

Workday: What's changing? Monday 30 October 2023



WHAT'S CHANGING FOR EMPLOYEES

Access



Access to

detailed

information

request

absence

Easily update your personal information and bank details. Option to add career information and upload documents. Some updates automatically flow to your manager (e.g., qualifications) or People and Culture (e.g., photo) for approval.



View and navigate the entire Fed Uni organisational chart.



View detailed pay information including superannuation. The new payslip design meets all regulatory requirements - just note it does not display the Federation logo.



Use the online calendar view to request and view your leave. You can also view your direct peers' leave to facilitate team resource planning. Leave requests automatically flow to your manager for approval.

Report safety incidents

Employees and contingent workers can report incidents in Workday on behalf of themselves, visitors & students. Reports automatically flow to the injured person's manager.



Complete tasks on the go - anywhere, anytime - from the Workday app. Greater flexibility when you need to view your payslip, request absence (leave) or claim time.

Claim time (timesheets)

Submit time claims no matter your employee or time type, through a weekly calendar interface. Requests automatically flow to your manager for approval. When processed, the relevant value is displayed on your payslip. Built-in smarts ensure compliance, e.g. policy requires employees to take a break every 5 hours.

Career and development

Your career and development

Apply for

jobs at

Federation

Calendar

interface for

all time

claims

New and improved goal setting and performance review process. Complete mandatory and compliance training in Workday. If you cannot attend training, it is critical to drop the course in Workday so others who may have missed out can pick up the vacancy.

Apply for jobs

Easily apply for jobs at Federation from within Workday. The system retrieves information from your profile. It is critical NOT to apply from external websites.

Log your questions, issues and requests

Create a case in Workday when you need extra support from People and Culture, including advice and help with some transactions e.g., updating your superannuation. Alternatively, start from the Service Hub under the People and Culture topic, to be guided to Workday.

Easy anytime to update anywhere data Access to real-time data

WORKDAY

Your one-stop shop to manage your work life instead of multiple systems

Formal support Incidents process

Report

safety

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