Town Hall

SEPTEMBER 18, 2019
REINSCH AUDITORIUM
Agenda

WHAT TO EXPECT
WORKDAY “TALK”
PROCESS CHANGES
OKTA & WORKDAY
WORKDAY MOBILE
JOB AIDS
IMPORTANT DATES
UPCOMING TRAINING
GO LIVE ACTIVITIES & SUPPORT
NEXT STEPS
Workday Landing Page
What to Expect

• New application for: *Human Resources, Benefits, Payroll, Recruiting*

• Access via Sign On link on myMarymount

• 2 factor authentication with Okta

• Mobile Apps: Workday and Okta Verify

• Employee Self Service

• Manager Self Service
Workday “Talk”

- Time-off /leave = Absence
  - (Vacation, Sick, Jury Duty, FMLA)
- Pay Advices = Pay Slips
- Departments = Supervisory Organizations
- Department Head = Manager
- Appointments = Assignments
- Posting = Job Requisition
- GL Code = Cost Center
The Power of ONE!
Process Changes: Human Capital Management (HCM)

Let’s take a look process changes affecting key HCM areas - Benefits, Recruiting, Absence, Time Tracking and Payroll.
Process Changes: Role-Based Security

• “All or Nothing” Principle
  – No custom security roles

• Access will be based on your assigned role
  – You may assign a proxy to a 2nd level supervisor, or peer

• People Managers will initiate employee actions
  – Administrative Assistants will no longer initiate employee actions
  – Employee actions include: status changes, supervisor changes, terms, etc.

• Security roles must be approved by Department Lead
  – Managed by Information Technology Services
Process Changes: Recruiting - PeopleAdmin

• PeopleAdmin will officially retire on September 30, 2019

• Current, active job postings will remain in PeopleAdmin until filled
  – HR will contact you regarding outstanding postings for final closeout

• Access will still be available for viewing/tracking purposes only

• Once all outstanding positions have been filled, employees will no longer have access
  – Contract expires in April 2020
Process Changes: Recruiting - Workday

1. **WORKFORCE PLANNING**
   - Full review of your organization/reporting structure
   - May view detailed position information

2. **SOURCING**
   - May select from Job Description Library
   - May assign POCs as Recruiter and Search Committees

3. **HIRING**
   - Automated step-by-step process
   - Integrated background checks
   - Auto-generated offer letter with approved hiring proposal

4. **ONBOARDING**
   - New hire checklist sent to candidate
   - Online documents...yes, NO MORE PAPER!!
   - Welcome email sent to new employee
Process Changes: Benefits Enrollment

You’ve arrived at your one-stop shop for Benefits!

- Enrollment will be managed in Workday, using an enrollment wizard
  - New Hire enrollment
  - Will be available for 2020 Open Enrollment, effective November 1, 2019

- Look for tasks in your Workday inbox!

- Guided wizard walks you through the process

- Menu Options + Costs + Helpful Hints + Provider Links

- Integrated with our health, dental and vision providers
  - Faster processing with immediate changes
Process Changes: Self-Service

DARE WE SAY IT? NO MORE PAFS! NO MORE PAFs!! NO MORE PAFs!!!

- Well, not exactly...
  - Only limited transactions (e.g. Grants) will be available via DocuSign
  - All other DocuSign PAF templates will no longer be available, effective October 1, 2019

- One-time payments, terms, updates, appointments, etc. will be processed through Workday

- Employees update personal information real-time
  - Address, Emergency Contact, Beneficiaries
  - All other DocuSign PAF templates will no longer be available, effective October 1, 2019

- Supervisors will initiate all employee actions
Process Changes: Some Things Remain the Same

• Cornerstone will still be used for the 2019 Annual Review
  – Will transition to Workday in 2020 (July)

• Additional information will still be available via our HR portal
  – Calendar events, benefit vendor information, etc.

• HR inquiries should be sent to hr@marymount.edu

• Specific department needs should be sent to your assigned HR Business Partner
Workday Payroll

- Timecards
- Overtime
- Holiday
- Pay Schedule
- Payment
Timecard

**Marynet**

- All Employees (staff/students) except for Faculty/Adjuncts submit a Timecard
- Employees have until 4:59pm to complete timecard and approvers have until 11:59pm to approver on the Tuesday after the PPE ends.
- Paper Timecards are processed when a student worker/non-exempt doesn’t input their time

**Workday**

- Only Non-exempt and Student Workers will complete a timecard
- Timecards will need to be submitted and approved by 5:00pm on the Tuesday after the PPE ends.
  - Note – Approvers can set the time they want their employees to complete their timecard to ensure timecards are approved by 5:00pm.
- There will be no paper timecards. If an employee/student misses the deadline, there is a change they will not be paid. If a timecard is not submitted, employee/student will have to work with their manager and Payroll Office if time not enter by deadline.
- Manual Checks will not be processed when timecards are not submitted.
Timecards Cont.

Marynet

- In Marynet, most non-exempt & student workers input their in and out times. There are a few that have a set schedule.

Workday

- All non-exempt employees and student workers will be required to input their in and out times.
### Time Entry for Hourly Employees

#### Enter Time

**View: Week**

<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Hours</th>
<th>Time Off</th>
<th>Overtime Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 9/15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mon 9/16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tue 9/17</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wed 9/18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thu 9/19</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fri 9/20</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sat 9/21</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Time Period Lockout**

09/01/2019 - 09/14/2019

Click on the table to enter time.
Rounding

- Colleague does not round hours up or down.
- Workday Day is set to round with a 15 minute rounding up and a seven minute breakpoint.

Currently in Workday we have the agreed upon 15 minute rounding with a 7 minute breakpoint. Here's how it treats the rounding:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workday</th>
<th>Colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/05/19</td>
<td>3:25pm - 08:05pm</td>
<td>4.5</td>
<td>4.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:30 – 8 = 4.5</td>
<td></td>
</tr>
<tr>
<td>05/02/19</td>
<td>06:31pm - 08:08pm</td>
<td>1.75</td>
<td>1.66</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6:30 – 8:15 1.75</td>
<td></td>
</tr>
</tbody>
</table>

Colleague
Overtime

Marynet/Colleague

- Colleague/Marynet overtime is only calculated at 1.5 salary and is only calculated on hours worked over 40

Workday

- Workday overtime is calculated using the Fair Labor Standards Act (FLSA) calculation.
Holiday

**Marynet**

- Employees have to add Holiday Taken to their timecards when there is a MU Holiday.

**Workday**

- Holiday will automatically populate on employees timecards for non-exempt employees.
- For salary employees holiday taken will automatically process when payroll is ran. Can see the holiday on their Workday Calendar.
Holiday Worked for Non-Exempt Employees

• Holiday Worked Schedule is 2.5 pay
  • Example - Any non-exempt employee who is required to work on one of these designated holidays shall be paid as follows:
    a) Holiday pay at regular rate 8 hours
    b) Incentive pay at 1.5 times regular rate 8 hours
    c) Total pay 2.5 times regular rate 16 hours

• Holiday Worked unscheduled is 3.5 pay
  • Example - Any non-exempt employee who is called into work on an emergency basis on one of these designated holidays shall be paid as follows:
    a) Holiday pay at regular rate 8 hours
    b) Incentive pay at 2.0 times regular rate 8 hours
    c) Total pay 3.0 times regular rate 16 hours
## 2019-2020 Workday Pay Schedule Changes

- Complete Schedule will be sent out to All Employees.

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Pay of Month</th>
<th>Start Date</th>
<th>End Date</th>
<th>FY19 Pay Date</th>
<th>Workday Timecard Approved by 5pm</th>
<th>Absence/Leave Approvals by 5pm</th>
<th>Pay Changes/Enters Direct Deposit &amp; Tax Changes by 5pm</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2019</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2020</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>12/08/19</td>
<td>12/21/2019</td>
<td>* 1/3/20</td>
<td>12/16/2019</td>
<td>12/16/2019</td>
<td>12/16/2019</td>
</tr>
</tbody>
</table>
Payment

• Employees (Faculty, Adjuncts, Staff And Student Workers) will be paid every two weeks as we currently all.
• All employees will be able to review their pay statements in Workday, two days prior to pay day.
• Checks will be mailed the Wednesday prior to pay date.
• If questions regarding your pay statement, please contact payroll at payroll@Marymount.edu
OKTA – 2 Factor Authentication

- Initial Log on to Workday (through both the standard application and mobile) will bring up the OKTA application.
- You will use your MU username and password
- It will ask what method you want to verify your access to Workday.
- Similar to logging into banking accounts, Amazon, etc.
Mobile Applications

• Full-functionality available through the Workday app
• Available for free on the iOS App Store and Google Play Store
• Two-factor authentication (Okta) delivered by mobile app or text message
• Will be operational starting on 9/30
Online Marymount Workday Job Aids

Available at my.marymount.edu/SaintsConnect

Categories
• Employee Resources
• Manager Resources
• What’s Happening
Job Aids - Manager Resources

• Available at my.marymount.edu/SaintsConnect
• See “Manager Resources”
• Categories
  • Getting Started
  • Recruiting
  • Hiring
  • Compensation
  • Expenses
  • Time Tracking and Time Off
  • Employee Changes
Important Dates

September 23rd  Early Timecard Approval (Estimate Time)
September 30th  Workday Live
               Go Live Checklist Challenge
               Start “held” transactions (e.g. Hiring)
               Start Absence request/approval
October 11th    First Pay Advice Available in Workday
               First Workday Time Entry Approval
Upcoming Training: Workday Wednesday

- Sept 25th  Employee Functions
- Oct 2nd   Time Entry/Time Approval
- Oct 9nd   Manager Functions
- Oct 16th  Recruiting and Hiring
- Oct 23rd  Updating Benefits
- Oct 30th  Advanced Manager Functions
- Nov 6th   Benefits Enrollment
- Nov 13th  Advanced Recruiting
- Nov 20th  Wild Card – Open Session
Go Live Activities

Go Live Checklist
• Personal Information
• Emergency Contact Information
• Beneficiary Information
• Verify Direct Deposit Information
• W2 Electronic Delivery (if applicable)

Go Live Help Desk
• Lee Center (Monday, Tuesday and Wednesday -- 10am-12pm)
• Ballston (Monday and Tuesday – 6pm-8pm)

University 1st Payroll Celebration: October 17th
Go Live Support

Human Resource Issues: hr@marymount.edu

Payroll Issues: payroll@marymount.edu

Login, Access, Other Issues: its@marymount.edu or 703-526-6990
Next Steps for YOU

- Download the Workday and Okta Verify mobile apps
- Log on to Workday on 9/30
- Register your Okta account (it will be happen when you log on)
- Participate in the Checklist Challenge
- Encourage your colleagues to do the Checklist Challenge
- If you find a problem, notify the appropriate resource to resolve
Go SaintsConnect!
Thank you & Questions