

Maintains the integrity of the Workday application and provides cohesive functional and technical support to maintain and achieve improved processes and lower operating cost

Council Members

Cheryl Greene	✓	Keisha Lamb	✓	Martha Gonzalez	✓
Joe Corn	✓	Wendoline Harrell	✓		
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Lona Warren	✓	Tammi Thompson	✓		
Elizabeth Schwartz	✓	Derek Gonzales			

1. Review Previous Meeting Action Items

- a. Review Quarterly Key Performance Indicators (KPI) – Goal 70%
 - o October 1, 2022 – Dec. 31, 2022 - 100%
 - Measured KPI: Percentage of Priority 1 and Priority 2 change requests approved by the council and completed during the period. Target is 70%
 - KPIs are published on the Workday Help site, accessible within the 'About' section heading
- b. Refreshed Workday Help website
 - o The Workday Help website has been refreshed to enhance consistency with Office of Information Technology websites. Primary changes include:
 - Quick Access Links: new section that provides enhanced navigation to Common Tasks, Reports, and Release Notes.
 - Learning Hubs: new categorization of training items into hubs that will provide easier access to needed information for users.

2. Priority List – Proceed and Prioritize Items (Brad Blair)

Request	Area	Task Name	Proceed	Priority
21752838	Payroll	Model My Pay	Y	1
21983640	Staffing	Add rule in Edit Passport and Visa business process	Y	1
21641820	Staffing	Member Routing for Request One-Time Payment step in Change Job BP	Y	2
21948393	Staffing	Member Routing for One-Time Payment step in Change Job BP	--	--
21948488	Staffing	Notification for Change Job Transfers to new Company for Employees with Delegations	Y	3
21949795	Staffing	Add modify permissions for editing Web Address	Y	3
21983696	Staffing	Add Notification for Position Restriction Reclassifications	Y	3

Priority List Discussion

21752838

- Any thought to make this feature available to other security roles instead of employee as self?
 - Right now, functionality only supports employee as self. However, Workday is evaluating making this feature available to other security roles in the future.
- Does it take into account any added jobs; can pick future dates if have future added job?
 - If have multiple positions, will ask which position and which paycheck for a given year; can only look at completed results.

21983640

- Will prior visa details still be visible on employee?
 - Prior visa details are no longer visible on the employee, but are visible by process history. This decision was discussed with working group; agreement within group was to only see active visa on employee.

21948488

- When does the notice trigger?
 - At the completion step of termination.
- Will delegation history still be visible?
 - If it is future dated or current dated, then the employee will show up in the information; if retro-dated, the results may depend on security roles, which is why HR Partner was included in the notification.

21983696

- When you send the opt-in/opt-out choice, will you provide information what the notification will say, is it editable by member or standard?
 - Notification will be standard

3. Discussion Items (Workday HCM Advisory Council)

No discussion

4. Next Steps (Brad Blair)

- a. 90 Day Roadmap Refresh – January 31, 2023
- b. Next Workday HCM Advisory Council Meeting – April 18, 2023