

Workday Journey



GUILFORD
COLLEGE



Review of Key Benefits

- Faculty, staff, and student workers will have more self-service features and will have access to their HR or payroll records at any time through a web browser or the Workday mobile app
- Efficiency of systems for our entire community and of many of the processes of management

Observations, Thoughts, and Insights

- Replacing 'paper' forms exchanged via email (e.g., current student job assignment forms) will save time, give parties immediate insight into status, and reduce potential for requests being overlooked, delayed, or lost.
- Employees will be able to access job, benefits, and payroll information quickly. They will be able to view and print pay stubs and W-2 forms. They will be able to update their demographic (address, phone number, beneficiaries) and tax information without having to wait for an HR rep to be available to assist them.
- Department and budget managers will be able to see their available balances, including actual to budget, remaining budget, and pending commitments (POs). So, authorized users will be able to see and report on their own financial information, instead of having to rely on Finance staff to interpret Banner data for them. This will empower budget managers to own and understand their financial position, increase transparency, and allow all members of the College community to work more efficiently.

Timeline

- We are in the testing phase
- Training will begin in May/June
- Go-live in July

Current Focus Areas

Human Resources

- Recruiting
- Academic Faculty
- Staffing
- Personal Information
- Benefits
- Absence / Leave
- FWS / NWS student jobs

Financials

- Foundational Data Model
- “Chart of Accounts”
- Financial Accounting
- Banking and Settlement
- Suppliers
- Procurement
- Expenses (Accounts Payable)
- Business Assets

Payroll

- Payslips
- Time Tracking

Time Saving (Cool) Features

- Process routing vs Redundant data entry
- Automated notifications vs Manual reminders
- Audit trail vs No audit trail
- Drillable, actionable reports vs Excel-based downloads
- Supports 3rd party integration
- Mobile app

Process Comparison – Employee Change Address

Current

- Employee emails HR
- HR manually updates Banner
- HR manually updates benefits providers
- HR updates Payroll
- Optional: Employee completes new tax forms, if moving from out-of- state

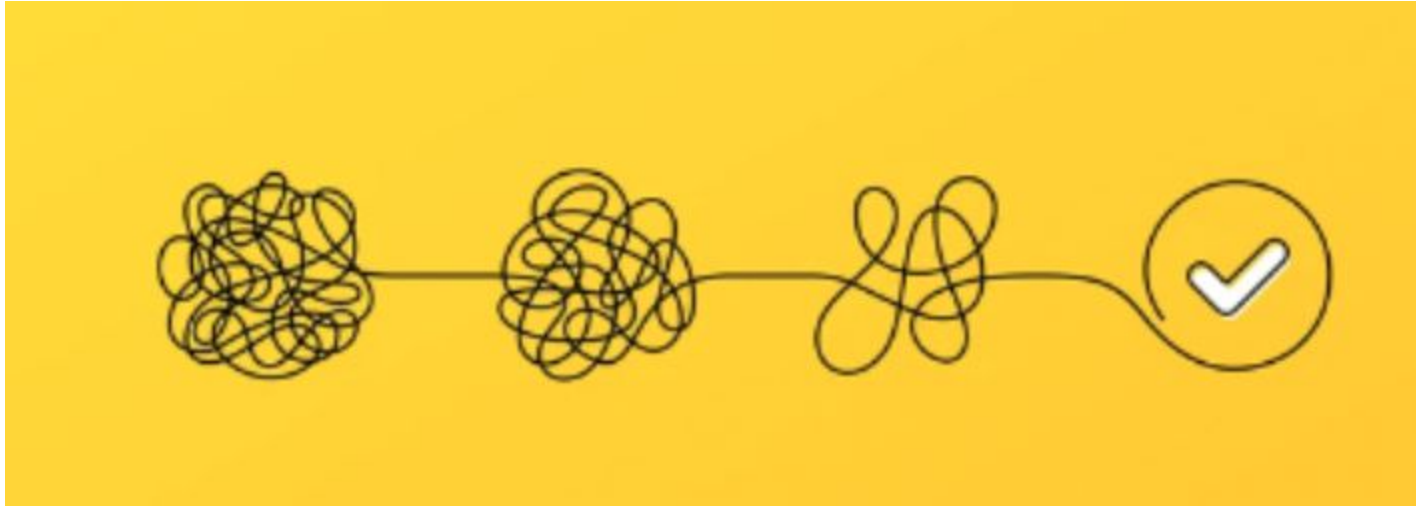
Workday

- Employee enters new address in Workday
- Workday sends new address to benefits providers
- Optional: Workday sends a task to employee to complete new tax withholding forms, if moving from out-of- state

Change Benefits

- Business processes will map to defined user security groups based on policies and best practices.
- We will find tasks and approvals waiting for us in our Workday inboxes. Once completed, a business process automatically advances to the next person or process stage.
- Forms can include custom validations to bring an issue to our attention or to require specific data or formatting before we can submit the form, improving data integrity and reporting.
- Built in continuous improvement, with feature releases/updates 2x/year, to encourage our business processes to change and improve with each iteration.

Please feel welcome to share your questions, thoughts, feelings, and insights.



Community Resources

- [“Guilford College Workday Journey” website](#) has updates and resources
 - Including links to
 - [Change Agent Network \(CAN\)](#): We CAN do this!
 - To contact the Workday team, email workday@guilford.edu
- [Anonymous response form](#)
 - Respondents will see a link to “See previous responses” allowing them to [see all form submissions](#), when they use the form.