Workday

All Staff Briefing Pack

For All University Staff & Affiliates
May 2020
staff.flinders.edu.au/myworklife

Table of Contents

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MyWorklife Program Summary

In line with our 2025 Agenda, Flinders University aims to be internationally recognised as a world leader in research, an innovator in contemporary education, and the source of Australia's most enterprising graduates.

An empowered workforce underpinned by world class People & Culture practices is critical in helping the University to realise this vision. MyWorklife is a People & Culture transformation program that will support the University on this journey.

Transforming People & Culture at Flinders University requires changes in three domains - technology, process, and people.

MyWorklife Program will streamline and standardise People & Culture practices by delivering:

- A new, contemporary technology platform (Workday),
- Associated business process changes, and
- A transformation of People & Culture and the services they provide.
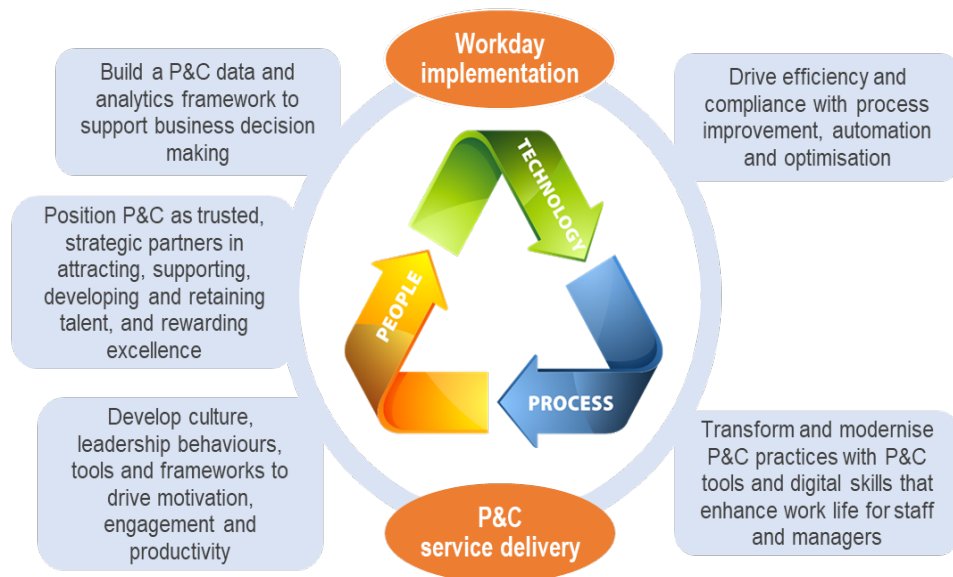
Adapted from Digital HR Strategy, 2018

The MyWorklife program as a whole will connect staff and leaders with the end-to-end hire-to-retire journey, enabling smooth practices and seamless processes. The first release is planned for June 2020, with subsequent releases delivering an increasing value for the staff and leaders.

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Why are we changing?

Since the early 1990s, Flinders University has maintained a payroll system (Ascender) and an Employee Self-Service Portal (ESS) to provide core People & Culture functions such as payslips and leave management. Over time, a range of web-based and custom-built software applications (i.e. FlindersPro), spreadsheets and localised practices were introduced to tackle the manual and, oftentimes, cumbersome processes and an ever-growing need for accurate data. This has resulted in inconsistent processes across Colleges and Portfolios and an inconsistency in staff experience.

Following the academic and professional staff restructure at Flinders, business processes and systems need to be aligned to support the evolved matrix organisation model. It is also paramount to underpin the University's vision and continuous improvement with accurate data, available on demand.

To successfully achieve this, between 2020 and 2021, the MyWorklife program will implement a new People & Culture system, "Workday", which offers a highly intuitive and contemporary user experience and is accessible across any desktop or mobile device.

What is the benefit for you?

MyWorklife program supports the Flinders vision by transforming People & Culture business processes and staff experience. There are several benefits for both staff and the University.

For Staff:

- Easy-to-access online platform for staff to view, manage and update their personal information, view payslips, check their benefits, request and manage leave, view organisational charts and generate reports.

- Removal of paper and outdated electronic forms, resulting in quicker turnaround for their requests.

- Time and effort savings through intuitive online processes.

- A mobile application for iOS and Android devices enabling access to accurate People & Culture data and processes at any time, on the go.

- Contemporary user experience and the opportunity to engage with streamlined People & Culture business processes; and

- Access to primary source of truth for their up-to-date records for a vast majority of our staff.

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Workday

People & Culture have partnered with Information and Digital Services to transform business processes through the introduction of Workday at Flinders.

Workday is a world leading provider of Human Resource Information System offering a highly intuitive and contemporary user experience, accessible across any desktop or mobile device.

Flinders will join a growing number of universities and world-leading organisations, both in Australia and worldwide, that are using Workday and benefiting from a cloud-based system.

The first phase of the project will streamline the process by which staff can view and manage their own personal and employment-related information, view organisational charts, and generate reports. The first release in June 2020 also marks the commencement of the staged replacement of several auxiliary People & Culture systems – Employee Self Service, Page Up and People & Culture processes within FlindersPro.

It will be easy to connect with a People & Culture process through a mobile application for iOS and Android devices, which enable access to Workday features at any time, any place.

Workday Launch – 9 June 2020

Workday features will be released to Flinders University in a staged approach, over the next year. With the first release planned for 9 June 2020, there will be a range of changes to how People & Culture services are managed.

Workday will be the new environment in which staff book leave, view their payslips, view and change their personal information, view the University's organisational charts and more.

Supervisors at Flinders will be able to perform a range of People & Culture transactions including viewing and managing their team's leave, managing position reporting, and accessing relevant workforce reports to support them in managing their teams effectively.

Workday will also enable Senior Leaders to effectively manage the positions within their business areas, view and manage staff remuneration activities and access relevant workforce reporting to support them in decision making and people management within their Colleges and Portfolios.

Workday also reflects the matrix operating model within the University. Information on academic and professional service affiliations will be available, providing visibility of professional support staff in business areas and academic memberships across different Teaching Programs/Sections and Research Sections/Themes.

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Summary of Key Changes to People & Culture Services

- Along with the introduction of Workday, People & Culture have also embraced Service One as a streamlined pathway to People & Culture services.

- Staff will be able to use Service One to submit a range of requests for processing, including requests for non-standard leave, submission of approved OSP or OCL applications, and requests for non-standard People & Culture reports.

- In the first release, 10 paper forms will be decommissioned, 15 forms will be digitalised as service requests through Service One and 71 business processes have been reviewed, refined and will now be accessible via Workday.

- A small number of business processes will remain in Employee Self Service (ESS) and FlindersPro and will be transitioned to Workday or Service One, as appropriate, in the coming months.

- People & Culture business processes have also been revised to rationalise the number of approvals, increase transparency so you can see the stage your business process is up to, and use digital approvals throughout.

- Workday will include all Flinders staff and affiliates from June 2020, and, in a future release, will also include external contractors who fill University positions (known as Contingent Workers).

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Summary of key changes for all staff from 9 June 2020

Leave and Absence Management

Transitioning to Workday	Transitioning to Service One
Annual Leave	Defence Leave
Personal Leave	Community Services Leave
Leave Without Pay	Jury Duty Leave
Long Service Leave	Overseas Conference Leave
Parental Leave	Purchased Leave (Part Year Employment)
Antenatal Leave	Outside Studies Program
Special Paid Leave	
Cash out of Excess Leave	
Viewing/Forecasting Leave balances	

Your personal information

What can I update in Workday
Profile Picture
Contact Information
Legal or Preferred Name
Emergency Contact
Qualifications or Certifications
Disability Information
Gender
Work Rights – Visa/Citizenship
Diversity Information (View only)

Salary Information

Transitioning to Workday	Transitioning to Service One
View Current Payslip	Historical Payslips (Prior to June 2020)
View Historical Payslip (up to June 2020)	
View/Change Bank Account details & Payment Election	

Organisation Details

What can I view in Workday
View Management Chain
View Co-workers
View Organisation chart
View Affiliations – both Academic and Professionals

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Timesheets

Claim in Workday	Retained in ESS
Casual Professional Timesheets	Casual Academic Timesheets (for Portfolio Academics only)
On-Call &/or Overtime (eligible Professional staff)	
Additional Hours (eligible Professional staff)	
Ad-Hoc Allowances (eligible staff)	

Note:

If you are a Scholarship Holder, your payslips will continue to be maintained in Employee Self Service (ESS)

If you are a Casual Academic in a College, your engagement and work schedule will continue to be managed in FlindersPro.

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Role of a Supervisor in Workday

Supervisors and leaders at Flinders University already play an integral role in managing a range of People & Culture activities for their direct reports or business areas.

Currently, many of these People & Culture processes require several layers of approvals before being processed, and are often inconsistent with other, similar processes or are not in the preferred order.

Workday is designed to be an intuitive 'self-service' system, enabling staff to manage their own information wherever possible.

Supervisors will be able to initiate, review or approve a range of staff related business processes, including:

- approving updates to the preferred name or qualification details for their direct reports,

- approving a range of leave requests as they do currently,

- initiating a range of business processes such as extending a fixed term contract and changing the work locations for staff, and

- ensuring that the data for their team is up to date. This includes affiliations to academic units such as Teaching Programs or Research sections; or updating professional service affiliations.

Summary of key changes for all supervisors from 9 June 2020

Leave and Absence Management

Approve directly in Workday
Annual Leave
Personal Leave
Leave Without Pay
Long Service Leave
Parental Leave
Antenatal Leave
Special Paid Leave
Cash out of Excess Leave
View/Forecast Leave balances

Personal information

Approve in Workday	Initiate in Workday
Preferred Name	Update Staff/Business Location
Qualifications or Certifications	
Updates to Workday Profile picture	

Note: A Supervisor can use Workday to view their Team Member information

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Salary

Retained in FlindersPro
Request a Higher Duty Allowance

Please note: Requests from supervisors to propose changes to salary (compensation), change or add an allowance or loading or to re-classify a position, will continue as per current process. Supervisors will engage with their local People & Culture Business Partner or Coordinator to initiate the request in Workday, which will then follow standard digital approvals.

Position Management

Moved to Workday	Retained in FlindersPro
End a Staff Member's Additional Job	Request a Change to Work Roster / Schedule
Initiate Change to Costing Allocation (Account Number)	Request a Change to Employment Fraction
Change Supervisor	
Update Staff Member Affiliation	
Initiate a Re-Engagement of a Fixed Term Contract	
Initiate Termination Process (Retirement, Resignation, End of Contract)	

Timesheets

Update in Workday	Retained in ESS
Approve Casual Professional Worksheets	Approve Casual Academic Timesheets (for Portfolio Academics only)
Approve On-Call & Overtime for eligible Professional staff	
Approve Additional Hours for eligible Professional staff	
Approve Ad-Hoc Allowances for select eligible staff)	

Recruiting

Request through Service One
Creation of / Change to a Job Requisition (replacing the current Request to Fill Vacancy form)

Reporting

Moved to Workday
Relevant Team reports & Dashboards

Role of a Budget Owner in Workday

Budget Owners are senior leaders of the University, accountable for managing the staff budgets in the business areas that they oversee, defined at each College, Portfolio and Divisional level. In Workday, a Budget Owner will be responsible for approving a range of requests.

Budget Owners include:

- Vice Chancellor, Deputy Vice Chancellors, Vice President, Corporate Services, Vice-President & Pro Vice-Chancellor (International), Executive Director OCME
- Deans, People and Resources for their College
- Directors of College Services for their College Services Team
- Divisional Directors, including our Chief Financial Officer and Chief Information Officer
- Portfolio Leaders

There are several business processes that require Budget Owner approval, particularly involving a financial element or changes in costs, including:

- Fixed Term Re-Engagements
- Job Requisition (former Request to Fill a Vacancy) and Position Creation requests
- Compensation related requests such as adding/changing allowances (loadings) and changes to salary
- Leave without Pay longer than 20 days
- Cash out of Excess Leave
- Increment change requests.

Budget Owners are also notified of a range of approved business processes that affect their business area such as resignations, retirements and end of contracts which are not being renewed.

Summary of key changes for all Budget Owners from 9 June 2020

Compensation

Approve in Workday
Increment Changes (accelerate, decelerate, withhold)
New / Change to Allowances or loadings
Changes to Salary

Position Management

Approve in Workday
Change to Costing Allocation (Account Number)
Extend a Fixed Term Contract
Job Requisition
Position Creation

Reporting

Moved to Workday
Relevant business area reports & Dashboards for whole of College, Portfolio or Division

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Getting additional help

Workday User Guides

Workday User Guides have been created for a range of users and business processes in Workday and are step by step instructions on how to complete a business process in Workday.

These guides will be accessible online via the Workday page in the staff portal once we go live in June 2020.

Workday Support Network

Should you have questions that are not answered in the User Guides, you are encouraged to contact your local Workday Support Network member. The Workday Support Network is an informal group of people within different Portfolio areas and Colleges, who will be available to assist their colleagues with navigating and using Workday. They will also help connect the users to the best support information and redirect them to additional support as required while reinforcing self-help options.

Members of the Workday Support Network are not expected to:

- initiate any business processes on behalf of others,

- be responsible for delivering training to colleagues, or

- provide People & Culture advice to colleagues or act in any way as a proxy for People & Culture services.

The list of our Workday Support Network can be found here.

People & Culture

For any People & Culture advice or additional help or questions with respect to Workday, please reach out to your local People & Culture team member.

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