

- **Bowie State**
- **Coppin State**
- **Frostburg State**
- **Salisbury University**
- **University of Baltimore**



HCM Foundations Overview

Monday, May 02, 2022

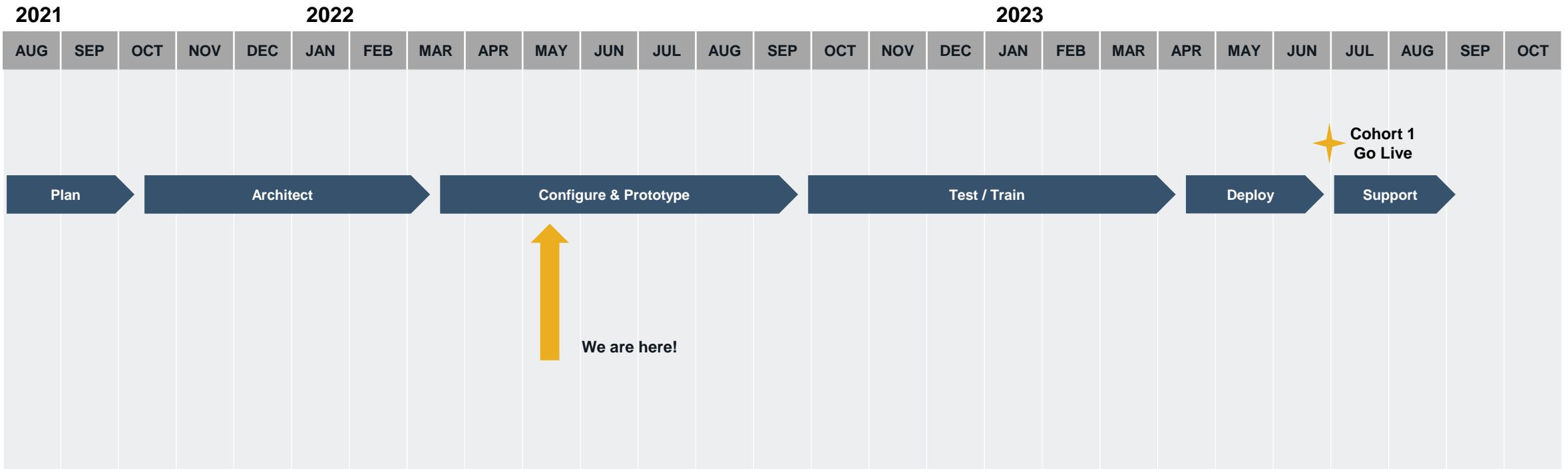


Maryland Connect Program Goals



Provide	Provide easy and consistent access to information for managing resources
Modernize	Modernize business processes and systems to take advantage of emerging technologies
Ensure	Ensure the system meets business and compliance requirements
Minimize	Minimize administrative overhead for staff, faculty and end-users
Increase	Increase effectiveness in business process areas
Facilitate	Facilitate rapid adoption to business and system updates
Improve	Improve faculty and employee user experience

Workday will Go-Live July 2023 for Cohort 1



Customer Confirmation Session Overview

Customer Confirmation Sessions are:

- High Level demonstration of the Maryland Connect Workday system configuration and future-state process designs.
 - Sessions will cover functions and processes across HCM and Financials.
- First opportunity for program team to highlight transformational benefits of the future-state for the USM institutions.
- Opportunity for campus stakeholders to share feedback about the Workday system and process designs.

Customer Confirmation Sessions are not:

- A training activity
- A testing activity
- A full-scale demonstration of the Workday solution
- An opportunity for redesign

Safe Harbor Statement

- This presentation may contain forward-looking statements for which there are risks, uncertainties, and assumptions.
- Forward-looking statements include any comments regarding USM design considerations or plans for future processes; any comments concerning new features and configurations.
- Forward-looking statements are subject to change, and therefore, what is seen today could differ materially from results implied by the forward-looking statements.

Introductions



Alita Yarneth
Core HR & Compensation
Co-Lead (USM)



Donya Morgan
Core HR & Compensation
Co-Lead (USM)



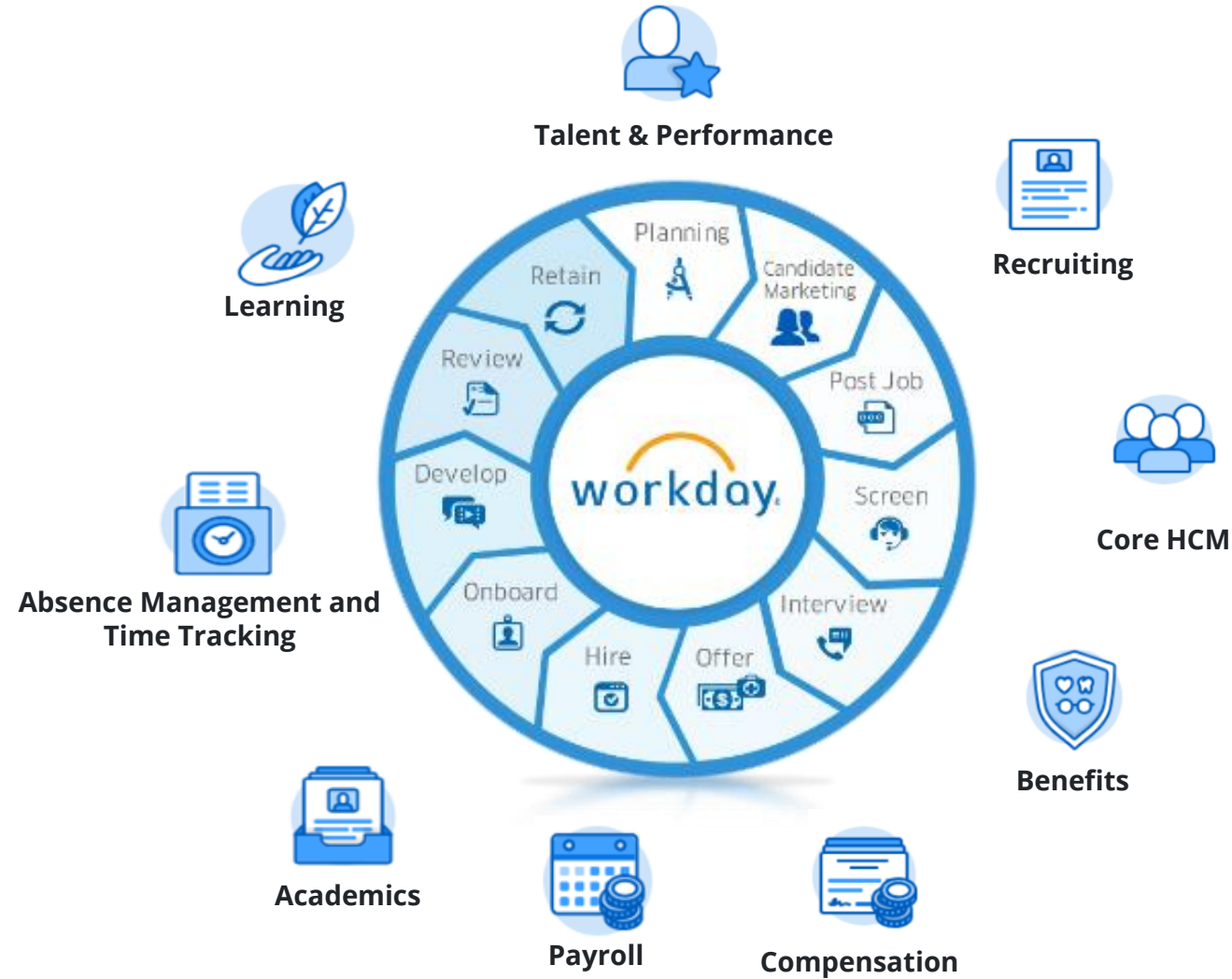
Bryce Beeghley
HCM Lead (Huron)

Agenda

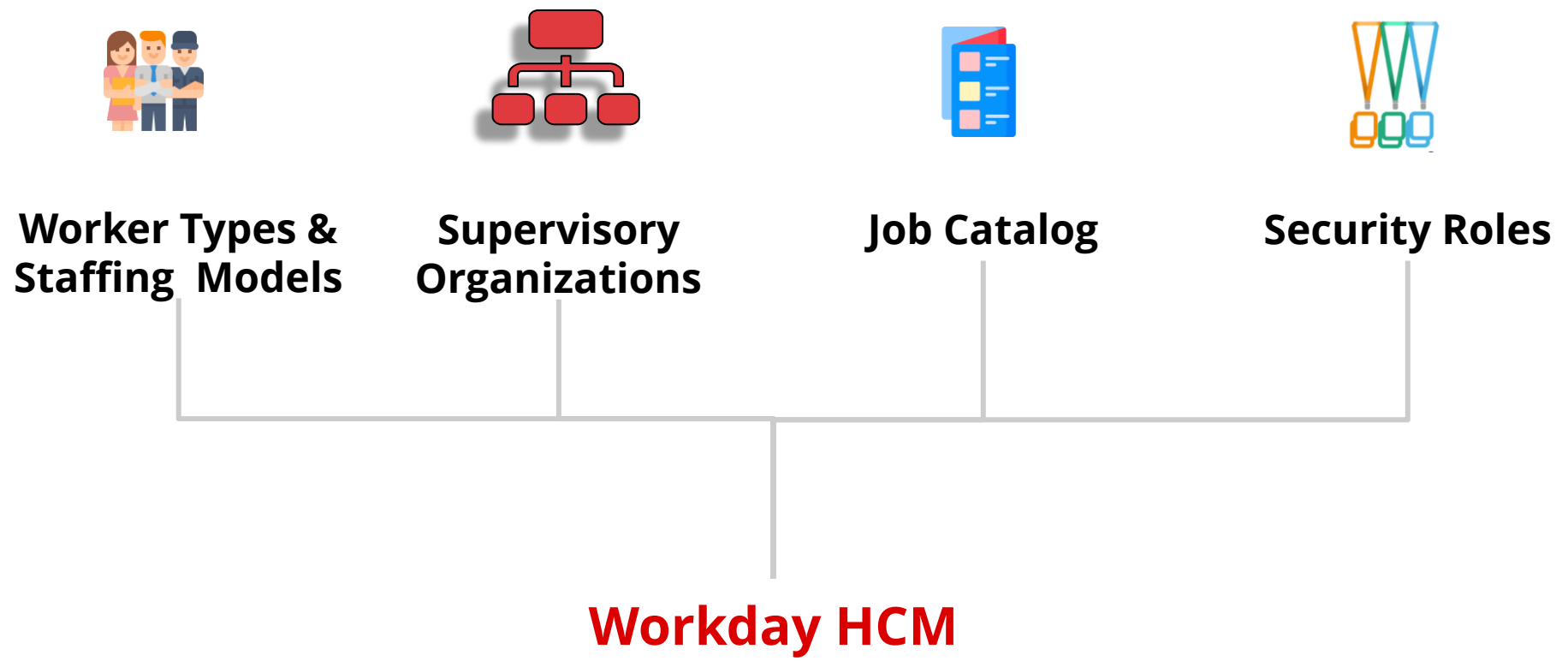


- HCM Foundations Overview
 - Worker Types & Staffing Models
 - Supervisory Organizations
 - Job Catalog
 - HCM Security Roles
- Demonstrations in Workday
- Efficiencies & Change Impacts
- Ongoing Activities
- Reporting, data conversion, integrations
- Questions/Next Steps

HCM Functional Areas



HCM Foundational Components



HCM Worker Profile

The screenshot displays the Workday HCM Worker Profile interface. On the left is a blue navigation sidebar with a 'Name' header and a 'PDF' icon. Below the name are 'Actions', 'Phone', 'Email', and 'Team' icons. The sidebar menu includes: Summary, Overview, Job, Compensation, Time Off, Pay, Contact, Personal, Performance, Career, and Feedback. The main content area is divided into three sections: 1. Top section with 'Supervisory Organization' and 'Manager' fields. 2. Middle section with 'Location' and 'Cost Center' fields. 3. 'Upcoming Absences' section with the text 'No upcoming absences in the next 30 days.' The right-hand 'Job Details' sidebar lists the following fields: Employee ID, Supervisory Organization, Job, Business Title, Job Profile, Job Family, Employee Type, Time Type, FTE, Location, Annual Work Period, Work Period Percent of Year, Blended FTE, Disbursement Plan Period, and Hire Date.

What is a Worker Profile?

A Workday profile **contains basic information about you**, including a quick view of your position and contact information.

All employees can view worker profiles, but the amount and type of information they have access to depends on the security level associated with their position.



Worker Types & Staffing Models

Worker Types

HCM Foundational Components



The highest-level category used to group Workers: Employees and Contingent Workers



In PeopleSoft:

- Employee Class and/or Pay Group represents an individual's employment category - faculty, staff, contractual, student, etc.
- These fields, POI, or other fields may also identify whether the "employee" is paid or non-paid.

In Workday, there are **two types** of Workers:

- **Employees:** Workers that are paid wages; includes paid faculty, student employees, staff, and retirees
- **Contingent Workers:** Workers who are non-paid employees

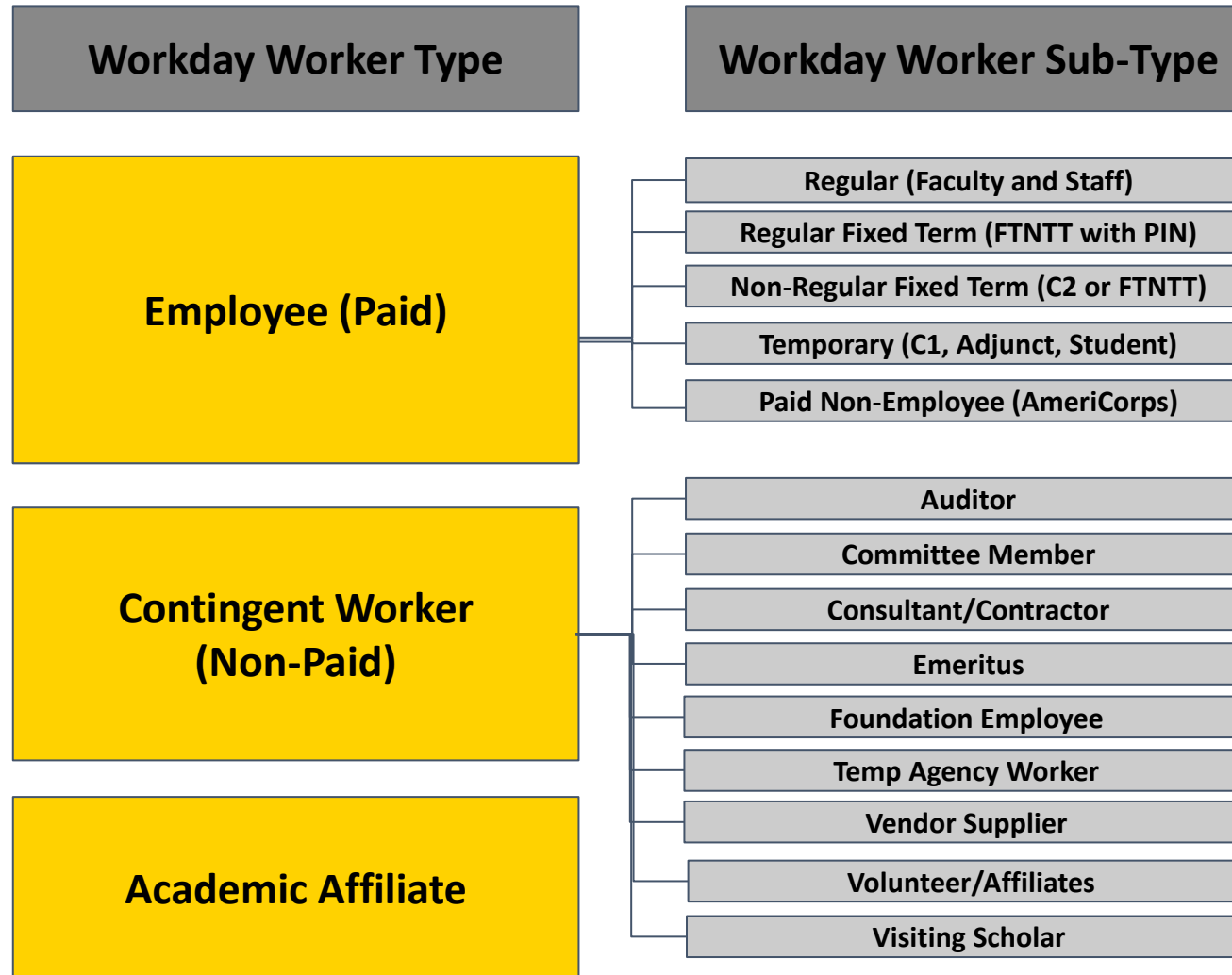
These basic types are further broken down into sub-types to provide a **combination of attributes** that equate to category status.

Simplicity in selecting the type of worker when Hiring a paid employee compared to appointing a Contingent Worker.

Provide consistency for reporting to USM and state entities

Worker Types & Sub-Types

HCM Foundational Components



Staffing Models

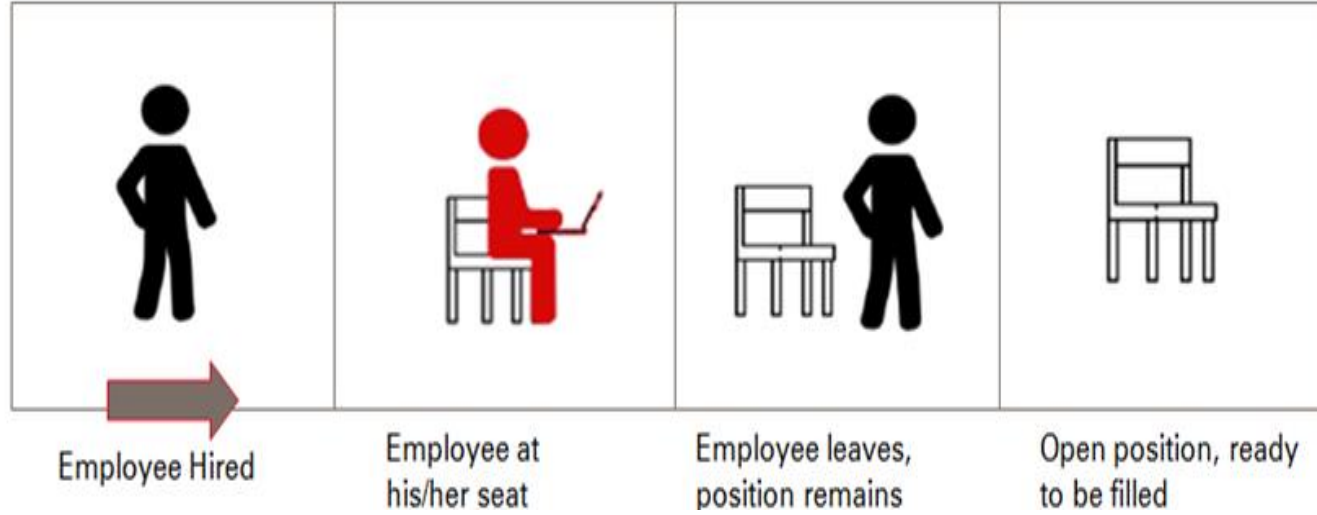
HCM Foundational Components



PM - Position Management

Current State = *Individual* Position

Numbers



JM - Job Management

Current State = *Pooled* Position

Numbers



Workday Worker Types & Staffing Models

HCM Foundational Components



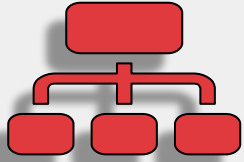
Workday Worker Type	Current State Description	Staffing Model in Workday
Regular	Tenured Faculty Tenure Track Faculty Librarians Post Doc Scholars Regular Staff	PM
Regular Fixed Term	Full Time Non-Tenure Track in a State PIN (after 6 years)	PM
Non-Regular Fixed Term	Full Time Non-Tenure Track not in a State PIN Contingent 2	JM/PM
Temporary	Contingent 1 Adjunct Faculty Graduate Assistant Undergraduate Student Graduate Student	JM/PM
Paid Non-Employee	AmeriCorps Hope Corps	JM
Contingent Workers	Consultant, Auditor, Temp Agency Worker, Volunteers, etc.	JM



Supervisory Organizations

What is a Supervisory Organization?

HCM Foundational Components



Supervisory organizations are a **primary foundation of Workday**, as they **show who reports to whom**. Employees belong to a supervisory organization overseen by their Manager.

All employees must be in a supervisory organization,

as this is the structure used to run business processes, collect data, and designate workers to their manager and appropriate support roles.

Supervisory organizations drive the following:

visibility into the employee record, access to processes and tasks, business process routing and approvals, as well as reporting relationships.

Once an employee is hired, they become a 'Member' of the supervisory organization into which they were hired.

A Manager of a supervisory organization is hired into the supervisory organization above (superior to) the one that he/she manages. The Manager of a supervisory organization is never a member of the supervisory organization that they manage.

Organizations, based on the reporting hierarchy, are then arranged into superior and subordinate organizations.

This structure creates an organizational chart throughout the entire University.

Supervisory Organizations



Current State

- Supervisory org. are like departments in PeopleSoft
- Are not used to route business processes

Future State

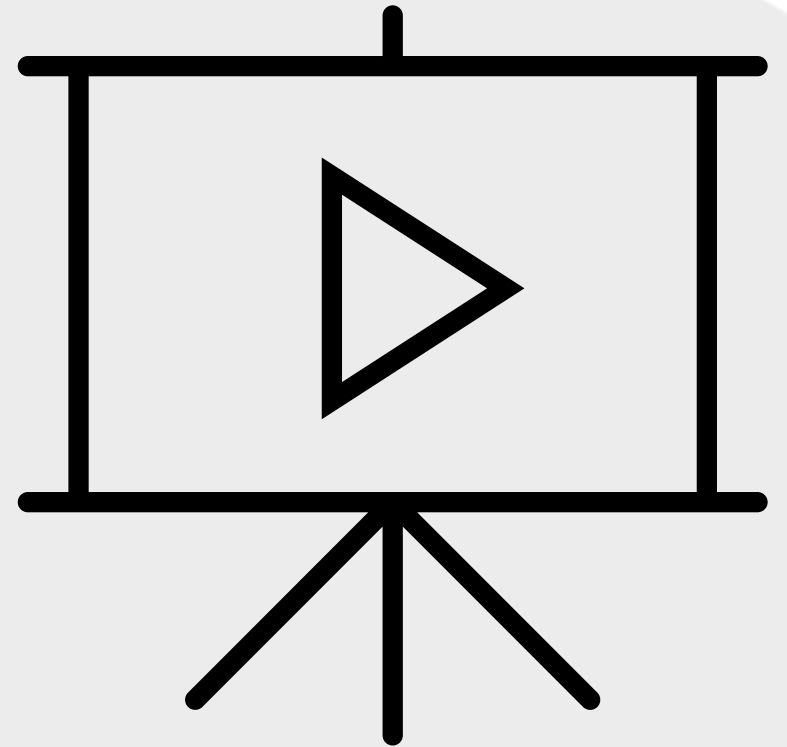
- Sup Orgs will be used to provide structure to:
- Ensure appropriate security access through role-based security
 - Route approvals and actions to appropriate reviewers
 - Create reports

Efficiencies

- Every Employee and Contingent Worker will have a supervisor
- Easy visibility into org charts and reporting structure



Demonstration: Supervisory Organizations



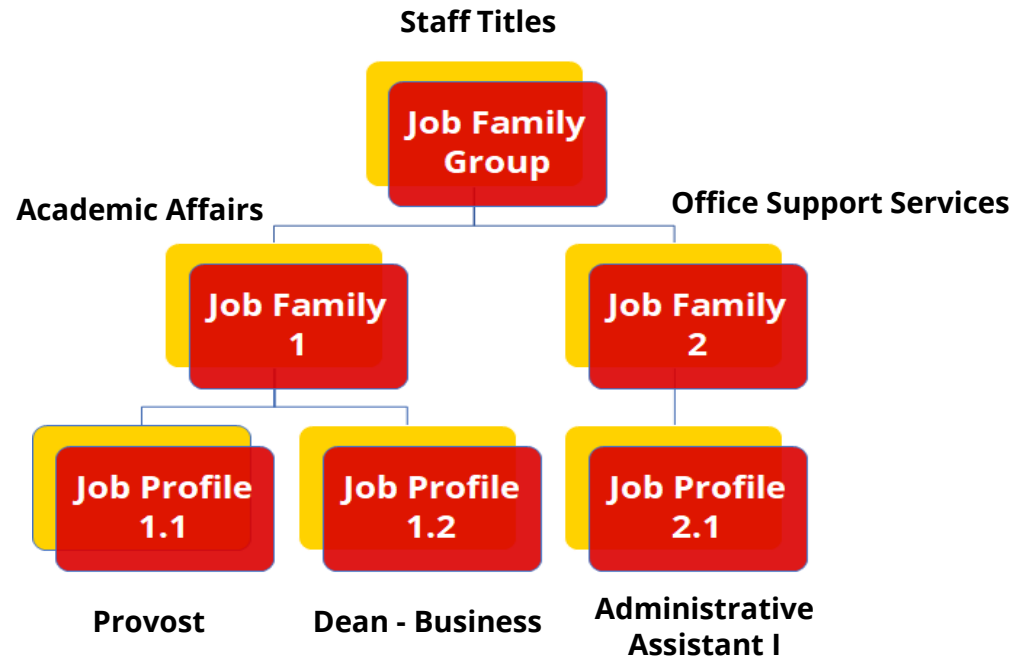


Job Catalog

The Job Catalog

HCM Foundational Components

Job Catalog: A consolidated library of all the jobs/positions available within an organization.



Job Family Group: This is the broadest category within the job catalog.

Job Family: Groups related job profiles by functional work areas.

Job Profile: Houses attributes of a job or position, such as classification, compensation grade, FLSA exempt status, responsibilities, etc.

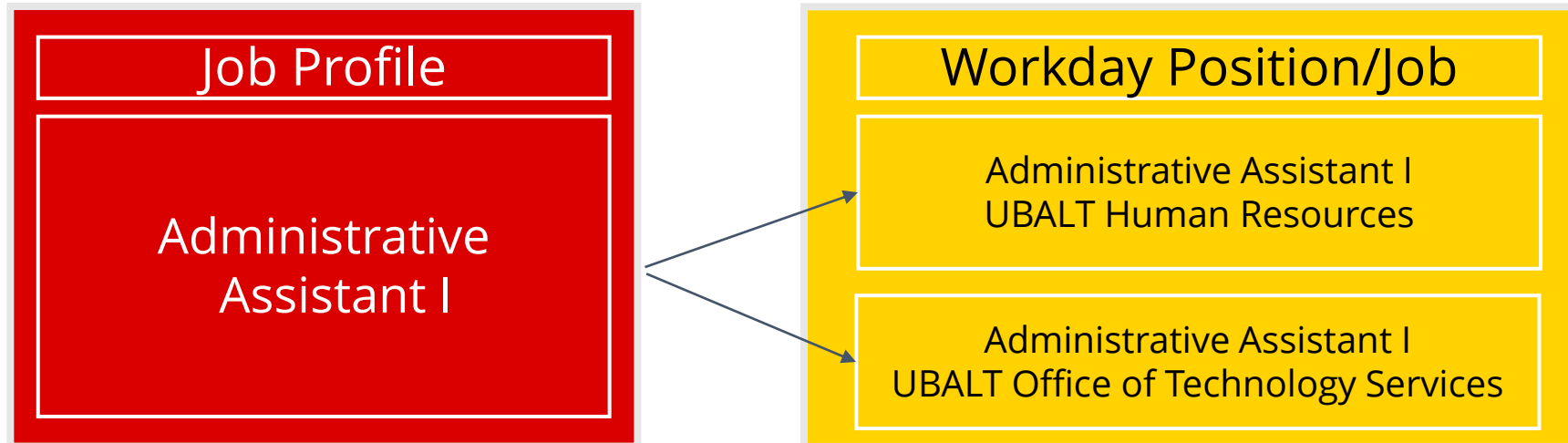
Job Profiles in the Job Catalog

HCM Foundational Components



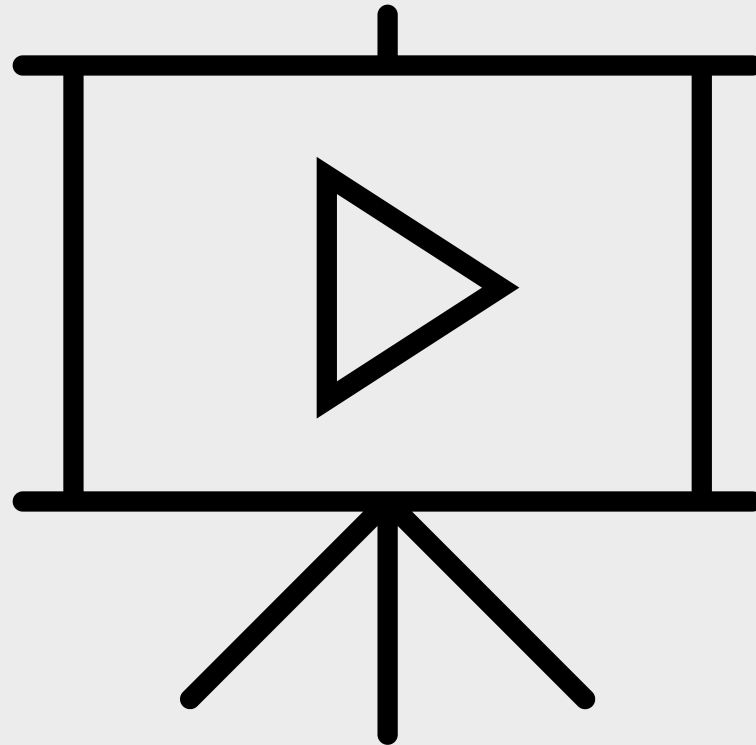
Job Profile to Position is a “1 to many” relationship.

Workday Job Profile Relationship to Positions





Demonstration: The Job Catalog

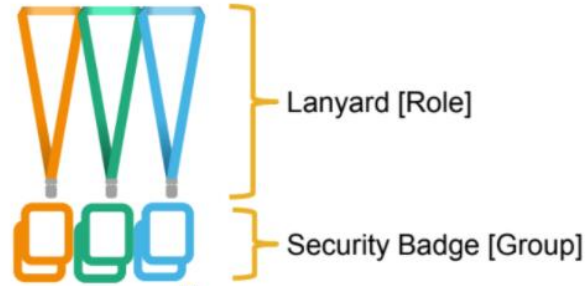




HCM Security Roles

HCM Security Overview

HCM Foundational Components



Current State

- Security is maintained differently at each institution
- Approval is required before employee has the security
- Security ends when the appointment ends OR if there is a security expiration date

Future State

- Security is immediate, so approvals are not required
- Access is limited based on duties of employee's position
- When more than one worker has security role they can support over vacancies

Efficiencies

- Enhances confidentiality, integrity, and audit compliance

HCM Role-Based Security

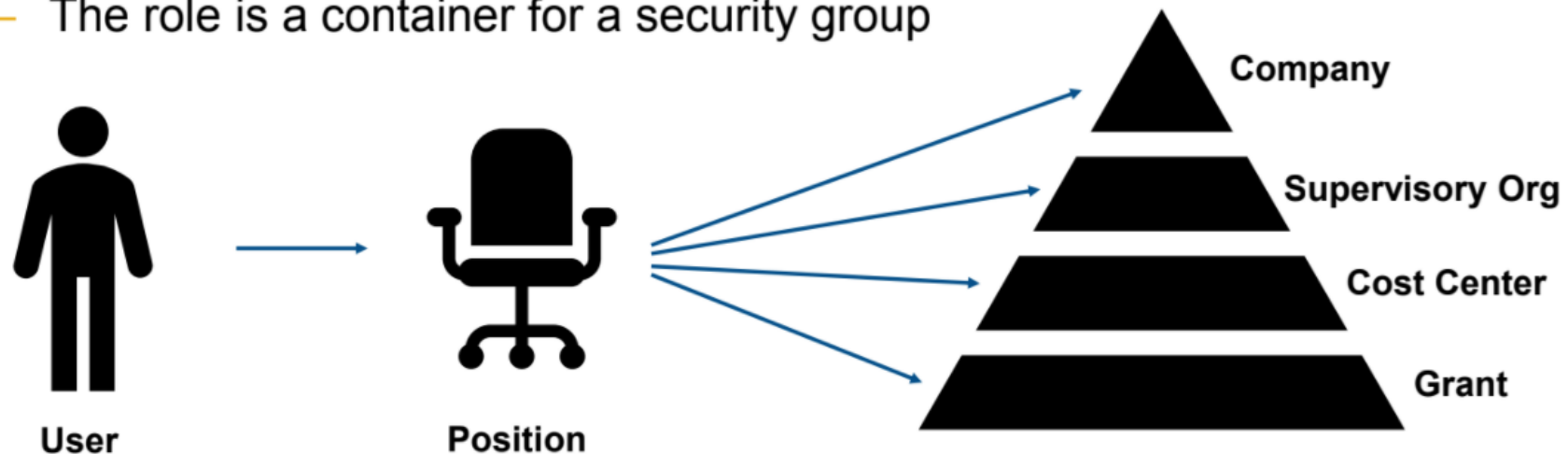
HCM Foundational Components



Security Group Types

Role-Based Security Group

- + Based on responsibility in an organization
 - Role is connected to a position, not a user
 - These roles are assigned to specific organizations
 - The role is a container for a security group



HCM User-Based Security

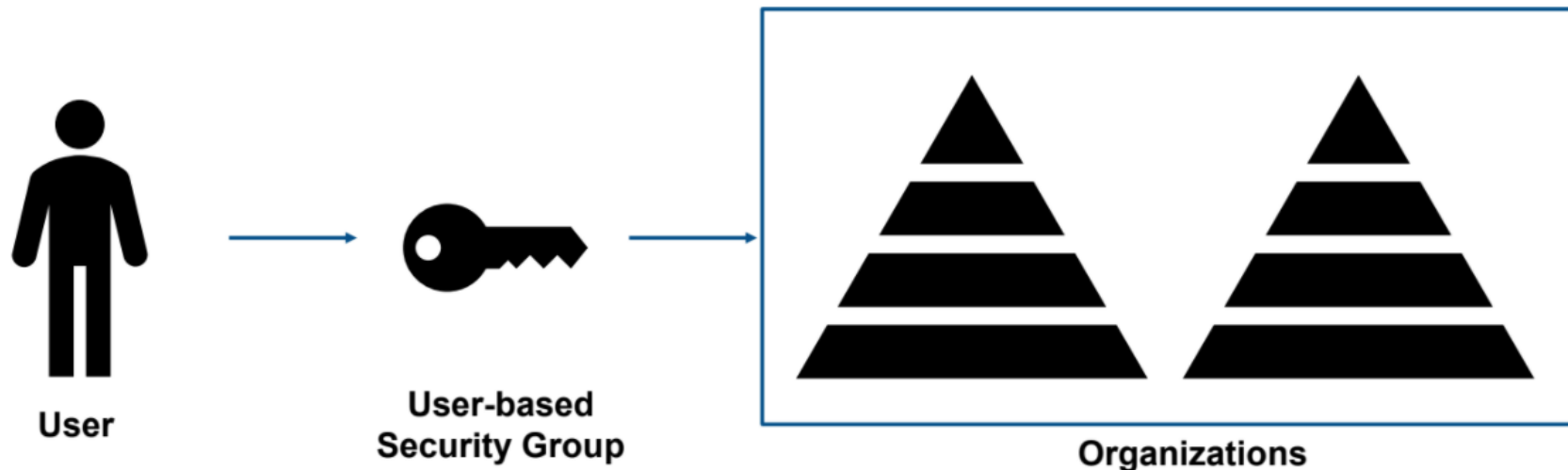
HCM Foundational Components



Security Group Types

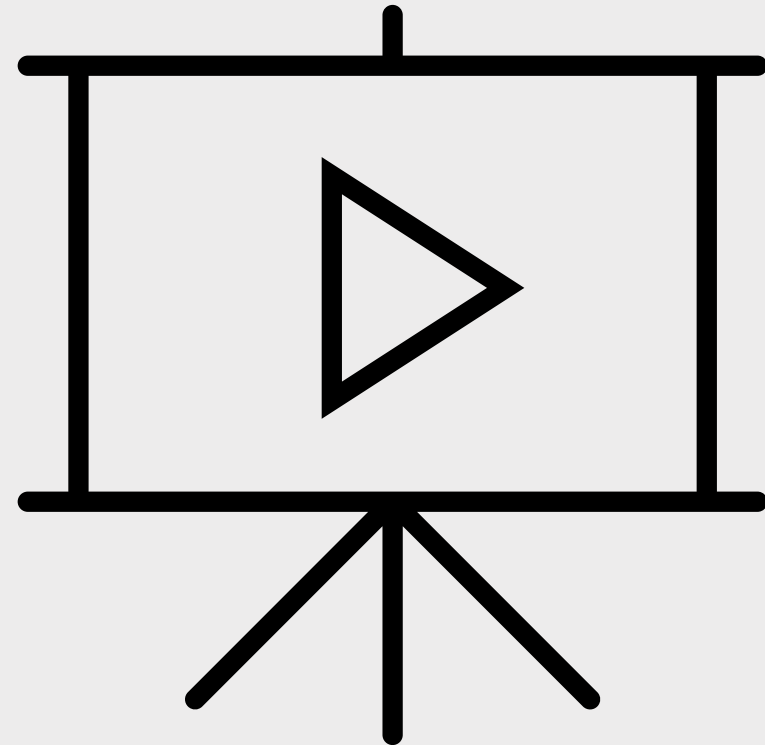
User-Based Security Group

- + Assigned directly to the user
 - Provides users with global access
 - Typically assigned to administrators





Demonstration: HCM Security Roles





Change Impacts, Ongoing Activities, and Technical Touchpoints

Ongoing Activities



WHAT	WHO	WHEN
Supervisory Organization clean-up	HCM Core Team	Each Workday conversion. Next opportunity early Fall 2022, then iterative updates
Job Profile Cleanup	HCM Core & Comp Team	Continuous development
Security Role Mapping	Functional and Technical Teams	Continuous development

Efficiencies & Change Impacts



- Shared best practices
- More defaulted data to reduce errors in business processes
- Reporting and process consistency
- Enhanced confidentiality, data integrity and compliance

Conversions, Integrations, and Reports



Legacy System Data Conversion(s)

- Active employees

Related Integrations

- Active Directory

Reports (campus-facing)

- Org Chart

Next Steps



Participants

- Participate in other sessions
- Submit feedback via survey

Maryland Connect Project Team

- Review feedback, parking lot items & other comments made during sessions