

No.	Area of change	Changes from Workday go live	Instead of...
1	New tool to use	<p>Use Workday as a one-stop shop to manage your work life.</p> <p>For a better experience, you are encouraged to learn basic navigation, and familiarise yourself with new terminology, e.g. absence, instead of leave, and core concepts, e.g. supervisory organisation.</p> <p>Functionality is organised by topic in apps and dashboards, e.g. Absence, Pay, Time, Help.</p>	using multiple systems (ESS, PageUp, ELMO and the ServiceNow–TimeSheet portal) and a myriad of forms to complete off-system processes.
2	New tool to use	Access Workday from your mobile device to perform simple tasks on the go such as viewing your payslip, requesting absence and claiming time.	accessing systems from your computer only.
3	Your profile	<p>Easily maintain your enhanced employee profile in Workday, for example, your personal information and bank details. There's also the option to add career information and upload documentation.</p> <p>Some updates such as qualifications automatically workflow to your manager for approval; others to People and Culture, e.g. your photo.</p>	only having access to limited information in ESS, which resulted in the need for off-system processes and forms to update.
4	Organisational chart	View your entire management chain and navigate the University's supervisory organisation in real-time from within Workday.	only having access to limited and sometimes outdated information via Office365 apps.
5	Payslip and pay information	View your payslip and detailed pay information including superannuation in Workday. Your payslip will look slightly different and meets all legal requirements – just note that it will not display the Federation logo.	viewing your payslip in ESS.
6	Absence (aka leave)	<p>Request absence in Workday via a calendar interface. You can view your direct peers' leave, which helps facilitate team resource planning.</p> <p>Absence requests automatically workflow to the manager for approval.</p> <p>Note: When a manager goes on leave, they will delegate their approval authority to an appropriate person, and the request will then automatically flow to that nominated person.</p>	requesting leave in ESS
7	Time (aka timesheets)	<p>Claim time worked on/after 5 November 2023 in Workday, through a consistent experience no matter your employee or time type.</p> <p>In the Time app, interact with a dynamic calendar in weekly view. You submit one week at a time and continue to receive payments in line with the payroll fortnightly schedule – same as today.</p> <p>You no longer need to select the approver as time claims are automatically routed to your manager to review and approve. As soon they approve, your time entry changes from grey to green.</p>	<p>claiming time worked via:</p> <ul style="list-style-type: none"> • ServiceNow-Timesheet portal, or • forms circulated for approval and processing via email, e.g. to claim overtime.

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8	Time (aka timesheets)	<p>Based on your job profile and other attributes, Workday recognises the types of time you are eligible for and alerts you of errors to ensure compliance. For example, policy requires employees to take a break every 5 hours.</p> <p>When approved, your claim is automatically routed for processing and the relevant payment value is displayed on your payslip.</p>	<ul style="list-style-type: none"> managers and payroll completing a high level of manual auditing to detect and correct errors. seeing an estimate only of gross pay for each claim in the ServiceNow–Timesheet portal.
9	Apply for internal jobs	<p>Browse Federation jobs from the Careers website or Workday and apply directly from your Workday employee account. Your application will automatically retrieve relevant information from your profile, such as education details.</p> <p>It is important you do NOT apply from external websites as this will duplicate your profile in Workday, resulting in a suboptimal experience.</p>	browsing jobs at Federation from the Careers website and applying via PageUp, which means you have a similar experience to those of external applicants.
10	Goal setting and performance reviews (aka PRDP)	<p>Set goals and complete your performance reviews in Workday when this activity is triggered by People and Culture (planned for Q1 2024).</p> <p>Workday offers a new and improved experience with the ability to set milestones for your goals, update your goals and request feedback.</p>	setting goals and completing your performance reviews in PageUp.
11	Training	<p>Complete mandatory and compliance training in Workday from the Onboarding or Learning App.</p> <p>You may also enrol in other training opportunities as they arise.</p> <p>If you cannot attend a course, it is crucial to drop the course in Workday. This provides others, who may have missed out, the chance to attend.</p>	completing mandatory and compliance training in ELMO.
12	Safety incidents	<p>Report a safety incident in Workday.</p> <p>Note that only employees and contingent workers have the ability to report incidents in Workday, either on their behalf or on behalf of others including visitors and students.</p> <p>Reports automatically workflow to the injured party's relevant manager.</p>	reporting safety incidents using forms and manually following up with relevant parties.
13	Support	<p>Create a case in Workday when you require extra support from People and Culture, including advice and specific transactions e.g. updating your superannuation.</p> <p>Alternatively, start from the Service Hub under the People and Culture topic, and this will guide you to Workday.</p>	creating a request from the Service Hub under the People and Culture topic – formerly known as the PC ServiceNOW portal.