Date: 11/16/2021

Time: 11:00 am

Location: WebEx

1. Welcome & Attendance

| Name |  | Name |  | Name |  |
| --- | --- | --- | --- | --- | --- |
| Kami Xiong | X | Jennifer Hobbs |  | DawnAnn Wilson |  |
| Tina Flores-Nevarez | X | Kristen Suehs | X | Dr. David A Giles | X |
| Elizabeth Schwartz | X | Kay Schubert | X | Shelly McCune | X |
| Kelli Holt |  | Martha Alexander |  | Debra Cortinas | X |
| Laura Quirino | X | Keisha Lamb | X | Lloyd Butler |  |
| Brad Blair |  | Tricia Landers |  | Elvia Oliva | X |
| Tina Pennington | X |  |  |  |  |

Additional attendees: Rachel Gorman, Amy Suter, David Gutierrez, Sergey Nyrkov, Wally Wellborn, James Ross, Sri Kamarthi, Nancy Hamilton, Carey Hutchison, DeAnna White, Meredith Fox

1. Discussion:
   1. Resource folder change from Syncplicity to Microsoft OneDrive
      1. Contact Kami if you have issues accessing the WD Reporting and Analytics Working Group folder in OneDrive
   2. Reports
      1. Turnover Reports
         1. Should adjuncts and summer faculty be excluded to prevent skewing of turnover data?
            1. Yes – this will be added to the demand list.

Per Shelly: We prefer to exclude adjuncts and summer faculty. For us these should not be included

Per Elizabeth: I would think the numbers could be skewed with those titles.

* + 1. Succession Planning Report
       1. BusinessObjects report to be released in Spring 2022
  1. Prioritize Prism Projects
     1. See poll results
  2. What are your reporting pain points?
     1. Should the Reporting Team focus on delivering dashboards to Partners, or to end users?
        1. Both are important – having dashboards for end users lessens the need for assistance from the Partners
        2. Priority is on Partners first, then other roles like HR Contact, then end users. Partners are in Workday for regular job duties, so they are more likely to use dashboards. End users may not use Workday regularly, and would be less likely to use dashboards.
     2. The large number of reports in Workday and in the reporting inventory can make it difficult to find what is needed.
     3. There is limited flexibility and customization abilities for reports.
     4. There is confusion when multiple fields have similar names but different meanings (i.e. Hire Date, Original Hire Date, Continuous Service Date, etc.)
     5. There is a lack of report descriptions for Workday-delivered reports
     6. Actions:
        1. Hide standard reports if they don’t provide any data or expected data. Encourage report users to report if they have a list of reports to be hidden
        2. Provide more details in the report description, or if they are too long to display, include more details in the report inventory, e.g., what data will return
  3. Share data culture in your organization *(tabled for next meeting)*
     1. How mature is access to data for Executives, BP processors and employees?
     2. Do you use analytics tools besides BusinessObject BI?
     3. To what degree is your organization using data to make business decisions, very rarely, sometimes, or frequently?

1. Next Meeting: Tuesday, March 1st, 11 - noon