

Workday's Approach to HCM Core

HCM Core in Workday eliminates the need for paper-based processes and reduces manual work and administrative overhead. Below, you'll find a list of some of the changes you can anticipate with Workday HCM Core.

What's Changing?

Position Management – Currently, each USM institution uses position management differently based on institutional needs. All institutions use Position Management for Regular positions.

- With Workday the position management staffing model supervisory organization will be used for regular and non-regular fixed-term positions.
- State PIN numbers will continue to be tracked on positions, as needed.

Worker types -

Worker types are simplified in Workday. The table below highlights current worker types and how they'll be referenced in Workday. In PeopleSoft, these may align with your current Pay Groups or Employee Class types.

Note, as seen on the table, one significant change is the use of Contingent Worker. Contingent Worker will no longer be used for C1 and C2 employees. Contingent Worker in Workday is a non-employee, someone who is not paid through the University but needs to be in Workday for access, reporting, or other university-related business.

Current Category	Workday Worker Type	Staffing Model in Workday
Regular Staff Regular Faculty	Regular	Position Management (PM)
Contingent 2 Contractual non-tenure track faculty (not used at all institutions)	Non-Regular Fixed Term	Position Management (PM)
Contingent 1 Adjunct Student Worker Graduate Assistant	Temporary	Job Management (JM)
POI Consultant, Auditor, Vendor	Contingent Worker	Job Management (JM)

Job-Related Transactions in Workday –Currently, most job-related business processes are paper based or involve digital forms and manual data entry into PeopleSoft. Most PeopleSoft transactions are executed by central HR staff with limited or no distributed access at the department level.

- In Workday, employees in the departments will initiate hiring and job-related transactions directly in the Workday system. Approvals will be managed by Workday workflow, including the creation of documents.
- Automated workflow provides departments with access to the real-time status of pending transactions.

Stipend payments (i.e. Adjuncts, Faculty supplemental work) –Today, institutions pay adjuncts on varying schedules, ranging from 1-3 payments per semester. Payments for additional work, faculty overload, supplemental duties, concurrent appointments, etc., also vary by institution and may require additional contracts and pay authorizations.

- In Workday, Adjuncts will be paid in bi-weekly installments over the course of the contract through Period Activity Pay.
- Period Activity Pay will also be used for supplemental work, streamlining the contract and payroll process for this work, reducing the need for additional job records and eliminating the need for a separate payroll authorization.

New Hire Onboarding Information –Currently, all new hires that are hired into any USM institution complete their new hire paperwork through paper processes. This can result in time delays and challenges tracking when tasks have been completed and which remain to be done.

- With Workday, new hires will be assigned onboarding tasks in Workday, facilitated through limited Workday access. Both the new hire and the University can track which tasks have been completed.
- Some State required paperwork will continue to be submitted on paper as required by the state agency, but workday will track when the task has been completed.
- Once onboarded, the new hire will be given full access to Workday and will log in with their institutional SSO.
- Enhanced onboarding functionality in Workday will also include required policy acknowledgement, key contacts, and remind departments to make specialized IT security requests.

Terminations –Currently, the termination process varies widely across and

within institutions, often involving email, paper, and manual processing.

- **In Workday, voluntary separations can be initiated by the department, automating workflows and notifications for required units.**
- **Involuntary separations can be initiated in Workday as part of the disciplinary actions process.**
- **Workday will automate leave cash outs and any net positive payments.**



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