce management system.



Workday Scheduling via mobile and desktop.

The solution seamlessly integrates with Workday Human Capital Management (HCM), Workday Time Tracking, Workday Absence Management, Workday Labor Optimization, and the rest of the Workday suite so it all works effortlessly together without costly integrations and provides complete transparency into labor costs with a single source of data.

A schedule strategy that balances people and business.

Easily balance worker preferences with business needs, and do it at scale across locations. Simultaneously give your workers more control over their work lives while meeting the demands of your business.

Automate to make scheduling less work.

Automatically generate schedules based on business rules. Assign workers to shifts based on worker availability, preferences, and qualifications. Configurable validations automatically highlight schedule errors and warnings.

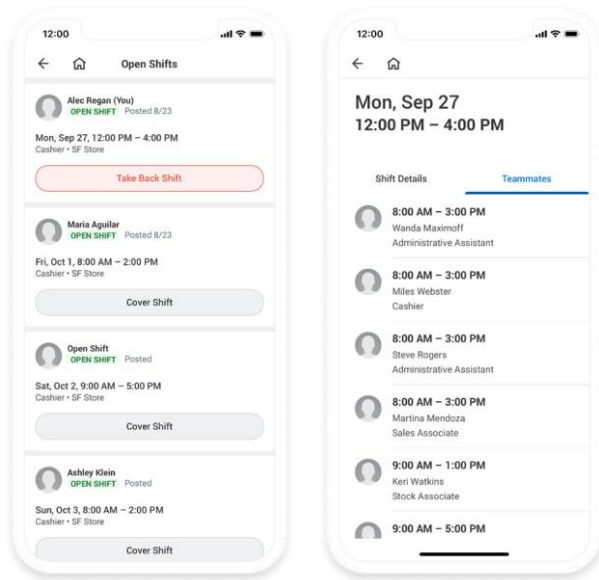
Key Benefits

- Time saved generating schedules so managers can focus on workers
- Ability to maintain tight control of labor costs
- Empowering workers with input into their preferred schedules
- Engaging workers with a self-service mobile app
- Full transparency into labor costs with a single source of data
- Unification with Workday Time Tracking, Workday HCM, Workday Absence, Workday Labor Optimization, Workday VNDLY, and the rest of the Workday suite

Workday Scheduling is an intelligent scheduling solution that automatically generates schedules based on fixed shift patterns and assigns workers to shifts based on worker availability, preferences, and qualifications.

Experiences that engage workers and managers.

Workers are able to manage availability and schedule preferences, receive notifications about their schedules, view schedules, offer and request to cover shifts on the open shift board, and swap shifts via their mobile device. Managers view and manage labor needs from a centralized hub, via their mobile device, that automates scheduling and time tracking and highlights where they should focus next.



Open shift board and team view.

- Mobile app for workers and managers
- Worker preferences
- Open shift board
- Shift swapping
- Predictive scheduling / fair work week support

Results

- Two-thirds of the time saved on weekly scheduling activities by the managers (On Running)
- 90% to 100% scheduling accuracy (P.F. Chang's)
- \$1M in annual labor savings (Life Time Fitness)

Scheduling analytics and notifications to guide your decisions.

Workday Scheduling provides managers and schedulers with real-time insights into configurable time and scheduling KPIs so they can quickly react based on dynamic business needs as schedules are being worked.

Flexibility to react to change.

When managers and schedulers need to update shift assignments, Workday Scheduling automatically suggests qualified and available replacement workers using AI and an objective Replace Worker score, which helps reduce implicit bias. You always have the ability to manage, adjust, and edit schedules as needed.

Supercharge workforce optimization.

For organizations with a large, dynamic hourly workforce and fluctuating labor demands, Workday Scheduling integrates seamlessly with Workday Labor Optimization, which harnesses AI to generate optimized shift schedules based on fluctuating demand and automatically assign workers with the right availability, preferences, and skills.

Key Features

- Automatic schedule generation
- Centralized time and scheduling manager hub
- Real-time analytics to compare scheduled versus actual hours and labor costs
- Interactive schedule for managers
- Drag-and-drop scheduling
- AI-recommended workers

To explore how Workday Scheduling and Workday Labor Optimization can help you, visit: workday.com/scheduling



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Augment your human capital management strategy with Workday and Workday Peakon Employee Voice.

With rising economic uncertainty and continuous change, CHROs and other business leaders are navigating multiple challenges.

Workday and Workday Peakon Employee Voice together make up the market's leading employee experience solution designed to help your organization make strategic decisions based on streamlined data—all while delivering better business outcomes.

Seamless experience for your people.

Boost adoption.

Meet your employees where they are in their natural workspace, including Microsoft Teams and Slack, on mobile or desktop with an engaging and consistent user experience that drives adoption and elevates the employee experience.

Guide employees through moments that matter.

Engage your employees through continuous listening with Workday Peakon Employee Voice, and simultaneously create tailored journeys in Workday to drive employee productivity.

Holistic views into your workforce.

Make more informed decisions with a multisource data set.

Unlock deeper workforce insights by blending real-time sentiment data from Workday Peakon Employee Voice with human capital management (HCM) data from Workday and additional third-party data—think badge swipe facility data through Workday Prism Analytics. Gain comprehensive people insights so you can make evidence-based decisions, faster.

Improve belonging outcomes with actionable insights.

Gain insights on key outcome metrics, current trends and opportunities to reduce attrition, hiring, leadership, career advancement, and belonging. Connect employee sentiment data from Workday Peakon Employee Voice with insights from Workday VIBE Index™ to strengthen your diversity, equity, and inclusion (DE&I) strategy.

Empower your managers.

Create a frictionless experience for your managers with the manager insights hub in Workday, which provides managers with a centralized spot for rich, bidimensional data

about their teams—from career goals and newly acquired skills, to embedded sentiment scores around growth opportunities and growth satisfaction.



accurately, simply, and securely.

The ease of using Workday Peakon Employee **Save time and sync employee**

records

Out of the box.

Voice plus its automated translations, flexible delivery media, real-time data, self-service reporting

Get started quickly with our prebuilt, simple, and secure Workday integration

to save time, reduce errors, and accelerate performance. potential, and integration within Workday—especially with Workday People Analytics and Workday

Prism

Analytics—made it the ideal solution for our needs.

Automated integration.

Keep up with the pace of change by automatically pushing hourly updates to Senior Director of Global HR Systems and Analytics Workday Peakon Employee Voice as your employee population data is updated. Avantor

Streamline employee data management.

Reduce risk and improve data accuracy by simplifying data migration with our technology foundation to streamline the management of employee data.

To learn more about how Workday and Workday Peakon Employee Voice can help your organization strengthen your HCM strategy, visit workday.com.



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Workday Help.

Workday Help provides HR knowledge and case management solutions that help your employees find the information they need faster. When employees have an HR question, Workday simplifies their journey by providing information that's accessible and easy to understand. With Workday Help, you can produce and store HR knowledge in a single space that's easy to maintain. When opening a case is the next logical step, employees can quickly and easily create a case for additional assistance.

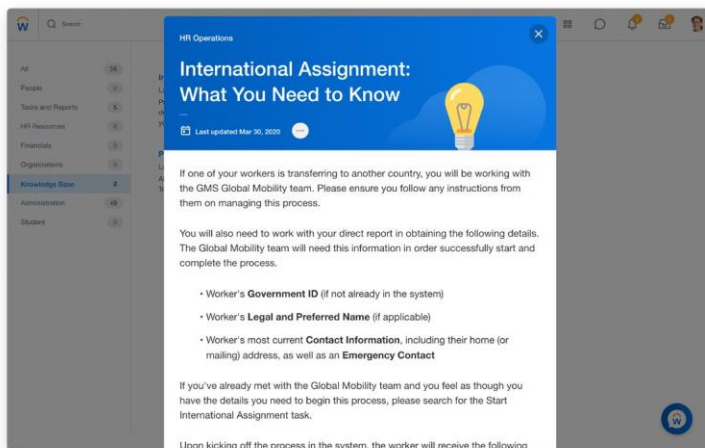
Knowledge management.

Manage your source of HR knowledge.

Create, organize, and maintain HR knowledge in a system your team already utilizes to enhance productivity. Create timely and compelling information that can be updated in real time with video, hyperlinks, and direct access to associated tasks.

Employee self-service knowledge.

When your employees have an HR question, a simple search will return rich content, including knowledge articles containing HR videos, suggested supplemental articles, and related links, reducing the need for case creation. Workday Help provides you with a comprehensive knowledge management solution that puts HR information at your employees' fingertips.



Workday knowledge articles house helpful information, including text, video, links, and direct access to tasks and additional assistance.

Key Benefits

- Boost organizational efficiency with a single source for all HR needs
- Enhance your employees' experiences with personalized HR answers
- Ensure that confidential cases are handled securely and maintain compliance standards

Key Features

Knowledge Management

- Intuitive search
- Case creation from a knowledge article
- Access from anywhere, including mobile
- Content management
- Content authors can invite others to review content before it is published
- Content version control
- Content usage tracking

Case Management

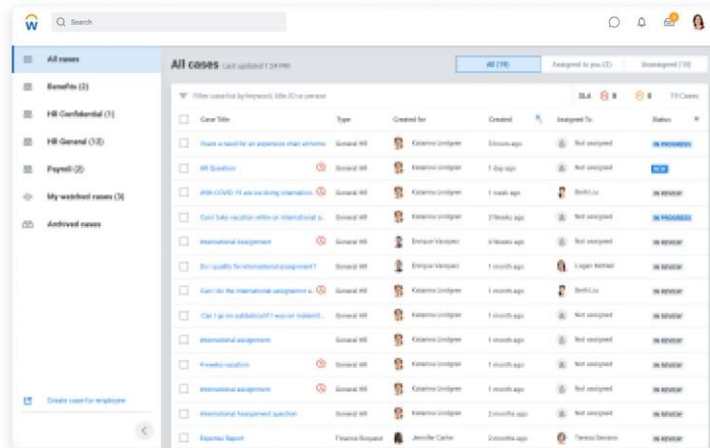
- Interactive case management workspace
- Automated case routing and rules engine
- Internal case notes and attachments
- Ability for case solvers to view contextual employee data from Workday Human Capital Management
- Security for confidential cases
- Configurable service-level agreements (SLAs)
- SLA reporting and visibility
- Machine-learning-enabled intelligent answers
- Message templates

Case management.

Case management in Workday Help provides a personal touch when your employees need additional assistance or information. Employees, as well as case solvers, benefit from an intelligent HR case management system that enables the case solver to view the case history, reducing the need to retrace steps and providing quicker resolution.

Enhanced employee experience.

When employees open a case, they get an experience that immediately supports them with the ability to create a case at the point of need whether on their desktop or mobile device, or even directly from a knowledge article. From there they can track the progress of their case and communicate with case solvers, keeping them in the loop throughout the process.



Workday Help workspace.

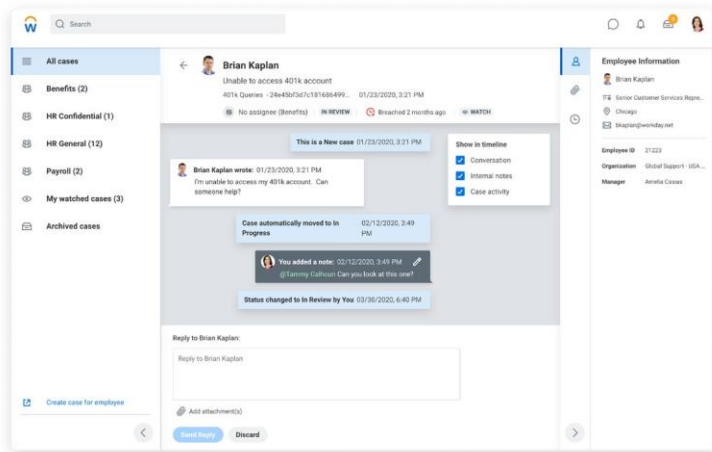
Build HR productivity.

Case solvers can work more productively and efficiently, with the ability to review an employee's data, the case history, notes that other HR team members may have added, and attachments, plus the ability to reply directly to the employee—all in one place. Service teams can benefit from feedback about the requester's experience through an automatically triggered configurable questionnaire, helping to improve future case outcomes.

In some industries, employees are supported through a call center or a help email alias. With Workday Help, you have the option to open cases on behalf of an employee, enabling you to provide a more hands-on approach.

Results

- Reduced need for case creation through an intuitive self-service-first approach
- Increased HR efficiency with increased visibility into case history and employee data, all in the same workspace
- Streamlined content management in a single system of record, making your data easy to maintain



Case details.

Security for confidential cases.

HR cases require special handling to meet compliance standards and to help your employees feel confident that their sensitive information is never shared in a way it shouldn't be. Your organization can set viewing permissions to ensure that only the right individuals have access to cases that are marked as confidential.

Explore how Workday enables smoother HR service delivery:

<https://www.workday.com/en-us/products/human-capital-management/hr-service-delivery.html>

Services and support for successful outcomes.

With Workday, you're never alone. We offer deployment services, training, support, and continuous innovations to help you use Workday. Because each customer has different requirements, resources, and goals, we've designed our services to meet a variety of needs and learning styles to help you realize your desired outcomes with confidence in today's changing world.

The Workday commitment to your success doesn't end with a smooth deployment. As our customer, you're part of a powerful community of Workday teams, expert partners, and one of the most collaborative peer groups in the industry. From self-service resources and shared best practices to education and 24/7 support, you're empowered to get the most out of Workday today, tomorrow, and every day.

With Workday, there's no limit to what you can achieve.

For more information, visit: [workday.com/cx](https://www.workday.com/cx)

Deploy Workday and get significant value, fast.

Workday offers deployment services, training, support, and continuous innovations to help you use its products with confidence as your organization evolves. Because each customer has different requirements, resources, and goals, we've designed our services to meet a variety of needs and learning styles. To help you reach your goals faster and empower your teams, subscription-based Workday Success Plans offer exclusive access to resources, tools, and expertise for an even deeper understanding of Workday.

For more information, visit: workday.com/cx



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Workday Journeys

Every HR organization is unique and wants to create a memorable employee experience for its people; however, many current tools and systems provide static and linear experiences, leaving employees underwhelmed and feeling disconnected. Workday Journeys enables organizations to build tailored, concierge-style experiences for employees to help guide them through the moments that matter most. In addition, modular cards built with low-code tooling can assist employees through day-to-day activities by surfacing actions right at the time of need.

Engage employees in a meaningful way.

The extra mile of personalization goes a long way. If we take a look at a consumer application handbook, the most liked and trusted applications are those that provide a personal and meaningful experience. Workday Journeys takes a similar approach to experiences, both in the moments that matter and the ones in between. Whether preparing for a major career change or requesting time off, the experience must be intuitive and personal, suggestion driven, and accurate—so every person feels supported.

Exceptional experiences for productivity and engagement.

For many employees, being productive can be a challenge despite the abundance of productivity and knowledge tools available. Finding the right tool for the right task can become overwhelming, resulting in employees rarely using these tools at all. With the intuitive interface in Workday Journeys, organizations can create exceptional employee experiences. Whether it's a concierge-style journey with recommendations and steps to succeed in their role or quick access to payslips or rewards outside of Workday surfaced through a card, employees benefit from a single personalized experience for improved productivity and engagement.

Design tooling without the coding.

Experience design sounds complicated, but with Workday Journeys, it isn't. Copy, configure, and launch journeys and cards using clicks, not coding. We built our tooling to be intuitive and flexible so you can create journeys and cards that serve the needs of every employee, taking into account their location, management level, or any other employee parameter within Workday. And because this tooling pulls in real-time Workday data, the steps in a journey path are relevant and accurate for each employee.

Datasheet

Key Benefits

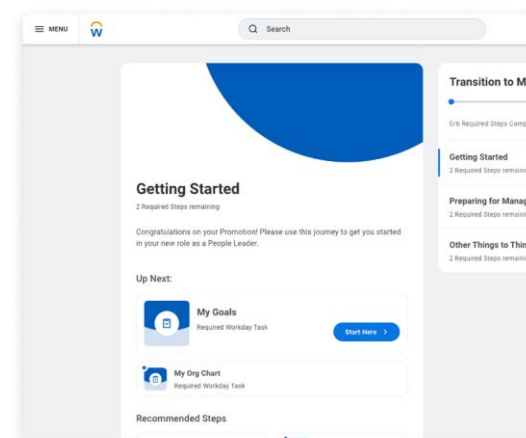
- Create concierge-style journey experiences that surface actions to users in the moments that matter
- Leverage core HCM data in order to more efficiently create experiences (cards and journey paths) for your people
- Create custom cards that allow you to pull in information and tasks from across your enterprise applications

Key Features

- Journey templates
- Journey drag-and-drop builder
- Journey path metrics and reporting
- Modular card creation
- Journey admin console • Journey admin preview

Results

- Reduce the time and energy it takes to create personalized experiences for your people
- Increase speed and improve reliability of delivering content and insights to employees
- Reduce costs by centralizing experiences in Workday, eliminating unused tools



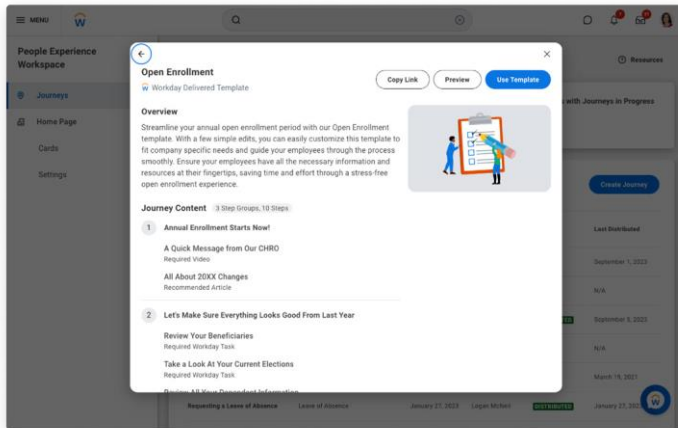
The first-time manager training journey path

provides the information and education necessary for new managers to hit the ground running.

Extend the experience beyond the application.

The digital employee experience isn't built from a single tool or system—it's a combination of tools and systems, each with separate interfaces, security, and capabilities that can overwhelm employees in their search for guidance. With Workday Journeys, employees benefit from a single workspace that joins data, insights, and actions from multiple systems into one. Leveraging REST API data and the intuitive Workday interface, outside tasks and information are brought into Workday, giving employees one location for what they need, plus a mobile and collaborative experience.

To explore how Workday Journeys can help your organization engage employees in a meaningful way, please visit: workday.com/en-us/products/human-capitalmanagement/employee-experience.html



Workday delivers several journey templates that provide prebuilt content recommendations based on our most popular use cases, such as open enrollment, onboarding, diversity and inclusion, and more.

Workday Applications

Human Capital Management

- Human Capital Management
- Workforce Planning
- Benefits
- Compensation
- Talent Management
- Recruiting
- Payroll Solutions
- Time and Absence Management
- Learning
- Help



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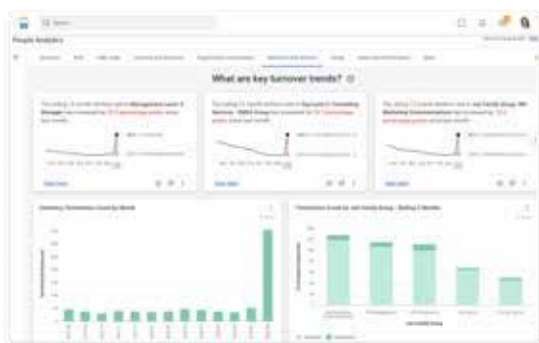
Workday People Analytics

HR and people analytics leaders are now responsible for shaping workforce strategy amidst a continuously evolving business landscape. They are being asked to provide actionable insights for proactive decision-making by exploring how workforce data is impacting business outcomes. Limited resources, data overload and outdated information make it challenging for most HR teams to keep up with today's pace of change.

To make data-driven and strategic decisions, HR teams need access to scalable technology solutions that give them meaningful and trustworthy insights at their fingertips. HR needs to quickly identify levers for current and future growth across key priorities – whether that's upskilling, driving retention, fostering belonging or accelerating career growth. By adopting a data-driven HR strategy, organisations can focus on problem solving and driving strategy by automatically aligning data with business goals.

Make better people decisions faster

Workday People Analytics enables organisations to make better people decisions faster with augmented analytics, helping you tackle the most pressing data challenges with dynamic prioritisation, automated storytelling and strategic decisions.



Powered by Augmented Analytics

Empower business leaders with dynamic and prioritised insights

With access to so much data, it becomes difficult to focus on and prioritise what will help deliver the biggest impact. Workday People Analytics helps you cut through the clutter with dynamic, prioritised insights. You can provide personalised insights based on relevant access rights, dig deeper into data with drag-and-drop visual data discovery and share comprehensive analyses with other stakeholders.

Key Benefits

- **Dynamic prioritisation** Surface personalised insights that highlight top drivers, risks and opportunities that change dynamically
- **Automated storytelling** Gain clarity with easy-to-understand, auto-generated narratives to build a unified story
- **Strategic decision-making** Uncover hidden insights and trends to make proactive decisions, fast

Key Features

- Self-service application with built-in security, data integrity and compliance
- Tailored insights across key HR focus areas with personalised user experiences
- In-depth analysis with data details using discovery boards and slides

Results

- Reduced time spent on data management
- Faster, more proactive decision-making
- Improved business outcomes

Enhance clarity and make analytics consumable for all

Some business leaders face challenges in determining the best use of data to effectively deliver business outcomes. By leveraging AI and machine learning technology, Workday People Analytics generates automated narratives for trends, KPIs and metrics so you can share what's happening across the business. It eliminates multiple interpretations of data by using standardised definitions and metric calculations, as well as stories, visualisations and trends across the entire employee lifecycle.

Make informed decisions with speed

Slicing and dicing data to extract relevant insights can drain an organisation's time and resources; for example, HR analysts might get stuck in a reactive cycle responding to ad hoc requests and miss out on key information. Workday People Analytics helps you uncover hidden patterns and targeted insights by asking the right questions and providing leaders with meaningful insights for fast and effective decision-making. Automated data discovery ensures you have more time to focus on strategic tasks instead of combing through data to find what you need.

Deliver on mission-critical business priorities

Workday People Analytics surfaces key insights across six focus areas in one place to help you better understand your workforce:

- Hiring
- Organisational composition
- Skills
- Diversity and inclusion
- Talent and performance
- Retention and attrition

Hiring

Identify opportunities to improve the recruitment process and illuminate bottlenecks within the current hiring process. Analysing your people data through a hiring lens leads to more competitive offers that win candidates. You can also drill deeper into your offer acceptance rate, referral hire rate, average time to hire, candidate diversity, hiring source overview, challenging roles to fill, key trends in hiring, recruitment process efficiency opportunities and offer decline rate.

Diversity and inclusion

Get insights across different intersections to elevate the employee experience companywide in terms of gender, ethnicity and generation. You can analyse representation, promotion rates and compensation to help identify opportunities for improvements. The Workday VIBE Index™ enables organisations to holistically measure and benchmark diversity, equity, inclusion and belonging metrics.

Talent and performance

Discover new ways to develop your workforce and identify what employees need to foster their career growth and boost overall performance. Identify areas within your organisation that show variances of high performers deviating from the historical norm. Other analysis categories include high-potentials rate, high-potential voluntary attrition rate, high-performer voluntary attrition rate, performance rating overview, compa-ratio overview, hiring sources of higher performers, high-performers attrition gap and key talent trends.

Retention and attrition

Gain a deeper understanding of why your workers leave – and what you can do better to keep them. Learn the workforce turnover trends that are negatively impacting the

Organisational composition

Uncover trends in headcount movement to capture hires, transfers and terminations. For example, you may see an exceptional flux in transfers out of your organisation or a spike in terminations. You can also gain insights about span of control, average tenure, promotion rate, headcount footprint, organisational depth in layers, average time to promote, promotion gaps and internal movement trends.

Skills

With the power of the Workday Skills Cloud, you can better understand the current skill set of your workforce with intuitive visualisations of top skills categories across management levels and job families. Quickly address talent gaps and prioritise the best opportunities to upskill your workforce with average gap and match scores.



overall attrition rate. For example, you can identify areas within your organisation that have a high churn rate and dive into the reasons why, and then use these insights to develop a stronger retention strategy. In addition to attrition rates and gaps, you can also examine voluntary attrition, new-hire retention, terminations by reason, termination type by quarter, termination by compa-ratio, key turnover trends and retention gaps.

To explore how Workday People Analytics can help you drive better business outcomes, please visit [workday.com](https://www.workday.com)



Workforce planning

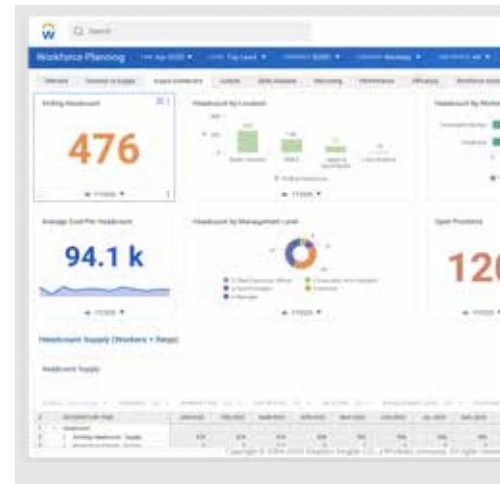
Workforce planning has become an essential capability for organisational adaptability, empowering HR leaders to plan for their organisation's workforce while staying in sync with financial plans to achieve wider business goals. Yet for most companies, having the right tools for successful workforce planning is still a work in progress. Many organisations currently use outdated, complex and clunky legacy software, or have settled for errorprone spreadsheet processes that can't keep pace with rapidly changing business. But now there's a better way.

Workday Adaptive Planning offers a promising path forward. You get the flexibility and power to take your workforce planning to the next level, enabling HR to collaborate effectively with finance and key business partners, while allowing functional and business unit leaders to plan the way they need to.

Powerful modelling and scenario planning across business units

With Workday Adaptive Planning, you can create scenarios and standardise workforce plans across complex and diverse business units. Manage a single strategic workforce model that distributes across your entire enterprise while also building specific business and revenue models for individual business units.

With driver-based, what-if scenarios on how to evolve your workforce, you can better align your people with your corporate plan through top-down or bottom-up workforce planning processes, or both. And you get clear visibility into your workforce composition and cost with automated allocation rules. Drill deep into data across dimensions such as job level, department, job family, skills, projects and locations. Break down FTE counts compared to contract workers and, with a single click, factor in key global and local business drivers and assumptions that can impact your workforce needs.



Get a complete view of your workforce

Datasheet

Key Benefits

- Improved data accuracy, consistency and completeness, resulting in cost and time savings.
- Enhanced collaboration and data insights between HR and finance teams.
- Single source of truth for HR data.
- Holistic view of workforce planning and workforce driver-based scenario planning including hiring, transfers, retention, salary and more.
- Quick and agile decision-making among senior leadership teams.
- Ability to identify workforce skills gaps and then model, plan and execute the fastest way to address those gaps in real time.



Workday Adaptive Planning

will help accelerate our journey from traditional headcount planning to a strategic workforce planning process, enabling us to efficiently manage headcount and align human capital with business needs.

Kenneth Ruch

AVP of HR Committee Governance, People Analytics and Organisation Design, Nationwide Insurance

Make workforce planning a team effort

Workforce planning should be agile enough to become a team effort among HR and finance, and their business partners. Workday Adaptive Planning provides the framework, shared data and workflow to enable greater collaboration on dynamic, flexible workforce plans.

For many companies, it's difficult for their HR team to access forward-looking hiring plans because it is often only in the loop when job reqs get opened. Workday Adaptive Planning for the workforce fills this gap with full visibility into hiring plans – both short- and long-term – so all stakeholders can collaborate in real time.

Bridging to finance, you can now easily link workforce plans to financial models with up-to-date headcount plans and related costs. This dramatically reduces the risk of errors and frees up time previously spent on low-value-add data consolidation tasks to focus on workforce strategy. Easily share plans as they develop via dashboards and self-service reports to get feedback and buy-in. And because Workday Adaptive Planning lets users choose between a web interface familiar to spreadsheet users and a Workday Adaptive Planning connected Excel worksheet, it's much easier to get ongoing adoption from those still clinging to spreadsheets.

Workflow management that keeps everything on track

Traditionally, planning has been done via email, offering workers little visibility into the overall plan and no easy path to completion. Now you can keep workforce plans and budgets in sync with financial plans in real time. Built-in workflow allows managers to enter, review and approve plans and budgets. Meanwhile, planning administrators can track tasks, user discussions and cell notes to monitor changes and issues with a powerful audit trail.

The business agility you need

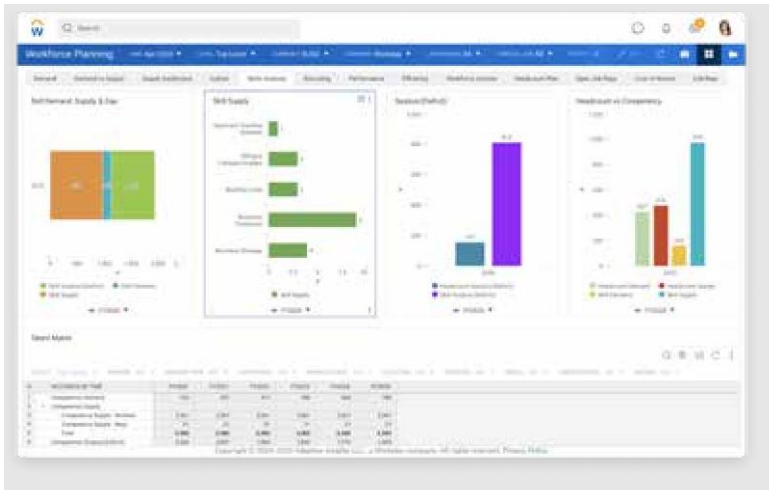
Today's evolving business environment requires agility – and Workday Adaptive Planning enables HR business partners and leaders to become more agile during their planning cycles. Quickly course-correct, and use dashboards and dynamic reporting to monitor and analyse costs, view open positions and break down the geographical mix of your workforce:

- Track plans against actuals so you don't over-hire or end up shortstaffed.

- Analyse gaps in achieving your plan; add planned hires, push out hiring dates, change ramp-up time assumptions, plan for attrition and see capacity impacts in real time.
- Quickly model and analyse the impact of important events, such as M&A, divestitures or internal restructuring.
- Model skills by location, ramp-up time, cost of workforce and more to meet current and long-term business goals.

Key Capabilities

- Plan your workforce with flexible, multidimensional models that map to how you run your business – by level, department, job family, skills, projects, location, FTE vs contingent workers and more.
- Model hiring, transfers and retention plans, and instantly see the cost impact to data updates or driver changes – by supervisory organisation or cost centre.
- Compare multiple driver-based, what-if scenarios in real time to see the impact upstream and downstream to create the optimal plan.
- Perform what-if labour analysis that includes areas such as salary and salary increases, bonuses and equity compensation pool scenarios across business units.
- Drill down from plan data directly to your Workday human capital management and financial transaction data, and metadata.
- Plan and model the impact of onetime events, such as restructures or M&A.
- Model critical skills capacity, demand and gaps by location, cost and ramp-up time.



Match skills supply with demand

Tightly link planning to execution and analysis

Bringing your planning, execution and analysis needs into a single platform drives our vision for planning. To be effective, your workforce plans need trusted ERP and human capital management data for visibility into key people metrics and movements to act as drivers for financial plans and reports. From one platform, analyse critical skills needs, identify gaps and how best to fill them, and then put your plans into motion by leveraging business process frameworks in Workday. Build in succession plans, ramp-up time for new hires and cost of learning programmes for current employees to inform your grow, flex and hire people decisions.

Workday Adaptive Planning also offers a user-friendly integration platform that reduces the need for IT support. In addition to being tightly linked to your financial and HR data in Workday, you can automatically tap into data from third-party sources, such as salary and benefits benchmarking data, to more accurately drive your workforce planning decisions.

Safeguard your data with enterprise-class protection

We know how critical it is to protect your data, particularly workforce data. Workday Adaptive Planning provides enterprise-class protection, service and resilience you can rely on and trust, with SOC 2 Type 2 compliance – the AICPA standard for reporting on controls at service organisations, including SaaS providers. The SOC 2 attestation covers security, confidentiality, processing integrity and availability trust principles.

To explore how Workday can enhance your workforce planning needs, visit:

workday.com/workforce-planning





Workday Adaptive Planning.

Financial planning.

A highly interactive user interface for self-service reporting that lets you visualize the data and see the impact of your changes instantly. Workday Adaptive Planning provides budgeting, forecasting, reporting, and analytics for organizations of all sizes, with industry-leading usability and the security, scalability, and flexibility required for complex planning. We help people do their best work and help teams operate with agility.

Recognizing that the best plans involve the people closest to the day-to-day business, we built a powerful planning technology platform so you and your colleagues can gain deep insights, make more timely decisions, and manage more efficiently with solid, integrated plans. We enable complex financial models without the burden of managing legacy on-premise systems or massive manual spreadsheets. And we save finance teams the mind-numbing, error-prone task of manually consolidating data.

Workday Adaptive Planning makes it easy to manage, report, and analyze business performance. And our Elastic Hypercube Technology gives you the flexibility to scale without sacrificing ease of use. Workday Adaptive Planning also embeds AI and machine learning (ML) at its core, so your organization can make better decisions faster, and adapt as things change.

Industry-leading usability.

In business, everybody plans. In large corporations, planning processes span a range of finance and operations teams as well as users from a complex ecosystem of departments, business units (BUs), regions, and countries. Workday Adaptive Planning broadens planning with industry-leading ease of use that accelerates adoption and drives engagement across finance teams, operations, and business units. By engaging finance and non-finance users in a collaborative, active planning process, you can create plans aligned with your organizational goals, ultimately delivering better and more timely decisions.

- Flexible modeling that lets you adjust dimensions as business conditions change, for what-if scenario modeling on the fly
- Enterprise-wide planning capabilities that enable organizations to orchestrate planning and performance at local and corporate levels
- A single data source across the organization for the insights and confidence needed to make better decisions faster

Datasheet

Key Benefits

Built for business.

Many systems take a long time to deploy. Once deployed, changes to structures, reports, and analysis typically require dedicated IT resources to support business users' needs, limiting agility and consuming IT resources. With Workday Adaptive Planning, finance and operations teams control their models, processes, interactive dashboards, and reporting with the drag-and-drop functionality that doesn't require coding or scripting—or much support from IT.

Adapts to change.

Businesses need the flexibility to adapt quickly to change, but traditional planning systems aren't that agile. Workday Adaptive Planning is designed for flexible modeling of functional planning and easy scenario planning so models and plans can continuously evolve as markets and the business change. Now companies can bring together workforce planning, operations planning, project-based planning, and financial planning all within a single active environment.

Faster time to value.

Using the intuitive drag-and-drop modeling and reporting interface in Workday Adaptive Planning, organizations can implement their new planning environment quickly and achieve value sooner. Most enterprise-scale customers deploy their first phase within six months. These rapid deployment cycles reduce project risk and free teams to develop more sophisticated models. Our approach includes end-user validation along the way so that user acceptance testing (UAT) is a non-event.

Trusted, scalable technology platform.

Workday Adaptive Planning is an in-memory computing technology platform designed for multidimensional modeling, reporting, and analysis. Supercharged with the patent-pending Elastic Hypercube Technology and with AI and ML embedded at its core, Workday Adaptive Planning enables granular and complex planning and reporting by any number of critical business dimensions (customer, channel, product, regions, and more), and by day, week, or other time period. The technology platform also enables unlimited what-if analyses to assess the opportunities and impact of potential changes to the business.

Elastic Hypercube Technology enables companies to manage large, data-intensive models without compromise using:

- Unlimited dimensions and unlimited dimension values
- Unlimited planning scenarios
- Rapid analysis, comparison, and reporting and analytics without cumbersome setup or additional cubes

Federated planning domains.

From corporate finance to operating departments and business units, Workday Adaptive Planning enables groups to plan their own domains. Individual plans come together into a holistic, fully linked corporate plan. What's more, each planning domain can have its own comprehensive model based on the planning cadence of its part of the business. This architecture of federated planning domains mirrors the organizational structure of complex enterprises, aligning with how organizations manage data access and control. Federated planning domains enable corporate finance to orchestrate planning and performance at the local and corporate level. This empowers departments and business units to model, plan, and report at levels specific to their needs.

Open technology platform for all your data.

As you plan across your organization, you need data from all your transactional and operational systems. Whether using it as part of the full Workday platform including Workday Financial Management and Workday Human Capital Management (HCM), or with your own unique systems, Workday Adaptive Planning is system-agnostic, seamlessly integrating with ERP, CRM, HCM, and BI systems so planners not only see key business metrics to understand how they got here and why, but also use this past performance to drive plans and forecasts for where they're going. With the new Workday Adaptive Planning Close and Consolidation solution, finance teams can simplify complex close processes, eliminate batch processes with automated consolidation tasks, and access real-time financial reports.

To learn more about financial planning visit: <https://www.workday.com/en-us/products/adaptive-planning/financial-planning/overview.html>



Workday Financial Management.

Today CFOs face mounting pressure to help their business create value. And accounting must also support the business more strategically. To do so requires shifting the balance of where time is spent. Going beyond simply managing core accounting processes and producing financial statements requires a new way of thinking and working.

Time spent manually entering transactions, aggregating data, reconciling accounts, and searching for exceptions must be replaced with strategic analysis and decision support. The challenge, however, is that the technology finance teams use is rigid and difficult to adapt to new business needs. As well, it requires batch processes that can delay progress. On top of this, these systems make it challenging to deliver real-time insights, which makes it difficult to assess real-time performance and quickly course correct.

Fortunately, there is a solution. By making technology work for both accounting and the business user with an in-memory object architecture and AI built into the core, Workday delivers a single system to support data management and intelligent automation across core finance business processes such as close and consolidation, multidimensional reporting, and compliance—all with a consistent user experience accessible from desktop or mobile devices.

Embrace change at speed and scale.

Workday is the only cloud solution built on an adaptable architecture that empowers finance to address changing business needs quickly and



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securely with flexible finance and accounting processes. Thanks to this flexible framework, finance can incorporate M&A, pivot organizational structures, and add new requirements within minutes versus weeks or months. And Workday does this while providing pervasive internal control and auditability—documenting the who, what, and when as you go. And it is global at the core to ensure compliance with international and local market requirements as well as consistency across worldwide operations.

Managing globally, executing locally.

The global financial framework not only allows customers to adapt with changing requirements, but it also allows customers to meet multinational requirements without hard-coded customizations. The business process framework (BPF) provides a pervasive workflow across Workday, helping customers to standardize critical business process workflows and reporting around the globe, which makes addressing new requirements less labor intensive.

Datasheet

- Multi-GAAP/Multi-Book/Multi-Chart of Accounts
- Revenue Management

Results

- 70% reduction in time to close
- 50% reduction in external audit requests
- 59% reduction in ledger accounts

Key Benefits

- Drive real-time insight with continuous accounting
- Automate revenue and expense accounting
- Quickly gain a more complete and accurate picture of your business
- Equip executives and business managers with relevant, contextual financial insights—available on the device of their choice
- Provide best-in-class and pervasive always-on audit capabilities
- Embrace organizational, process, and reporting changes without business disruption
- Provide a consistent and easy-to-use interface for all users—employees, managers, executives, and auditors

Key Features

- Accounts Receivable and Collections
- Accounts Payable and Payments
- Asset Management
- Audit and Controls
- Billing and Invoicing
- Cash Management
- Contracts
- Financial Reporting and Analysis
- [Global] Close and Consolidation

Multibook functionality enables reporting of financial results based on multiple accounting principles. Workday supports organizations with operations in over 130 countries, with standard out-of-the-box configurations available for 55+ countries.

Meeting new accounting standards.

When new accounting standards are required, Workday assesses their impact and provides the capabilities required to support and assist with adoption. This eliminates some of the work traditionally required to maintain adherence to changing GAAP and IFRS standards.

Standardizing global processes.

By standardizing global business processes using the Workday BPF, organizations can accommodate multiple and complex business tasks within a single workflow. When creating a new process for a unique business need, organizations have the discretion and flexibility to set up unlimited, unique business process steps keyed to the needs of specific locations, organizations, or groups at the same time, within that workflow. Because business processes are defined and tied directly to organizational structures and role-based security, they can be controlled centrally while allowing in-region flexibility as needed.

Accounting is just the start.

Workday Financial Management supports all the accounting and finance functionality that global businesses require. Today, the business demands that finance functions such as accounting move beyond a transaction focus in favor of new ways of working. With new technologies such as AI, finance has the opportunity to usher in a new era of efficiency and gain time back to focus on other areas of the business. AI interrogates data to continuously search for anomalies and make recommendations, helping finance usher in a new era of efficiency and frictionless and intelligent processes, giving time back to focus on analysis and action.

Not just a general ledger.

Workday keeps all the operational information surrounding transactions while maintaining the accounting information expected of a global general ledger. This means you can go beyond traditional accounting key segments that retain information such as cost center, account, and product, and expand the segments to include details including supplier, customer, geography, and more. This provides greater context around business performance and leads to richer analysis.

The Workday general ledger also fully meets global regulatory and financial reporting requirements with capabilities including multicurrency, multilanguage, multibook, and more—all built into the core system to support multinational requirements today and into the future. What's more, Workday delivers continuous accounting—replacing static batch processing with real-time accounting creation. This means that as transactions are approved, accounting information is automatically generated along with intercompany, eliminating entries and translations. And you can control multiple operating entities,

Related Workday Applications

- Workday Accounting Center
- Workday Prism Analytics
- Workday Adaptive Planning
- Workday Projects
- Workday Expenses
- Workday Procurement
- Workday Strategic Sourcing
- Workday Inventory
- Workday Grants Management
- Workday Project Billing

By intelligently automating finance business processes, accounting teams are able to spend less time on transaction processing and more time on analysis and action.

companies, or business units to easily complete allocations, adjustments, and consolidated reporting. All of this is posted and reflected in the latest reports, delivering real-time insight into performance.

In addition, Workday applies AI at the core and includes a feature called journal insights, which interrogates all journal data as it is created to highlight unusual behavior and anomalies. This continuously determines the business areas that require attention, helping to empower accounting to take corrective action as needed rather than waiting until the end of the financial reporting period. Journal insights also combs through your entire financial dataset, giving your team greater confidence in the financial data you close, consolidate, and report on.

Automate and control your cash flow.

A system that shows you real-time cash balances helps you manage resources effectively and make better decisions about funding, paying, and collecting money. The Bank Connectivity feature in Workday Financial Management enables organizations to easily integrate and interoperate with banks to bring in bank statement files and execute payments. Included with this connectivity is the proactive monitoring of changing file formats and delivery requirements, ensuring payments and bank statements are sent and received properly. In addition, Workday offers a single settlement engine that processes payments across all transactions, including supplier payments, employee expense reimbursements, customer payments, and payroll. By having complete visibility into all inflows and outflows, you can forecast future cash flow requirements more accurately.

Fixed assets—big and small.

Assets used to be large, expensive, and fixed. While traditional fixed-asset systems handled the accounting of large, immobile assets, they were never designed to help companies manage the high-value, low-cost resources that so many businesses now rely on, such as laptops, mobile devices, web-conferencing accounts, security badges, and other “utility-belt” items for today’s workforce. Workday combines the traditionally separate domains of fixed assets and inventory with the ability to manage the small and inexpensive items that are still important to your business.

Proactive audit and compliance.

Workday helps you safeguard against operational risk by building audit and controls pervasively into the fabric of Workday. While other providers offer bolt-on governance, risk, and compliance solutions, they can be used electively as their application can degrade system performance. However, Workday has always-on controls as part of the BPF, enabling organizations to easily configure, visualize, and adapt internal business processes. As changes are made, our always-on audit capability continuously captures approvals and changes in the system to provide visibility into who took what action and when—all for no additional cost.

Every transaction is documented, creating undefeatable electronic evidence that enables you to proactively manage risk and monitor compliance.

The embedded BPF manages every transaction, captures all required information, follows the configured approvals, and ensures that the accounting impact of every transaction is immediately auditable upon approval. Audit reports and dashboards are preconfigured to monitor activities and compliance and make it easy to view trends in real time, such as an increasing number of expenses without receipts. From these dashboards you can drill down to take further action to rectify any areas of concern.

Organizations can accommodate local regulations around the world, increase process visibility, and reduce operational risk. Your business processes, audit trails, and security models are all natively built into Workday, eliminating the need for a separate bolt-on solution.

Revenue management.

With Workday, you can gain a 360-degree, cross-functional view of your customers, enabling you to take care of the entire revenue lifecycle. You can integrate with any CRM system and configure contract management, billing schedules, and revenue recognition to help you manage your business in the most profitable way while maintaining customer satisfaction.

Customer and contract management.

Create, approve, and track your customers and customer contracts to maximize visibility and minimize risk to your organization. You can capture all contract changes throughout the life of the contract, and even decouple billing and revenue-recognition schedules.

CRM integration.

Workday Financial Management Connector for Salesforce provides complete visibility and accuracy across the quote-to-cash process. Easily integrate opportunity management data from salesforce.com to Workday for streamlined, configurable quote-to-cash process automation.

Services configure, price, and quote (Services CPQ).

Workday Services CPQ provides the only services-specific CPQ solution on the market. This offering accommodates the unique elements of services quotes including roles of individuals assigned to projects, project phases, tasks, rates related to the tasks and roles—supporting businesses in bringing greater speed, accuracy, and confidence to the way opportunities are quoted.

Invoice, collect, audit.

Workday supports various types of billing and payment terms to help your organization automate customer invoices and ensure their accuracy. Reduce the need for manual intervention and minimize revenue leakage thanks to automated, configurable billing processes.

Operate with greater efficiency and at a lower cost with an intelligent system that uses machine learning to continuously detect anomalies and make recommendations.

As well, Workday applies AI to the collections process to address customer payments missing remittance details. While it accounts for only 20% of the customer invoices, it can consume up to 80% of the AR team's time. By applying AI, Workday can intelligently review previous customer payment patterns and behaviors and recommend customer invoice matches to the payments. AR teams review and interpret the recommendations and decide how best to act. The more they engage with AI, the better the recommendations become and the more time AR teams save.

Customer collections.

A single source of intelligence allows you to organize shared services centers based on customer behaviors, needs, and contribution size. Workday enables your collections team to prioritize customers and invoices based on risk scores. A customer collections dashboard highlights this risk, so you can convert accounts receivables to cash as quickly as possible and prioritize which accounts require a collector to intervene.

Easily meet the latest accounting standards.

Greater scrutiny over when and how much revenue can be recognized has increased. Workday allows you to easily record revenue events, complete fair-value analysis, link contracts, and allocate and recognize revenue for simple and multielement arrangements. You can manage billing and revenue recognition independently in order to identify the correct amount of revenue at the right time. With Workday, you can create alternate contracts and build what-if scenarios to model out and assess the impact of different revenue recognition strategies. Workday significantly simplifies your ability to meet dual reporting and disclosure requirements with the ability to leverage the alternate contract and reporting capabilities.

A new level of insight for finance.

Workday takes a different approach than traditional ERP and BI vendors, creating reports more efficiently and delivering deeper analysis by using a multidimensional model and real-time accounting and reporting that can be enriched with operational data. Workday captures business dimensions at the point of transaction and maintains them through transactional, management, and financial reporting. In addition, the in-memory architecture in Workday creates and updates accounting and financial reports in real time. This eliminates the need for batch processing and drastically reduces time spent on reconciliation.

Expanded breadth and depth of insight.

For businesses to succeed, they need the most current and accurate dataset to determine how to act and where to course correct.

The object data model in Workday maintains all the rich details around business events from transactions through financial statements and management reports. This enables analysis by configurable dimensions with strategic significance to the business beyond the accounting key. In other words, you can analyze the business across virtually every dimension: legal entity, cost center, account, campaign, location, team, supplier, customer, and more.

Businesses can expand this data model and unite their ecosystem data by integrating high-volume revenue and expense data into Workday and automating the accounting creation process. This information is blended together with other rich operational attributes, creating the most granular set of data compared to any other ERP in the market, empowering finance to drive better decision-making.

Workday allows you to perform drag-and-drop ad hoc analysis and uncover new insights from blended analysis. All data is protected through the same security model as native Workday data and can be presented to users on the dashboards where they already work—providing a single source for data across the entire business.

Real-time financial consolidation.

And with all accounting in a single system, Workday simplifies financial consolidation, and financial statements can be run whenever accounting needs to see the latest and most accurate picture of the business. Workday also makes the close process easy to manage and monitor, with checklists and dashboards that provide transparency into information as it is gathered, translated, and closed to ensure your team is confident in the numbers, process, and reporting.

Once the data is consolidated and available via operational and statutory reporting, then you can interact with it. Simply drill from reports instantaneously into detailed transactions for further analysis, or slice the data by another dimension. Financial scorecards are configured to reflect the most accurate financial picture, with metrics to provide comprehensive insights into the business. As a result, finance can respond quickly and effectively while empowering the rest of the business with a single source of truth.

To explore how Workday Financial Management can help your organization, please visit: workday.com/cfo

Deploy Workday and realize value, fast.

Workday offers deployment services, training, support, and continuous innovations to help you use Workday with confidence as your organization evolves. Because each customer has different requirements, resources, and goals, we've designed our services to meet a variety of needs and learning styles.

To help you reach your goals faster and empower your teams, subscription-based Workday Success Plans offer exclusive access to resources, tools, and expertise for an even deeper understanding of Workday.

For more information, visit: workday.com/cx



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Workday Procurement

Indirect spend can make up a significant portion of your corporate spending. In today's business environment, building a world-class procurement organisation requires you to drive cost savings and implement best practices in spend management, all while reducing risk and improving inefficiencies with automation. That's where Workday comes in.

Workday addresses the unique requirements of both goods and services spend, and doesn't require you to deploy multiple systems to manage it. From requisition to payment, Workday Procurement provides a single system for the procure-to-pay process and is built for today's global businesses.

End-to-end goods and services procurement

Workday Procurement enables you to bring user profiles, business process controls and analytics into one system, streamlining the entire indirect procurement process. With everything in one place, you can establish consistency and gain real-time visibility into spending trends across the organisation.

Self-service supplier management

Extend the Workday experience to your suppliers through the supplier portal where they can maintain their personal data and specify their goods and services. Suppliers can also view their purchase orders (POs), view and load catalogues, view and respond to requests for quotes (RFQs), and view and create PO and non-PO invoices. This allows you to automate invoice processing and payments while improving supplier maintenance.

Supplier punch-out

Connect to the supplier website or network of your choice to access a broad, open community of suppliers. Select the items you would like to purchase and add them to your shopping cart to create a requisition from the punch-out session. You can select from preconfigured punch-out suppliers in Workday or use the supplier network punch-out connector to access other suppliers that support the punch-out standard, allowing you to access and procure goods from multiple catalogues. Additionally, Workday integrates directly with select third-party catalogues to eliminate the need to punch out.

Key Benefits

- Single comprehensive system for indirect spend management
- Streamlined procure-to-pay process
- Consumer-friendly interface for high self-service adoption
- Reduced "maverick" spending
- Potential savings identified through better spend insight
- Stronger internal spend policies and adherence
- Consistent global spend controls

Key Features

- Cloud-based system for easier maintenance and improved cost-effectiveness
- Multi-supplier punch-out and integrated marketplaces for seamless purchase requisitions
- Reduced errors and automated processes with Workday AI
- Management spend reporting with multidimensional drill down
- Consistent global spend controls

Results

- Unum: 86% reduction in requisition-to-PO cycle time; 38% improvement in on-time payments
- Broward College: 189% ROI; 50% reduction in questionable spend

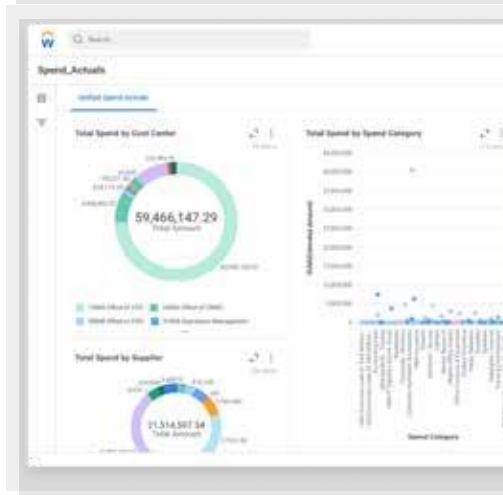
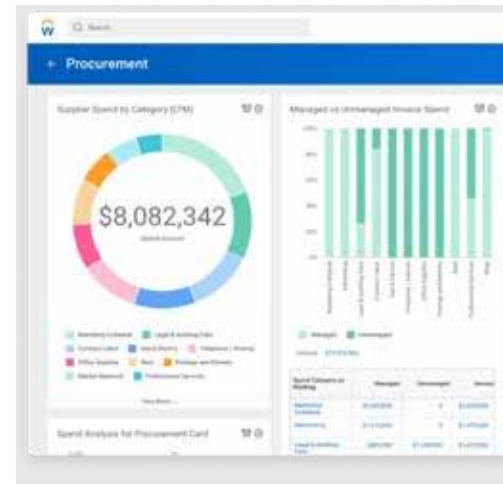
- The Met: Saved 220% of its set goal and saw a 15% ROI from projects, while also decreasing approval time by 84% and eliminating 24 business process steps

Supplier contracts

Use your company procurement policies to enforce contractual agreements with preferred suppliers. With Workday, you can configure business processes within your procurement practice to validate against pricing thresholds, and automatically generate invoices and POs from a contract or instalment schedule. Combine these capabilities with powerful analytics on contractual spend to realise better control and standardisation.

Single system for source to pay

With the integrated Workday Spend Management solution, you can streamline your source to pay processes. Workday enables you to measure results, manage risk and automate processes all while driving cost savings and increasing control over your spend. Combining Workday Strategic Sourcing and Workday Procurement provides one system to manage your supplier spend.



Gain insight into suppliers and organisational spend directly from the procurement dashboard and spend actual discovery board

Real-time spend insights

Workday gives you the details on the who, what, when, where and why in every transaction. With the ability to capture and analyse data in business terms, Workday allows you to better understand your organisational spend. These reporting dimensions, known as worktags, provide deeper and richer reporting capabilities than traditional procurement systems. They are always drawn directly from transactional data in real time – not a delayed business intelligence repository.

Global controls

Workday gives you the power to establish consistent security and controls across your global organisation. Ensure that every type of requisition adheres to the rules and approvals set up for the organisation. Specialised approvals or validation needed by any part of your organisation can be provided without a separate deployment. Even with employee and manager self-service, each person has visibility and rights according to their role and permissions within the organisation.

One system with Workday Financial Management, Workday Strategic Sourcing and Workday Human Capital Management

Workday is the only provider of enterprise cloud applications that give you spend management, financial management and human capital management in a single system. As a result, your organisation can rely on a real-time single source of truth. When Workday Procurement is used with Workday Financial Management, the financial and accounting impact is instantaneous. When used alongside Workday Strategic Sourcing, you can deliver increased spend under management all while reducing your supplier risk. When combined with Workday Human Capital Management, Workday Procurement immediately updates any changes within your organisation that affect employee roles or approvals. In addition, you'll realise consistency across your data, security policies and global processes for even greater efficiency, management and control.

WORKDAY PROCUREMENT

Goods Procurement

- Ability to create and issue requisitions and RFQs
- Item catalogue search
- Side-by-side item comparison in requisitions
- Multi-supplier punch-out
- Buyer console for visibility and control
- Specify ship-to and deliver-to information at the line level on procurement documents
- Invoice creation from PO or receipt
- Internal services provisioning
- Easily check the status on requisitions and invoices with Workday Assistant
- Seamlessly search across internal catalogues and third-party sites
- Utilise Workday AI for spend category recommendations

Services Procurement

- Use service coordinator console for manual sourcing
- See project-based milestones, deliverables and tasks
- Fill internally or through supplier PO
- Task log entry by supplier or internal
- Create invoice from PO or task log

Supplier Management

- Allow prospective suppliers to self-register through an external website
- Collaborate with and manage suppliers using the supplier portal
- Define priority-ranked suppliers for purchase items
- Categorise suppliers by various classifications, such as minority-owned business (MBE), foreign vs domestic and more
- Track and manage back orders from suppliers
- Report on detailed change history across supplier records

Supplier Contracts

- Record and enforce agreements with preferred suppliers
- Implement contractual spend
- Automatically generate invoices/POs from contract or instalment schedule
- Define contract renewal terms and notifications before contracts expire
- Partition suppliers by company
- Amend supplier contracts

Integrations

- EDI supplier integrations (EDI 810, 850, 855 and 856)
- cXML format for POs and invoices
- Integration templates
- Supplier network connector
- Web services to support integrations
- Procurement integrations work area displays errors and allows corrections

Spend Control

- Supplier invoice retention
- Configure spend freezes and budget checking
- Requisition templates
- Configurable approval processes
- Requisition consolidation into a single PO
- PO change orders
- Two- and three-way matching

WORKDAY PROCUREMENT

Reporting and Insight

- Embedded analytics during approvals
- Real-time, consolidated spend insight
- Reporting for contract history including any amendments
- Standard reporting library and custom report writer
- Configurable procurement and supplier accounts dashboards
- Discovery boards display key insights, including view of company spend across key transactions and supplier diversity data
- Buyer hub for visibility into status and tasks

Global Readiness

- Intercompany transaction documentation for supplier invoices
- Requisitions in foreign currencies
- Multi-language and available translations
- Global consistency and auditability
- Business processes configurable for specific regional requirements

One System with Workday Financial Management

- Immediate capture of accounting impact
- A single settlement engine across all financial functions
- Budget checking and commitment accounting

One System with Workday Inventory

- Automatic purchase requisitions for replenishment
- Common item master with inventory
- Source requisition from inventory
- Unit of measure conversion

One System with Workday Strategic Sourcing

- Simplify workflow between sourcing and procurement functions
- Onboard suppliers and maintain a single supplier master
- Third-party integrations with key fraud, security, financial and sustainability data providers for risk scoring
- Author and manage contracts across all stages of your supplier relationship
- Create a requisition in procurement once a supplier is awarded

One System with Workday Human Capital Management

- Visibility into full-time and contingent workers
- More accurate insight into workforce capacity, capabilities and costs
- Automatic business process updates with organisational or worker role changes

To learn more about Workday Procurement, visit: workday.com/procurement



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Workday Projects.

Datasheet

With Workday Projects you can plan, staff, track, manage, and analyze your organization's projects, talent, and financials in one system. Unlike bolt-on project management systems, Workday Projects is part of a single seamless system with other Workday applications, including Workday Financial Management, Workday Human Capital Management (HCM), Workday Services CPQ (configure, price, quote), Workday Expenses, and Workday Time Tracking. By bringing these elements together, you can eliminate reconciliation, gain insight into what makes teams and projects successful, and learn ways to improve resource utilization and project profitability.

Key functions:

Plan work.

- Use CRM and Workday Services CPQ to price and provide a services quote to gain insight into resource demand, plan projects seamlessly, manage staffing, and improve margins.
- Model all types of billable and nonbillable work, including product development, projects, campaigns, client service delivery, grants, and more.
- Manage project booking status, timelines, milestones, and status updates from any device at any time.
- Streamline project creation and strengthen compliance through templates covering project plans and resource plans.
- Enable superior portfolio and project planning with demand forecasting and utilization reports.

Manage talent.

- Staff contingent or full-time workers based on availability, competencies, job profile, performance, interests, and more.
- Gain a holistic view of your staffing needs with a centralized resource management dashboard and quickly take actions.
- Use dynamic resource pools and flexible faceted search to automate resource assignment and improve utilization.
- Track the skills acquisition of consultants as they complete projects to improve staffing decisions and reduce attrition.

- Harness big data and machine learning (ML) to predict overall workforce attrition and identify high performers at risk to proactively retain them.

Key Features and Benefits

- Plan, manage, and report billable and nonbillable projects
- Use rich talent data to assign the right people to the right projects
- Track, budget, and forecast project cost including labor, expenses, supplier invoices, JE allocation
- Bill customers and recognize revenue for project-, usage-, and subscription-based pricing models
- Gain insights into talent, operations, and financials with live data and embedded analytics
- Proactively alert and strengthen governance through systemwide configurable business process workflows

Monitor costs and progress.

- Account for both billable and nonbillable work to gain a complete view of revenue, costs, and profitability for all projects.
- Capture, capitalize, and analyze project costs including labor, expenses, supplier invoices, and journal entry allocation.
- Create and manage project budgets at both bottom-up and top-down levels.
- Enable dynamic and scalable resource forecasts by using the Excel-like worksheet functionality.
- Equip your global workforce with time tracking, expense entry, and purchase orders associated with projects—on the go.
- Increase visibility and control through customer-defined workflows for reviews, approvals, and notifications of project changes.

Analyze work results.

- Access real-time reporting and drill-down configurable metrics to determine what, why, and how, then take actions based on embedded analytics.
- Perform all project costing, margin and profitability analyses, and financial reporting in a single system.
- Gain visibility through dashboards into key project metrics, such as project status, duration, resource demand, and project budget versus actual.
- Accurately monitor and manage both labor and spend costs over the entire course of a project.
- Support automated journal creation for multibasis asset accounting in capital projects.
- Enable quick and easy business dimensionality analysis from any angle.

Workday Projects provides better alignment, execution, and results than standalone project systems, enabling your organization to maximize productivity, motivate workers, and grow utilization and profitability.

To explore how Workday Projects can help you, please visit: workday.com/projects



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Workday Inventory

Workday Inventory is a cloud-based application that addresses the internal inventory management needs of today's businesses. It provides visibility across the entire inventory process to help organisations strategically manage cash flow, decrease costs, optimise stock levels and support growth initiatives. Additionally, Workday Inventory seamlessly integrates with Workday Procurement for more efficient purchasing and flow of goods.

Manage your internal supply chain

Workday provides an end-to-end solution to manage all aspects of the materials management process for goods and supplies that are used internally. In addition to purchasing and receiving goods in Workday Procurement, Workday Inventory offers the flexibility to store inventory items and track how you use and replenish them. Need to add new inventory sites or more stocking locations, or even restructure the transaction approval business process? It's easy with Workday Inventory.

Comprehensive counting and replenishment

Enable physical and cycle counting of items on a predefined basis and reconcile inventory levels based on counts. The flexible Workday framework allows you to generate stock requests by requisition sourcing, inventory replenishment or ad hoc requests, and automate replenishment with auto-purchase requisitions or stock transfer requests. Workday also supports par inventory so you can manage, maintain and replenish par levels in each par location.

Real-time visibility and accuracy

A key to efficient inventory management is awareness. The modern Workday architecture ensures that your business is always reflected in real time, providing more accurate reporting and analytics about your goods and supplies on hand. This intelligence provides insights into all transactions and associated business dimensions to help drive down costs.

Mobile-first design

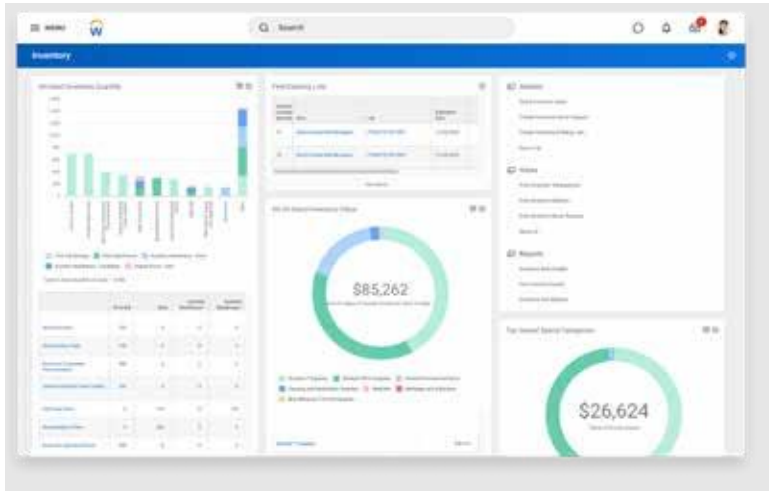
Whether on the floor or on the go, you can complete approval requests, view an actionable dashboard and perform mobile tasks such as returns and adjustments on a mobile device. Mobile is built into the Workday core without the need for additional software or integrations.

Key Benefits

- Increase visibility across the entire inventory process, from item stocking to replenishment
- Drive greater cost control through more informed inventory decisions
- Gain efficiencies by understanding how items are consumed with realtime reporting for goods on hand
- Minimise operational risk with configurable business processes that support fully automated putaway, replenishment and purchase requisition generation
- Improve staff productivity and accuracy with the ability to perform selected transactions and view realtime dashboards on a mobile device
- Better comply with corporate policies with a full audit trail of inventory accounting transactions

Single enterprise platform

Workday Inventory is fully unified with financial, employee and purchasing information. It reduces the number of manual item or process handoffs, and creates transparency across the organisation to optimise cash flow and fund business growth.



View real-time inventory reports and analytics

STREAMLINED USER EXPERIENCE

Self-Service

An intuitive, consumer-friendly user experience enables your staff to easily enter transactions, create stock requests and process adjustments. Managers can drill into reports and monitor performance using the inventory dashboard.

Mobile Readiness

From the Workday app for iPhone and iPad, employees can quickly perform returns, pick transactions, adjustments, moves and conversions, approve requests and view an actionable dashboard.

Unified The Workday business process framework, security rules and workforce information provide a consistent, centralised and global foundation for all of your critical business processes.

WORKDAY INVENTORY

Handle and Transact

- Define and place inventory in storage locations
 - Issue inventory with or without a stock request
 - Record and track serial identifiers when issuing inventory
 - Ensure product traceability with GS1 and HIBCC identifiers
 - Move and transfer inventory between sites and/or stocking locations
 - Define and stock par locations
 - Use bar-code scanning for quicker transaction entry
 - Track lot numbers and lot expiration dates
 - Follow chain of custody from dock to delivery
 - Maintain non-conforming items with a clear recall audit trail
-

Manage and Account

- Define basic attributes with an item master
 - Value items using the perpetual average costing method
 - Assign and manage different units of measure
 - Set up inventory usage types and enable different attributes that can be used on multiple locations
 - Manage consigned inventory
 - Create reorder points to replenish stock automatically
 - Generate and print labels to track locations, receipts and deliveries
 - Record item quantities on an ad hoc basis
 - Issue comparable items when a requested item is out of stock
 - Calculate par lead times of preferred suppliers
 - Look up and add multiple items from an external catalogue using a list of manufacturer part IDs or supplier item IDs
-

Report and Analyse

- View on-hand inventory cost, value and other dimensions
 - Get real-time consolidated inventory insight
 - Benefit from a configurable Workday Inventory dashboard
 - Use drill-down capabilities
 - Access the standard report library and custom report writer
 - Gain insight into par item utilisation to empower users to efficiently employ par locations
-

Mobile Readiness

- Benefit from a native iPhone and iPad app
 - Perform cycle counts, par counts and pick transactions
- Create, track and acknowledge deliveries on a mobile device
 - Issue/record lot and substitute items
 - Perform returns, moves, adjustments and conversions
 - Utilise bar-code scanning capabilities
 - Approve inventory transactions
- View drillable inventory reports, including view and find inventory transactions
 - Create manifests using dock logging
- Create a directed put-away by scanning with mobile devices

WORKDAY INVENTORY

Improved Efficiency with Workday Procurement

- Visibility into entire inventory process, from purchase to replenishment
- Single item master used across Workday Procurement and Workday Inventory
- Inventory replenishment automatically calculated based on usage, target days on hand and supplier lead times
- Unit-of-measure conversion
- Requisitions sourced from inventory
- Automatic purchase requisition for replenishment
- Users guided to preferred items directly in the search results and catalogue

Unified with Workday Financial Management and Workday Human Capital Management

- Unified user experience
- Consistency across data, security policies and global processes
- Streamlined accounting transactions (with Workday Financial Management)

To learn more about Workday Inventory, visit: workday.com/inventory



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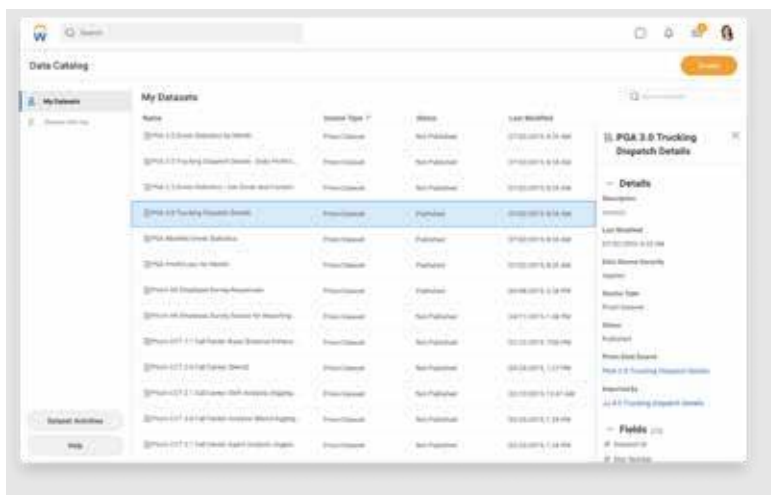
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Workday Prism Analytics

Today's business environment moves at an incredible pace. In order to manage change, business leaders must get the most value out of their data and put insights into the hands of the workforce, empowering everyone in the organisation to make more informed decisions. Unfortunately, companies are struggling to put their data to work, leaving a valuable organisational asset largely untapped. McKinsey & Company has found that employees across a range of functions can spend around a third of their time on non-value added tasks due to poor data quality and inefficient processes for sourcing, aggregating, reconciling and cleansing data, in addition to manual reporting.¹

Workday Prism Analytics addresses these challenges for both finance and HR, while helping IT teams simplify systems, reduce spend and decrease the amount of effort needed to maintain legacy systems. With Workday Prism Analytics, finance and HR now have a data hub built right into the system of record, bringing together the data they need while maintaining fidelity, providing access to decision-makers without compromising security and supplying intuitive tools that make insights from disparate data sources easier to generate and consume. Get ready to make better business decisions and drive performance like never before.



The Data Catalogue, part of Workday Prism Analytics.

Datasheet

Key Benefits

Security

- Keep sensitive financial and workforce data in Workday and integrate external sources as needed
- Set role-based permissions that adapt as your organisation changes

Distribution

- Govern disparate data sources and provide decision-makers with one source of truth
- Democratise access to data to anyone within your organisation, with reports and dashboards available on any device

Experience

- Turn data into action with analytics and transactions in a single system, connected by a common user experience
- Take control of how work gets done, with intuitive tools – clicks, not code – and a system that's easy to deploy, manage and maintain

Efficiently manage and transform data for any type of reporting, analytics or planning use case.

Complete View of Performance

Executives, managers and front-line decision-makers across the business often rely on much more than financial and HR information to make decisions. They need data from places such as their CRM, vendor management, LMS, engagement or industry-specific systems to get a full picture of business performance. Workday Prism Analytics facilitates a current, reliable, singular view by bringing all that data together with

<https://www.mckinsey.com/business-functions/mckinsey-digital/our-insights/designing-data-governance-that-delivers-value>

¹ McKinsey & Company, "Designing Data Governance That Delivers Value", 2020.

integration and data management capabilities, all in Workday.

Accelerated Time to Insight

When it comes to analytics, business analysts have been limited in getting data access to quickly produce insights. With Workday Prism Analytics, analysts gain a secure playground of business data they can prepare, blend and analyse with point-and-click functionality. Users can efficiently manage and transform data for reporting, analytics or planning use cases with robust auditability and data lineage capabilities baked into the platform – no coding or special licences required. They can then share insights with colleagues and executives who need them.

IT Agility and Efficiency

IT teams get worn out trying to service business analytics requests, reel in shadow access, maintain multiple security models and undergo lengthy, expensive big-data infrastructure deployments. Workday Prism Analytics lets IT teams set security once with flexible governance that adapts and fits business needs. And because Workday Prism Analytics is fully cloud based, we do the heavy lifting to maintain and update software. This enables IT teams to deploy faster, while still getting the performance and scalability of Hadoop, Spark and the latest storage and processing technologies.

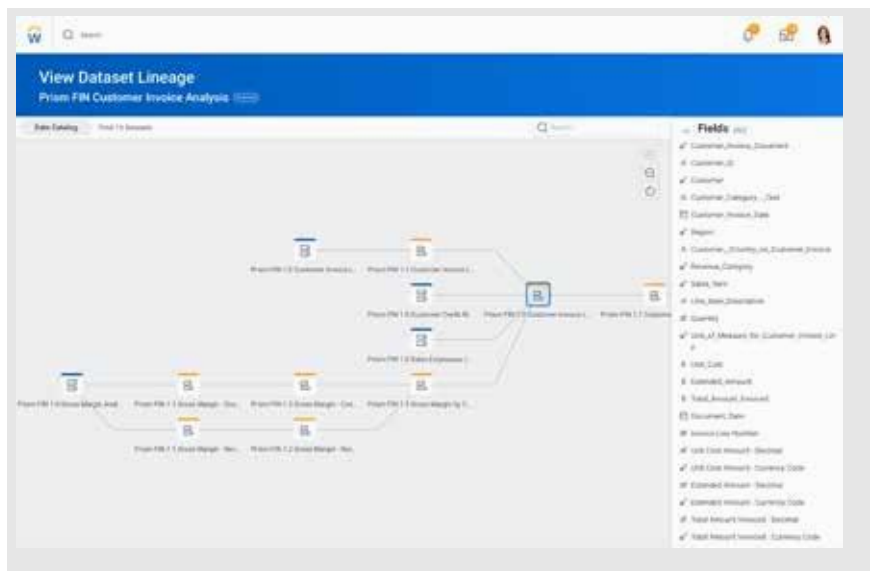
- Govern data using the Workday security framework
- Apply role-based and contextual security for personalised access
- Set different permissions for dataset creation, sharing and publishing

Self-service preparation

- Create data pipelines with an intuitive interface
- Apply join, union, group-by and filter functions to datasets
- Build computed fields by leveraging a rich function library
- Preview data transformations to ensure data is what was expected

Productionalised insights

- Query large-scale datasets with an in-memory high-performance analytics engine
- Use data from Workday Prism Analytics in Workday reports, dashboards and discovery boards
- Share insights with anyone within the organisation



Managing data pipelines with Workday Prism Analytics.

To explore how Workday Prism Analytics can help you better manage change, visit workday.com/en-us/resources/prism-analytics/data-hub-use-cases.html.

Key Features

Data integration and management

- Bring in data from any source via API, SFTP or browser-based file uploads
- Access finance and HR transactional data from Workday
- Schedule automatic updates to keep your data synced and current
- Easily search, discover and manage datasets in a single data catalogue
- Quickly understand how pipelines are constructed with data lineage

Data governance





Workday Success Plans

Workday Success Plans deliver a success multiplier on your Workday investment. Designed to help your business adapt and thrive in a changing world, our subscription-based plans give you direct access to an extensive network of experts; proactive, ongoing problem-solving; services that build team competency; and a rich library of education and self-guided resources rightsized for your needs. Offering continuous engagement and value, Workday Success Plans is a modern offering designed to expand and grow with your business.

Choose the right plan for your business goals.

Offering you continuous, proactive support with measurable results, **Workday Success Plans** are designed to grow with your business while maximizing the impact of your Workday investment. If you work with a third party, Workday Success Plans can help you develop your internal capabilities to improve self-reliance and achieve a balance that best fits your needs and budget. Choose from three flexible plans:

- **Accelerate Essentials** empowers lean teams to solve problems faster, with education, self-guided tools, and expert guidance on demand. *Builds on the resources standard with all Workday products.*
- **Accelerate** enables your team to adopt and optimize your Workday solution, with in-tenant guidance and on-demand learning opportunities to expand your team's Workday expertise. *Builds on the resources included in the Accelerate Essentials Plan.*
- **Accelerate Plus** provides premier technical and strategic guidance, one-to-one support from a Technical Account Manager, deployment guidance for change management, testing and reporting, and adoption and governance strategies to power your success. *Builds on the resources included in the Accelerate Plan.*

Workday Success Plans is the success multiplier on your Workday investment. With subscription plans right-sized for your business, Workday Success Plans provide deep Workday expertise, accelerated problem solving and objective setting for your unique business, and the power of accumulated knowledge across the extended Workday family.

Datasheet

Key Benefits

- Connect the dots between your business objectives and Workday's capabilities
- Increase productivity and efficiency, elevate skill sets and inspire your team
- Keep pace with innovation
- Accelerate time to value and unlock the full power of your Workday investment
- Deploy with confidence and drive value from day one
- Focus on the road ahead with comprehensive global support

Key Features

- In-tenant guidance for configuration and adoption
- In-depth, expert-led education and just-in-time learning on-demand
- Tools, reviews and assessments through deployment and beyond
- Guidance on change management, analytics, reporting, testing and more
- Help in building and evolving your adoption strategy and planning and refining your governance and support model
- Global support and access to one-to-one Technical Account Management

"When we first deployed Workday, we started at a basic Pinto level and had a plan that would bring us up to a Cadillac, but Workday kept releasing more features. We needed help keeping up with the rate of innovation and using the Cadillac we had. That's why we subscribed to Workday Success Plans."

Emilie Clark

Vice President of Talent Operations
Basis Technologies

Standard with all Workday Products	Accelerate Essentials Plan Builds on the resources standard with all Workday products	Accelerate Plan Builds on the resources included in the Accelerate Essentials Plan	Accelerate Plus Plan Builds on the resources included in the Accelerate Plan
<ul style="list-style-type: none"> • Access robust online resources to get you started with Workday • Contact customer support with contractual response times • Connect and collaborate with the Workday Community • Learn from customer collaboration forums, knowledge articles, and product learning series • Access one-to-one, in-tenant configuration and adoption guidance from 	<p>Workday experts on all products</p> <ul style="list-style-type: none"> • Engage directly with Workday’s product management team on live webinars • Empower teams from day one with just-in-time, self-guided tools and resources • Focus on the road ahead with comprehensive global support available 24/7/365 at all severity levels • Elevate skill sets and inspire your team with in-depth, expert-led education and 	<p>just-in-time learning on-demand</p> <ul style="list-style-type: none"> • Drive value from day one with a range of tools, reviews and assessments through deployment and beyond • Identify feature adoption opportunities that align to your business objectives with detailed tenant assessments • Access guidance at key points during deployment, with reviews and assessments that ensure you are leveraging Workday’s leading practices and collective expertise • Drive value through deployment and beyond with premier technical and strategic guidance, 	<p>where Workday acts as your thought partner at every turn</p> <ul style="list-style-type: none"> • Access one-to-one guidance on change management, testing, analytics, reporting and more • Build a roadmap tailored to your goals, define and manage a governance plan and refine your support model for ongoing success • Minimize disruption and get peace of mind with one-to-one Technical Account Management that helps you solve issues before they arise

Connection and Engagement Collaborate, spark ideas and share challenges with peers through Workday-facilitated small-group sessions, Workday Community and more.	Standard Resources	Accelerate Essentials	Accelerate	Accelerate Plus
Community Access	•	•	•	•
Workday Rising Passes			•	•
Collaboration Crews			•	•
Education and Learning Access robust, on-demand training and education that enables your team to expand their Workday expertise like never before.	Standard Resources	Accelerate Essentials	Accelerate	Accelerate Plus
Workday Pro - Exam Fee Waiver	•	•	•	•
Learn On-Demand			•	•
Workday Administrator Library			•	•
Product Overview Trainings	•	•	•	•
Production Preparedness Series (Webinars)	•	•	•	•

Self-Guided Tools From change management to testing and adoption kits, access self-guided tools and resources on the go.	Standard Resources	Accelerate Essentials	Accelerate	Accelerate Plus
Usage Monitoring	•	•	•	•
Adoption Kit		•	•	•
Testing Guidance Kit	•	•	•	•
Change Management Guidance Kit	•	•	•	•
Additional Tenant				•
Feature Release Reviews (Webinar)		•	•	•

Workday Success Plans | 2
Feature Accelerator Library
 •

Expert Guidance and Insight Enjoy direct access to personalized, one-to-one advice through deployment and beyond. Set yourself up for success with expert guidance that helps you connect the dots between your business objectives and Workday’s capabilities.	Standard Resources	Accelerate Essentials	Accelerate	Accelerate Plus
Governance Planning				•
Support Models Workshop				•
Strategic Planning				•
Feature Adoption Assessment			•	•
Feature Adoption Workshop				•
Ask-an-Expert		•	•	•
Accelerator Webinars (Live Experts)		•	•	•
Feature Accelerator Coaching				•

Deployment Review and Assessment
 Deploy with confidence and identify risk with a series of reviews and assessments designed to ensure your deployment leverages Workday’s tried-and-true methodology.

Deployment Review and Assessment Stage Reviews			•	•
Deployment Review and Assessment Steer Co Updates				•

Optimization Packages
 Get access to expertise when you need it to guide you through deployment and beyond. From change management to testing to deep dives on analytics, reporting, technical strategies, and architecture support, Optimization Packages can help with a menu of fixed scope packages that provide personalized guidance.

Functional Review			•	•
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Program Management Guidance	•
Testing Guidance	•
Change Management Guidance	•
Analytics and Reporting Guidance	•

Workday Success Plans | 3

Operational Success	•
Technical Guidance	•
Health Checks	•

Technical Account Management Get technical expertise when you need it with Technical Account Management.	Standard Resources	Accelerate Essentials	Accelerate	Accelerate Plus
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Event Management	•
System Health Insights	•
Incident Management	•
Operational Review	•
Service Availability/Root Cause Analysis Reviews	•
Additional Alerts	•

Support Rest easy with global support available for all severity levels.	Standard Resources	Accelerate Essentials	Accelerate	Accelerate Plus
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Workday Support (24/7 P1, 24/5 P2-P5)	•			
Workday Support - Accelerate Essentials (24/7 P1-P5)		•		
Workday Support - Accelerate (24/7 P1-P5)			•	
Workday Support - Accelerate Plus (24/7 P1-P5)				•

Workday Success Plans offer flexible, results-oriented support that grows with your business. No matter where you are in your Workday journey, there's a Workday Success Plan designed to help you reach your business goals. [Learn more.](#)



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