

OVERVIEW

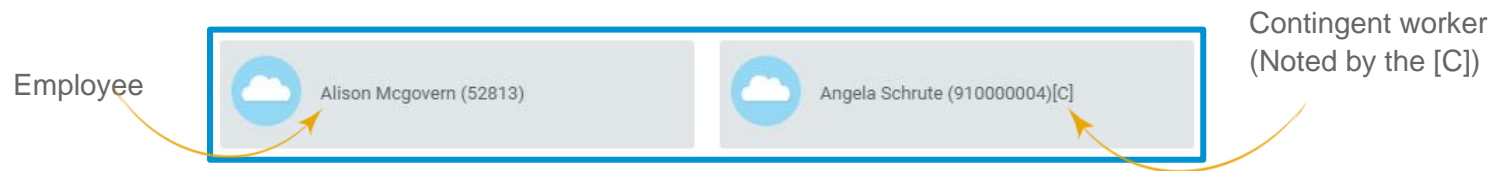
To get your bearings in Workday, it's helpful to understand a few core concepts and how they support our organization. Those concepts include:

1. Worker Types
2. Staffing Models
3. Supervisory Organizations
4. Security Roles
5. Business Processes
6. Job Details

WORKER TYPES

A worker type must be assigned to an unfilled position and to each worker. There are two worker types:

- Employee – a worker paid through Geisinger's payroll.
- Contingent Worker – a worker not paid through Geisinger's payroll but fulfills a direct need for our organization. This group is represented by students, volunteers, Individual Contractor (1099) and agency staff (i.e. Nurse Travelers, Administrative Assistants, etc.).



POSITION DETAILS

When creating positions or performing staffing actions (ex: Change Job), Workday requires certain details to be entered.

Some examples of those details are:

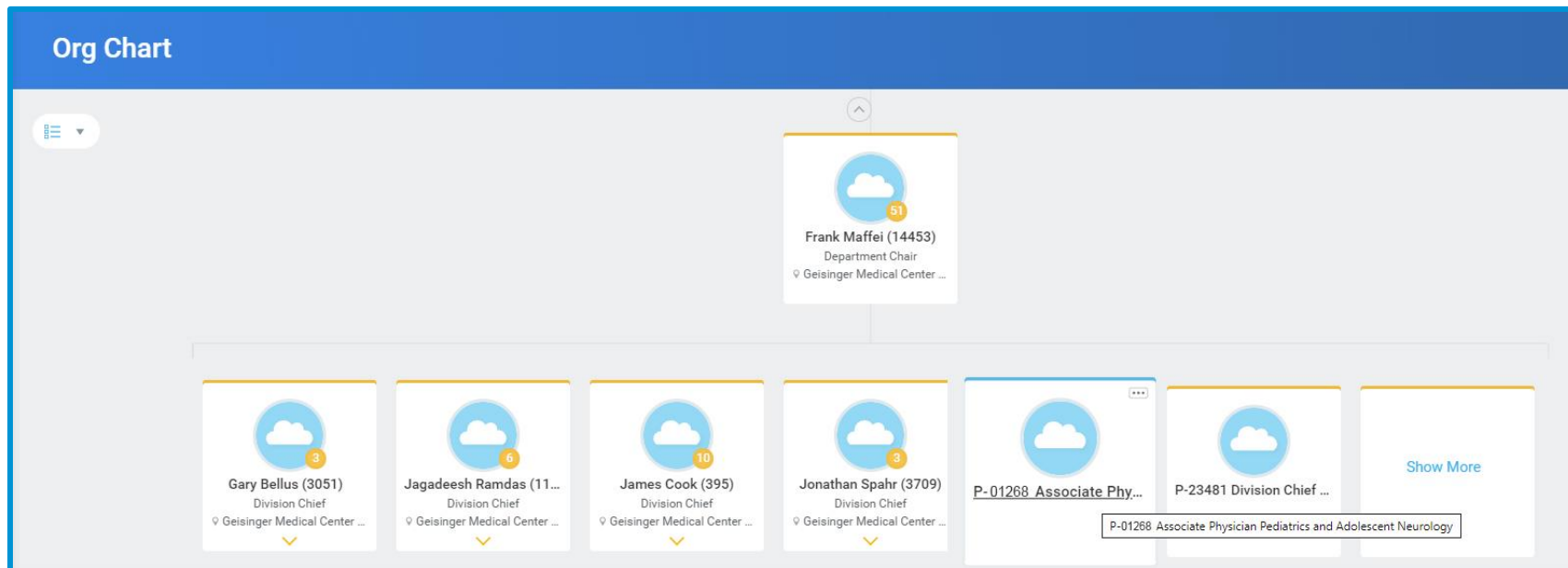
- Job Profile - Defines generic features and characteristics of a job (pay rate type, competencies and proficiencies, etc.)
- Location – Physical location where the worker will sit
- Time Type – Either full time or part time. If the worker is per diem, no time type is needed, but “Part Time” will appear on their worker record.
- Scheduled Weekly Hours – These are the budgeted hours the worker will work in a week. They are divided by 40 to determine the FTE
- Shift – Can be days, evenings, nights or rotation.

STAFFING MODELS

- Every supervisory organization has a staffing model. There are two types of staffing models: Position Management and Job Management.
 - In Position Management, a position must be created for each new employee/opening. Reports will show open positions and vacancy rates.
 - In Job Management, no positions are needed in order to create a job requisition. There is no ability to report on vacancy rates – only true open job requisitions. These supervisory organizations will be prefixed with “JM-”.
- Geisinger’s staffing model is a mix of the two: employees with budgeted hours will sit in Position Management. Contingent Workers and Per Diem employees will sit in Job Management.

SUPERVISORY ORGANIZATIONS

Supervisory organizations or “sup orgs” are the foundation of Workday. They represent the reporting structure and have connections to almost every functionality within Workday.



SECURITY ROLES

Security Roles determine what you can see and do in Workday. They drive security to tasks and access to the appropriate data.

BUSINESS PROCESS

A business process is a set of tasks that people initiate, act upon and complete. Each process achieves a desired business objective. Only users within an appropriate security role can initiate certain business processes. Once initiated, Workday routes tasks to the responsible role and maintains security and business rules throughout the process.

Two types of validation rules are attached to business processes:

1. Critical – based on business rules and determine if you have entered the required information correctly; a hard red “error” prevents you from moving forward until you have corrected the error.



2. Warning – based on business rules and alert you to something that may have been entered incorrectly; a soft orange “alert” does not prevent you from moving forward.

