Maryland Connect Program Goals
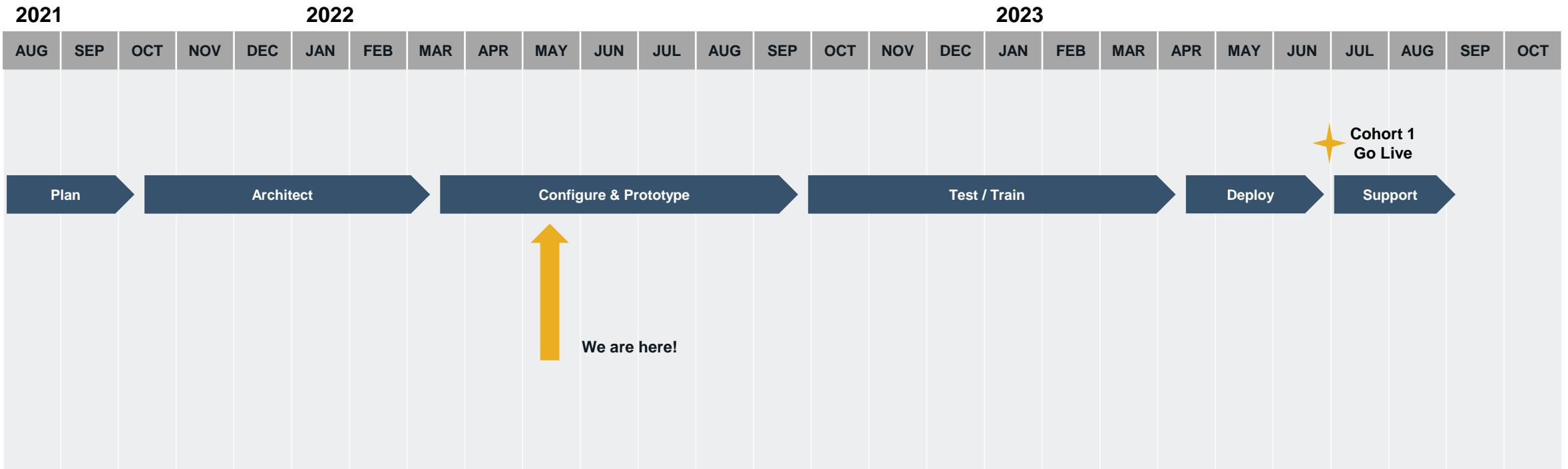
Provide	Provide easy and consistent access to information for managing resources
Modernize	Modernize business processes and systems to take advantage of emerging technologies
Ensure	Ensure the system meets business and compliance requirements
Minimize	Minimize administrative overhead for staff, faculty 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!

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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

Cynthia Drews
Cinnamon
HCM Core Team (USM)

Bryce Beeghley
Lead (Huron)

Agenda

- Change Job
  - Change Job Concepts
  - Key Terms
  - Process Overview
  - Demonstration

- Add Additional Job
  - Add Additional Job Concepts
  - Key Terms
  - Process Overview
  - Demonstration

- Efficiencies & Change Impacts

- Ongoing Activities

- Reporting, data conversion

- Questions/Next Steps

Job Changes in Workday

Job Changes

The **Change Job process** encompasses **many types of adjustments/moves on a job, including promotion, demotion, location change/manager change, FTE increase/decreases, etc.**

Future State:

Will **route for approval depending on the Change Job Reason** (ex: FTE increase or decrease, promotion, reappointment/renewal)

Can be **initiated from Recruiting Ad Hoc**, where the salary has already been set

In most instances, **department or central HR will initiate a Change Job**

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Key Terms

Workday Term	Description
Scheduled Weekly Hours	The number of hours, out of a maximum total of 40, that a Worker is scheduled to normally work. This number, divided by 40, derives a Worker's FTE %.
Costing Allocation	The split of funding for a Job/Position between different Finance Worktags (Company, Cost Center, USource, Grant, Gift, Project), adding up to 100% total.
Job Profile	The generic features and characteristics of a job or position, such as management level, pay rate type, compensation, skills, and other qualifications. Job profiles group positions with common elements, and these job profile details default into positions, where more specific details can be entered.
Job Classification	HEGIS, CIP, SOC, key positions and critical jobs.

Change Job Scenarios

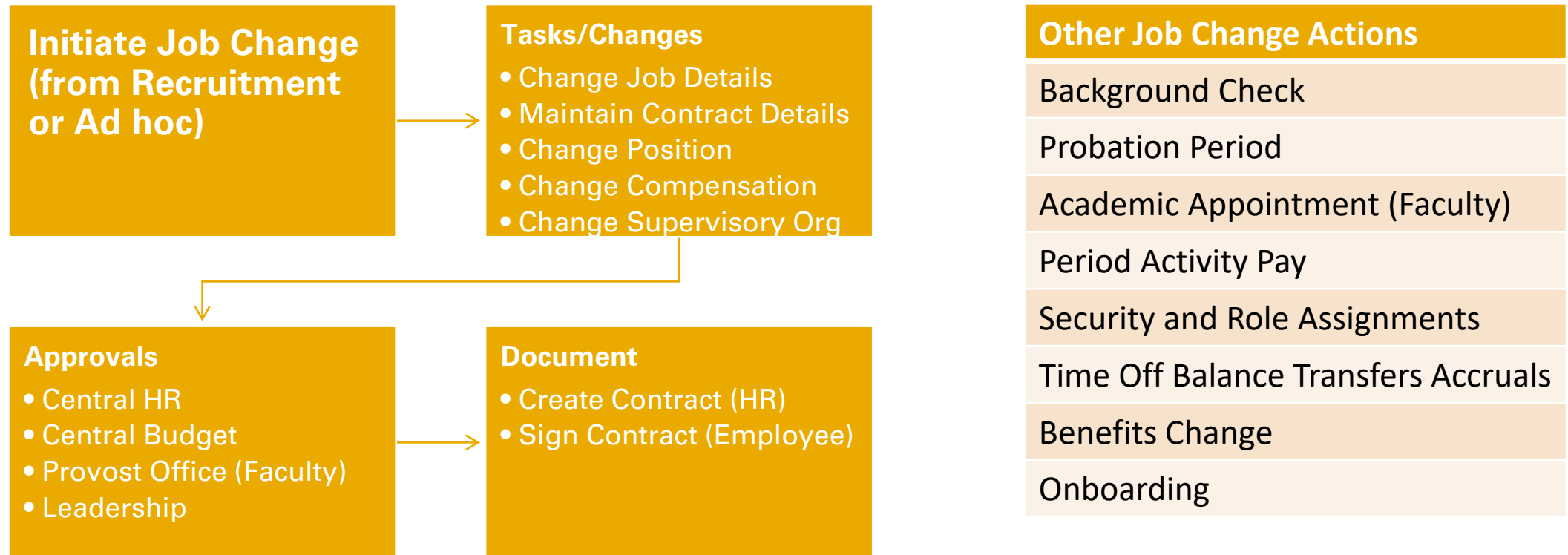| Scenario	Example
COMPETITIVE	Promotion
	Lateral
	Demotion
NON-COMPETITIVE	Renewals
	Reclassification or Reassignment that is promotion
	Lateral or Demotion

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Change Job Reason Examples

Reason Category	Reason
Data Changes	Change Job Details
	Change Location
Demotion	Decrease in Responsibility
Lateral Move	Move to Another Position
Promotion	Make New Manager
	Promotion
Transfer	Move to Another Manager

Process Overview

- Change Job transaction can be initiated from Recruitment, started by Department, or HR depending on the task.
- Other job change actions route based on the conditions met during the job change event.

Initiate Job Change (from Recruitment or Ad hoc)	Tasks/Changes
	• Change Job Details • Maintain Contract Details • Change Position • Change Compensation • Change Supervisory Org

Approvals	Document
• Central HR • Central Budget • Provost Office (Faculty) • Leadership	• Create Contract (HR) • Sign Contract (Employee)

Other Job Change Actions

Background Check

Probation Period

Academic Appointment (Faculty)

Period Activity Pay

Security and Role Assignments

Time Off Balance Transfers Accruals

Benefits Change

Onboarding

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Demo Scenario(s)

Promotion

Role in Scenario

Central HR

Change Job Demonstration

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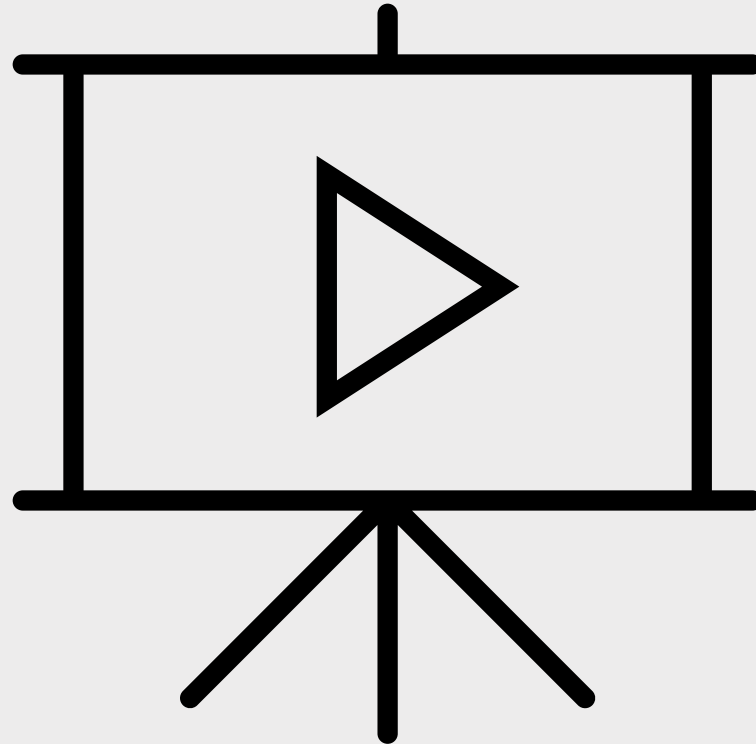
Add Additional Job

Add Additional Job

Add Job is the process that is followed when an Employee needs to be given an **additional Job or Position**. This process only applies to people with **multiple Jobs/Positions**, and it is similar to Hire.

Future State:

Add Job transactions can be **initiated by department or central HR**. Depending on initiator, approvals may **route to the HR Partner** (Unit/Department Level Approver) at a minimum, and it **may route as high as the Provost/President Level**.

Warning validations will fire if a Worker's combined Jobs **add up to more than 100% FTE.**

Key Terms

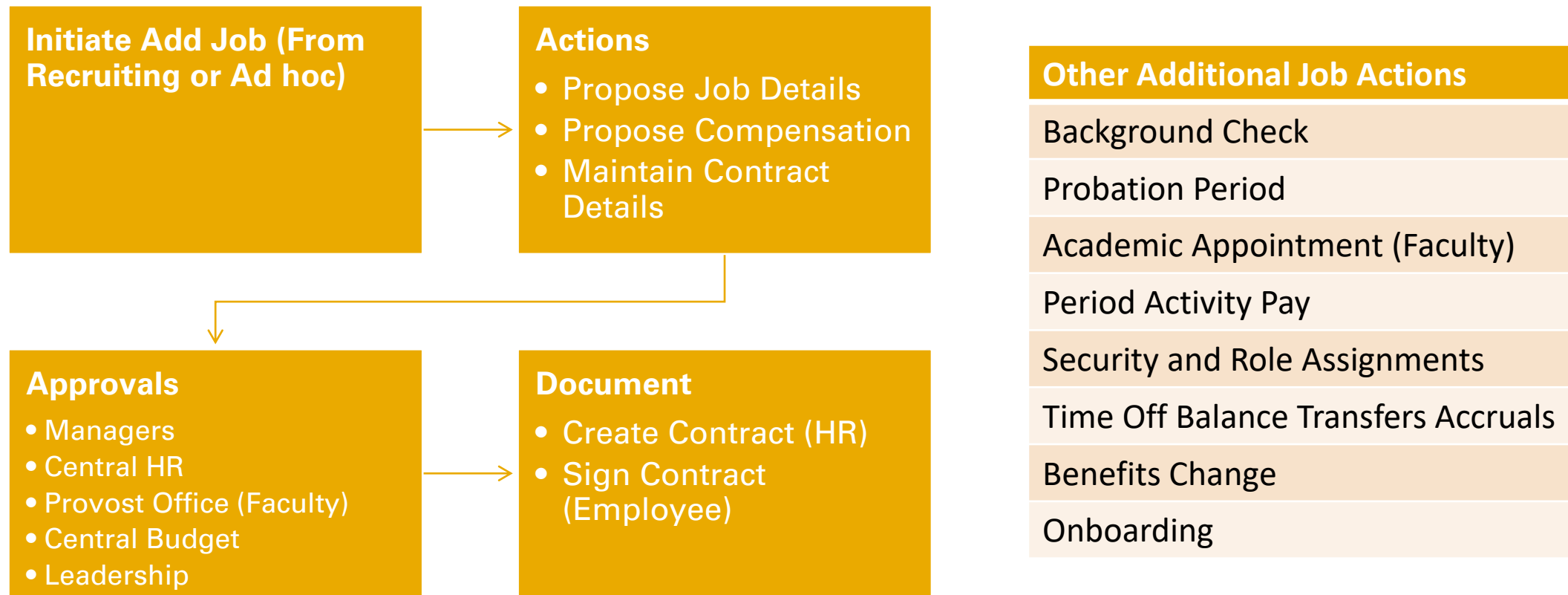| Workday Term	Description
Staffing Model	A structure that defines how jobs and positions are created and filled in a supervisory organization. Workday supports 2 kinds of staffing models: Job Management and Position Management.
Organization Assignments	Default assignments of Company, Cost Center, Fund, and Balancing Unit on a Worker's Job/Position. These organizations will default into Costing Allocations.
Costing Allocation	The split of funding for a Job/Position between different Finance Worktags (Company, Cost Center, USource, Grant, Gift, Project), adding up to 100% total.

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Process Overview

- Add Additional Job transaction can be started by Department or central HR.

Initiate Add Job (From Recruiting or Ad hoc)

Actions
- Propose Job Details
- Propose Compensation
- Maintain Contract Details

Approvals
- Managers
- Central HR
- Provost Office (Faculty)
- Central Budget
- Leadership

Document
- Create Contract (HR)
- Sign Contract (Employee)

Other Additional Job Actions

Other Additional Job Actions
Background Check
Probation Period
Academic Appointment (Faculty)
Period Activity Pay
Security and Role Assignments
Time Off Balance Transfers Accruals
Benefits Change
Onboarding

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Add Additional Job

Demo Scenario(s)	Notes
Add Additional Job	Add Adjunct Role

Role in Scenario
Process Initiator
Central HR

Add Additional Job Demonstration

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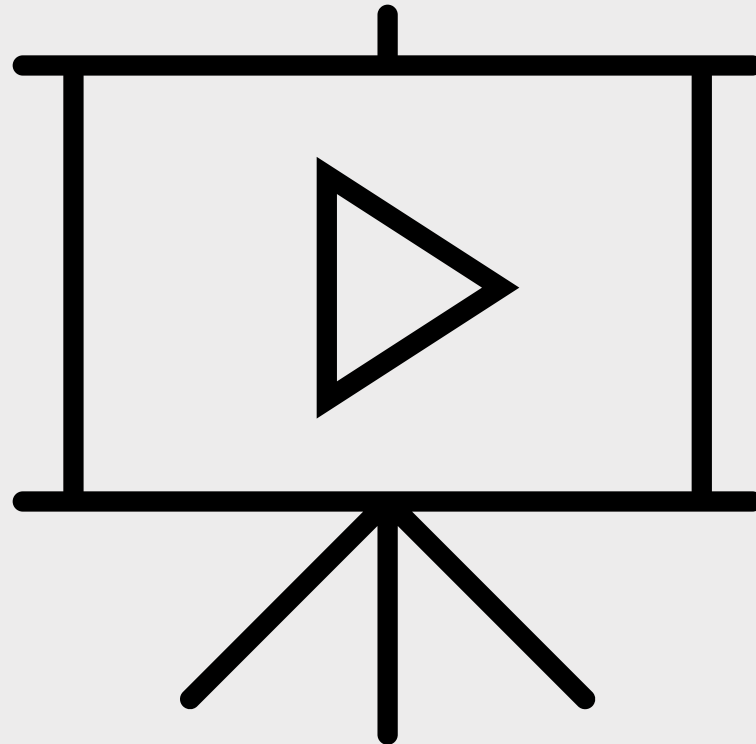
- Self-service visibility for employee's change job and add job transactions.

- Self-service visibility for manager's direct reports change job and add job transactions.

- Automated Workflows
  - Elimination of paper forms and chasing down emails
  - Streamline process utilizing subprocess steps
    - Background Check, Employee Contract, Consolidated Approvals, Academic Appointment, Switch Primary Job, Manage Period Activity and Onboarding
  - Route Tasks and Approvals based on specific criteria (Academic vs Staff)
  - Notifications are system-generated

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Ongoing Activities

- Change Job Templates for Efficient Transactions
- Use Cases for Job Change Onboarding
- HCM Transaction Reason Codes Mapping

Conversions and Reports

Legacy System Data Conversion(s)

- Current job data information
- Current manager/reporting relationship
- Current position number information

Reports (campus-facing)

- Position history and headcount reports
- Job Requisition Workspace for departments to see and support filling openings

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