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

Hire and Onboarding

Thursday, May 05, 2022

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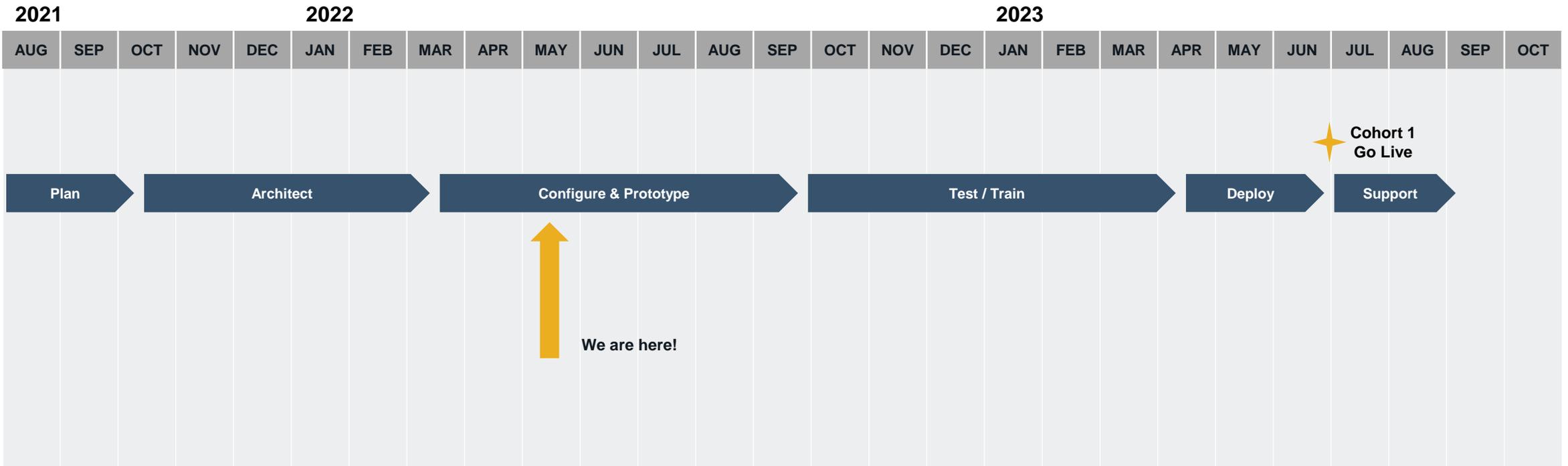
UNIVERSITY SYSTEM of MARYLAND

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

2021					2022															2023									
AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT

Plan → Architect → Configure & Prototype → Test / Train → Deploy → Support

Cohort 1 Go Live

We are here!

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 <u>not</u>:

- 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

UNIVERSITY OF BALTIMORE

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

Bryce Beeghley
HCM Lead (Huron)

Agenda

- Hire Employees
  - Key Terms and Concepts
  - Process Overviews
  - Demonstration

- Employee Onboarding
  - Process Overview
  - Demonstration

- Ongoing Activities

- Efficiencies and Change Impacts

- Reporting, data conversion, integrations

- Questions/Next Steps

Hire Employees in Workday

Hiring Employees into Workday

Hires from Recruitment

Direct Hires

Hires from Recruitment

- Regular (PIN) and Fixed Term Openings

- Temporary Openings that need a search

- Examples: Regular Faculty, Evergreen Adjunct Faculty Posting

Direct Hires

- Temporary Openings that do not need a search

- Examples: Temporary Staff, Adjunct Faculty, Student Workers
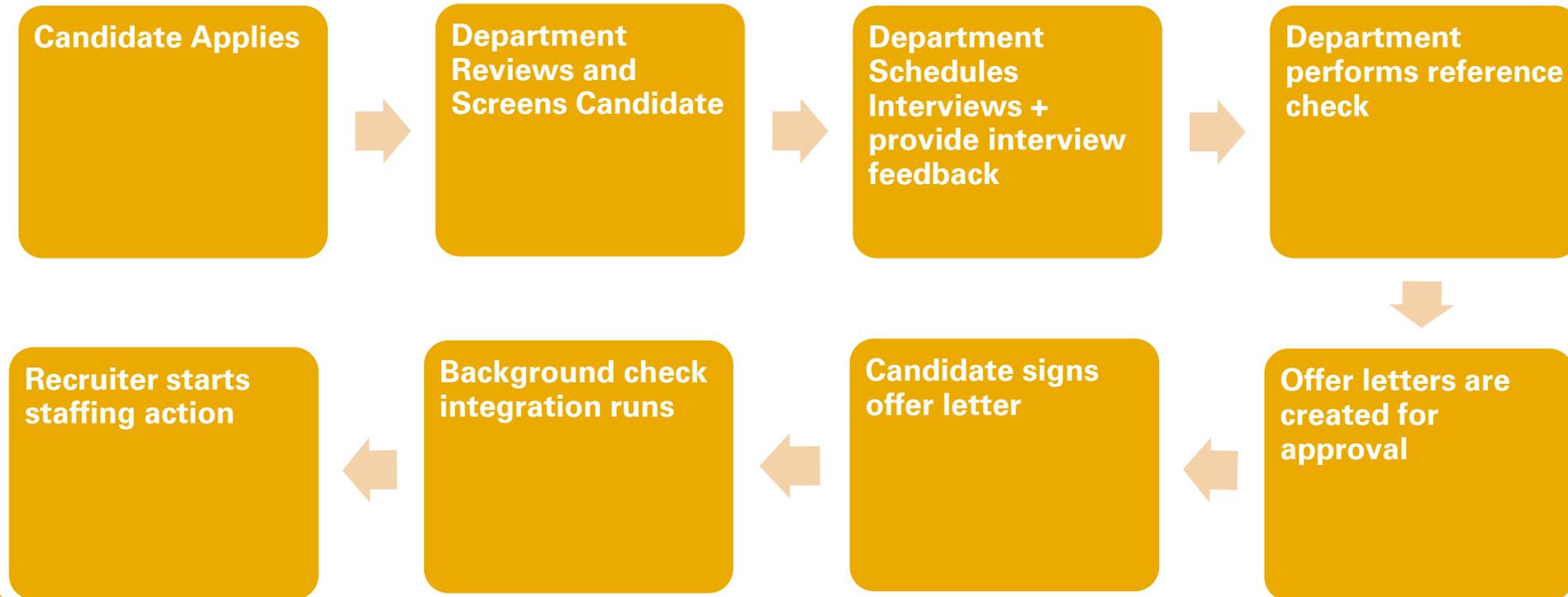
Workday Term	Description
Job Title	Defaults from the Job Profile. Best practice is to leave the value.
Business Titles	Also defaults from the Job profile. Can be updated to better reflect job duties or position title.
Scheduled Weekly Hours	Calculates the worker's FTE by dividing scheduled weekly hours by 40.
Service Dates	Central HR will enter specific dates to represent service at the current institution, at USM, and to set certain eligibility.
Pre-Hire	Needs to exist in workday as a pre-hire before hire can occur. Comprised of limited personal and contact information .

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Recruit to Hire Process Overview

- The Job Application Business Process is a Dynamic Business Process that allows recruiters to move candidates through appropriate sub-processes. Candidate can repeat or skip steps as needed.

Candidate Applies	→	Department Reviews and Screens Candidate	→	Department Schedules Interviews + provide interview feedback	→	Department performs reference check

Recruiter starts staffing action	←	Background check integration runs	←	Candidate signs offer letter	←	Offer letters are created for approval

Demo: Scenarios and Roles

Recruit to Hire

Demo Scenario
External candidate applies
Candidate is moved through recruitment

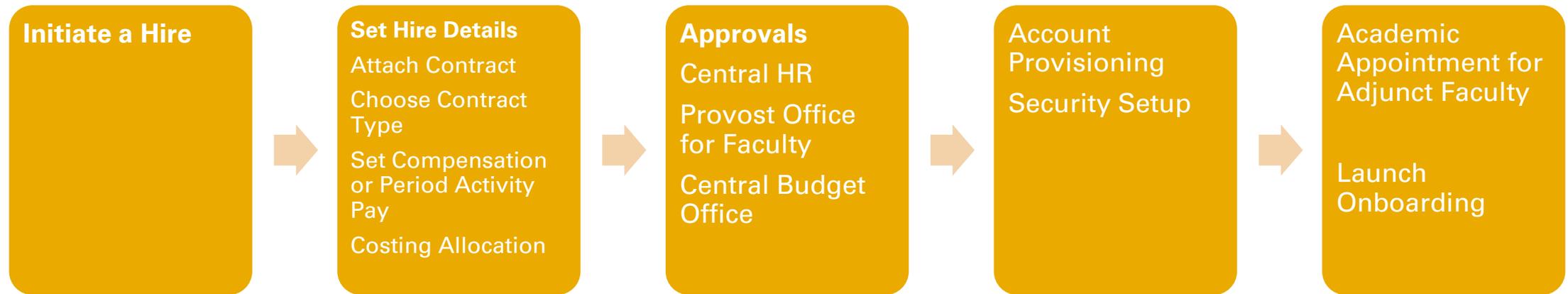| Role in Scenario |
|---|
| Candidate as Self |
| Central HR / Primary Recruiter |
| Central Budget Office |
| Leadership Approvals |

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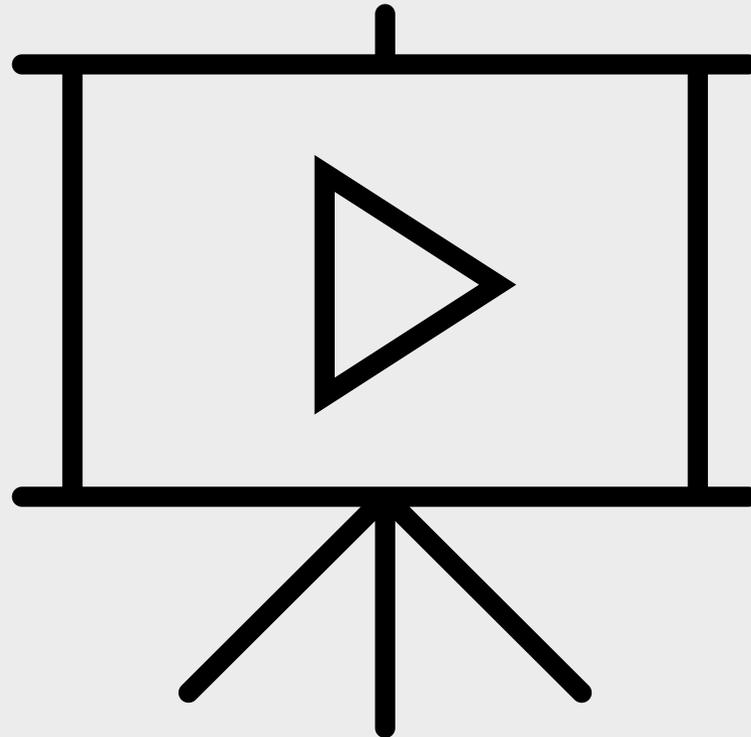
Direct Hire Process Overview

| Initiate a Hire | **Set Hire Details**
Attach Contract
Choose Contract Type
Set Compensation or Period Activity Pay
Costing Allocation | **Approvals**
Central HR
Provost Office for Faculty
Central Budget Office | Account Provisioning
Security Setup | Academic Appointment for Adjunct Faculty

Launch Onboarding |

- Background checks for direct hires are optional based on institutional requirements.
- Background checks and employment agreements can be conducted simultaneously in Workday.
- Contract details will be automatically populated based on position and contract attributes then editable by the preparer before sending for signatures.

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Demo: Scenarios and Roles

Direct Hire

Demo Scenario
Direct Hire for Temporary (C1) Employee

Role in Scenario
Process Initiator
HR Department
Central Budget Office
Leadership Approvals

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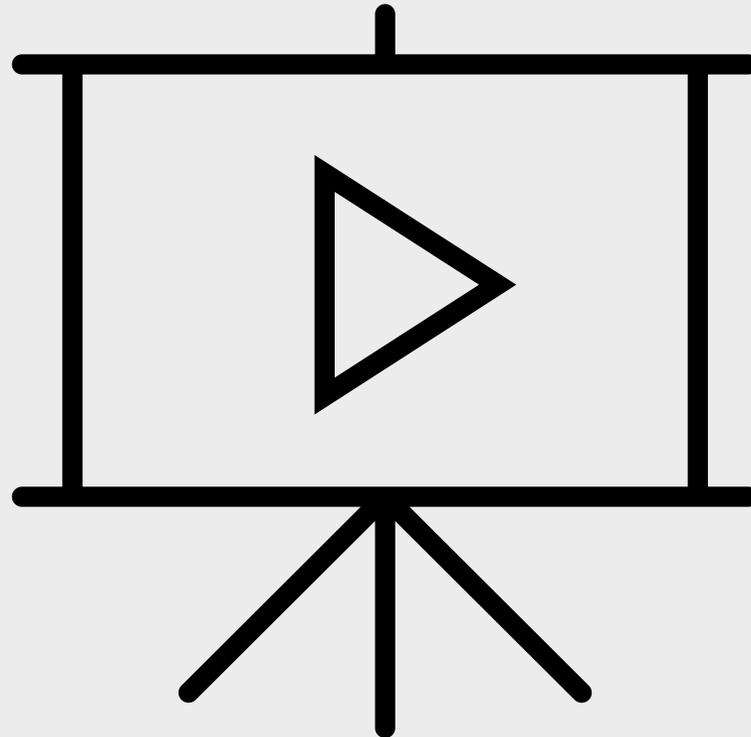
Employee Onboarding in Workday

Onboarding Employees

Onboarding in Workday

- Personal Info
- Form I-9
- Policy Acknowledgements
- Retirement Enrollment (for Regular Employees)
- Transcript Request

Outside of Workday

- Tax Withholding Elections
- Direct Deposit Payment Elections
- SPS Benefits Elections

Process Overview

Employee Onboarding Tasks in Workday

- Form I-9
- Legal Name and Preferred Name
- Personal Information: Date of Birth, Gender, Citizenship Status, Pronouns
- Home Contact Information: Address, Phone Number, Email
- Government IDs: Social Security Number
- Veteran Status
- Disability Self-Identification
- Emergency Contacts
- Policy Acknowledgements (specific to institutions)
- Workday Photo
- Security Request (to be completed by Manager)
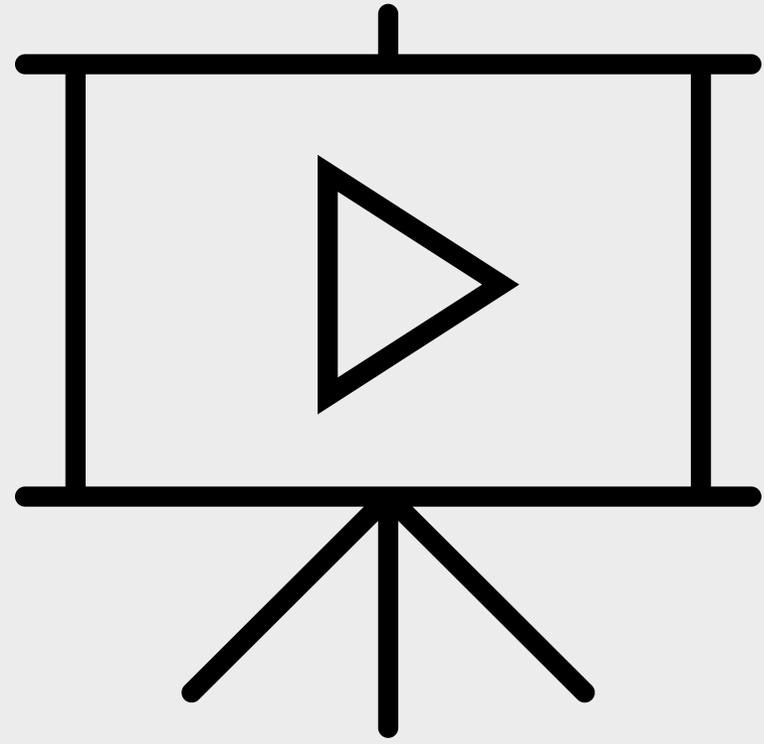
Ongoing Activities

- Creating Direct Hire Contracts in Workday – Determining key roles and process nuances
- Incorporating Institution Policy documents into Onboarding
- New Employment Welcome Messages and Notifications

Efficiencies & Change Impacts

Hire and Onboarding

- Some paper forms and email requests are going away (except CPB)
- Employee Self-Service in Workday encourages updates to personal information

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Conversions, Integrations, and Reports

Legacy System Data Conversion(s)

- Active Employees, recent terms and their personal data

Related Integrations

- CPB
- PACS
- SPS

Reports (campus-facing)

- Onboarding Status Summary

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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