



Workday Human Resource Management

You need the right tools to organize, staff, and pay your global workforce. From planning your workforce budget and staffing strategies to managing retired workers, Workday Human Resource Management helps you effectively handle a global workforce. From hiring employees to analyzing your workforce, Workday helps you manage the processes.

Keeping Pace with Change

With a global and easily adaptable foundation, Workday is designed to future-proof business operations. As business circumstances and requirements change—including organizational structures, business-process rules, worker assignments, and reporting priorities—Workday immediately adjusts for those changes.

- **Configurable organizational structures:** Workday’s flexible organization and staffing models handle traditional, hierarchical, and administrative organizations, along with geographic, costing, and collaborative (matrix-type) organizations.
- **Flexible processes:** Create, customize, roll out, and manage relevant workflow processes. Apply these practices at any organizational level using a simple, intuitive process-configuration tool.
- **Reorganize on the fly:** Business users can create new geographic divisions, rearrange cost-center structures, or move organizational reporting relationships from one group to another. Users see changes immediately, so they can plan for future reorganizations without coding.

Manage a Global Workforce

Centered on a singular model of people, organizations, assignments, and business events, Workday’s HR application ensures global consistency. It allows for local variation and provides meaningful business insight across borders and business processes.

Unified global view of workforce: Track localized employee records and job data, including personal information, demographics, IDs, emergency contacts, compensation, benefits, management chain, and organizations. This data is available for more than 200 countries and takes into account country-specific diversity and compliance requirements.

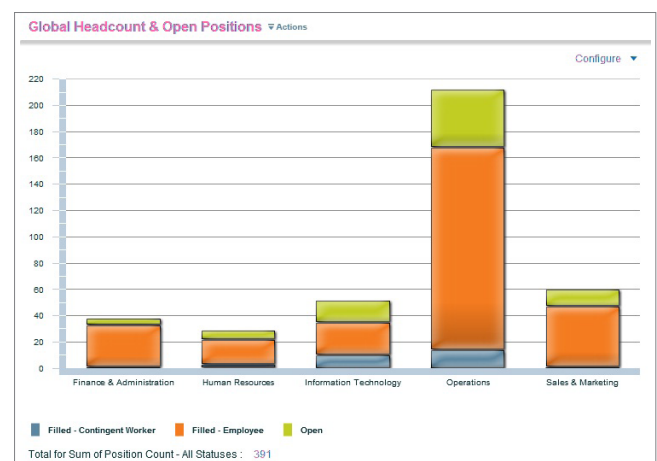
Manage all worker types: Workday provides a unified global view of workers who have a broad range of relationships with the organization. These may be contingent workers, full-time employees, or contractors.

Key Product Areas

- Organization Management
- Compensation Management
- Absence Management
- Employee Self-Service
- Manager Self-Service

Key Benefits

- Gain true visibility into your global workforce.
- Take advantage of Workday’s configurable business-process framework.
- Manage the full hire-to-retain lifecycle in one system.
- Accurately reflect your organizational structures and reorganize easily.
- Provide intuitive and easy self-service tools for the entire organization.
- Unify with Workday Talent Management.



- **Track work globally:** With Workday's comprehensive work-assignment model, organizations can accurately represent individual assignments. It covers traditional, permanent assignments, as well as more fluid, temporary assignments or international assignments. Workday also covers all the complexities that arise from moving from one jurisdiction to another.

Intuitive Self-Service

Employees, managers, and business leaders all find Workday applications easy to use, and so do C-level executives and administrators. Workday offers self-service actions on a browser and, for no additional cost, on mobile devices.

- **Role-based access:** Security access to relevant information and actions is controlled by role, regardless of the device that accesses the system.
- **Intuitive experience:** The Workday user experience is modeled after popular consumer-oriented designs. Empower all of your users with relevant and actionable information.

Compensation: Motivate, Reward and Retain

With Workday Compensation Management, you can design, manage, and adjust compensation programs to meet complex global rewards requirements or create and manage flexible employee compensation plans. Workday enables your organization to consolidate employee compensation across multiple plans, teams, and geographies.

- **Comprehensive:** All types of plans are supported. You can handle base pay, promotion increases, ad-hoc changes, focal changes, one-time payments, lump sums, allowances, bonuses, and equity. A variety of options help you decide how to distribute budgets, choose effective dates for pay changes, and define pay structures.
- **Extreme flexibility:** Compensation managers can easily update and define compensation plans in response to changing business needs. Allocate

compensation in a single, unified merit process. For example, you can include a merit increase, stocks, bonuses, and promotions in the same focal round.

- **Global:** Workday supports multiple currencies within a single compensation package, enabling organizations to define global rewards programs with locally appropriate targets to ensure fair and consistent compensation practices. Workday also allows you to manage by a total compensation value using rules that can be defined by country.

Define and Manage Your Absence Plans

Workday Absence Management allows organizations to define, manage, and gain a complete view of a worker's absences—whether it's accrued time off, vacation and sick plans, or defined leaves of absence. Workday Absence Management can be used seamlessly with Workday Time Tracking, Workday Payroll, or as part of Workday Human Capital Management (HCM).

- **Complete control:** Define and maintain accrued time off for workers, track times off (vacation time, bonus time, etc.) and manage unpaid leave-of-absence administration, including support for U.S. FMLA compliance. Analyze liabilities, or plan usage, consistency, and popularity in real time.
- **Robust adaptability:** Workday Absence Management lets you configure time off and leave, business processes, and rules based on an employee's location, or the company's preferences or culture. The application supports any type of leave or time off (combined types, definition, eligibility, etc.).
- **Economic impact:** Workday Absence Management decreases vacation-liability errors with configurable rules, real-time reporting, and the automation of complex calculations and accrual rates. Define how worker inactivation, payroll changes, and employment status affects leave. Account for such factors as absences, benefits, continuous-service accrual, and stock-option vesting.



Workday, Inc. | 6230 Stoneridge Mall Road | Pleasanton, CA 94588 | United States
1.925.951.9000 | 1.877.WORKDAY (1.877.967.5329) | Fax: 1.925.951.9001 | www.workday.com