armanino

WEBINAR

Mastering Workday: Ask an Expert Series

Session: **Empowering Business Agility: Job Architecture Roadmap Enhancements**

Certified **B** Corporation

WELCOME

Today's Experts

Joe Kelly

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Workday Practice Leaders
Armanino

Session

Empowering Business Agility: Job Architecture Roadmap Enhancements

- **Importance of Workday Staffing Models**
  Learn how Armanino advises clients to select the right staffing model for their business

- **Job Catalog Design Principles**
  Key in on design thought principles and core elements that drive a successful job catalog

Engagement Encouraged!

- **Interactive Q&A Sessions:**
  Get your specific Workday questions answered live by our experts, ensuring you leave with practical solutions tailored to your needs.

- **Expert Insights & Tips:**
  Gain exclusive access to professionals who will share valuable insights, tips, and best practices to enhance your Workday experience.

- **Real-World Case Studies:**
  Learn from real-world use cases that showcase how other organizations are successfully leveraging Workday to solve common challenges and drive business success.

Job Architecture Touchpoints & Staffing Models

Experts@armaninio.com

Job Architecture Touchpoints

Staffing Models – Two Options
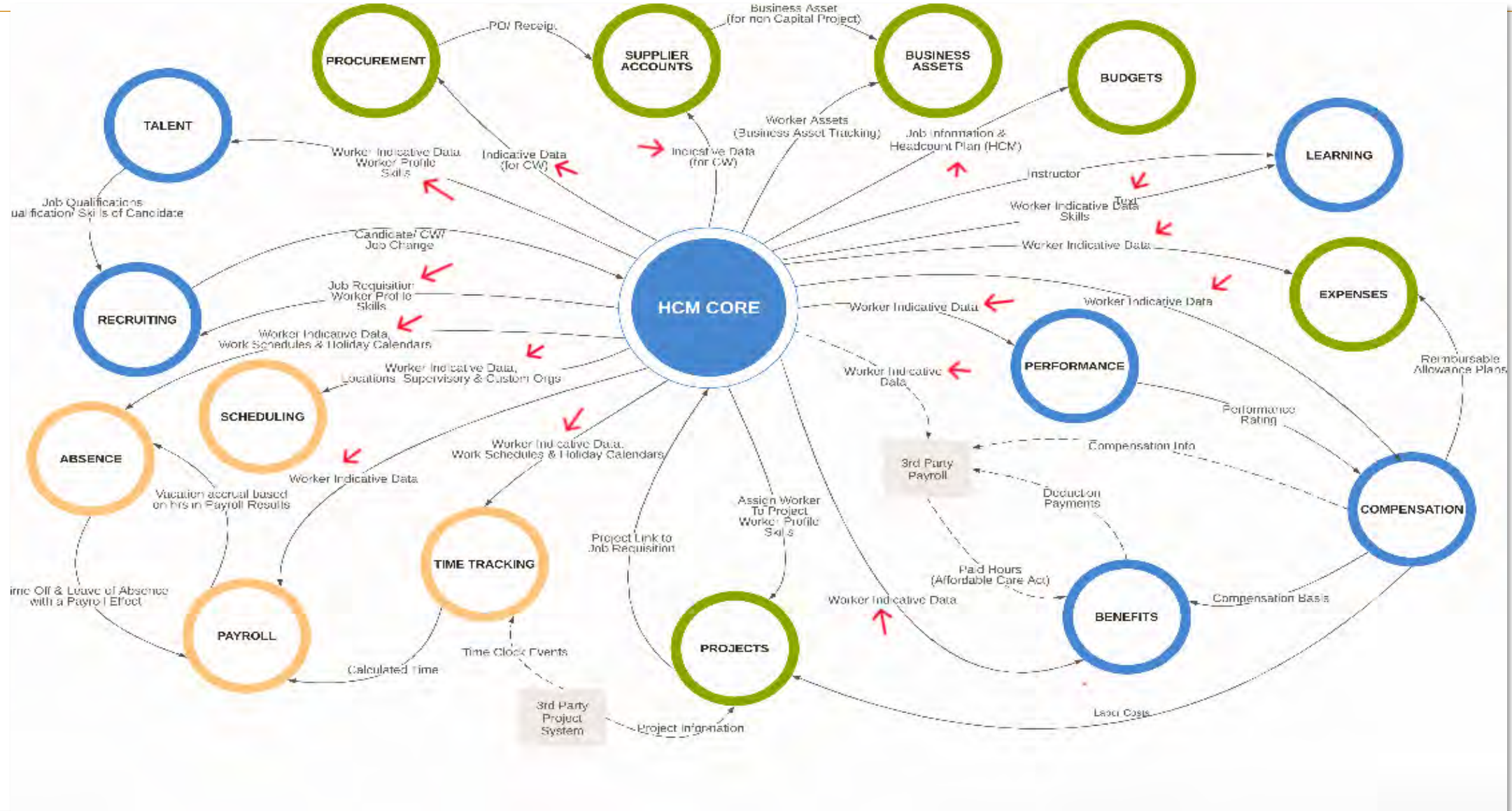
- **Position Management**
  - Offers greatest control over hiring as you define separate hiring rules and restrictions for each position

- **Job Management**
  - Offers least control over the definition of individual positions

Key Features - Position Management

- Each position you create can have its own definition and hiring restrictions
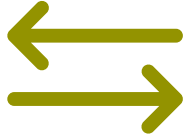
- Requires an open, approved position before you can hire, promote, transfer or demote workers
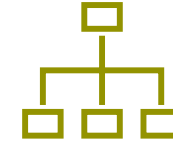
- Requires you to specify the number of positions to fill

- Used when you need the ability to define each position narrowly based on:
  - Hiring location
  - Worker Type
  - Time Type
  - Specific needs subject to hiring controls

Key Features - Job Management

- Flexibility when hiring is key

- Hiring restrictions apply to all jobs in the supervisory organization

- Hiring is not limited to a predefined number of openings and there's no need for separate open positions

- Organizational preference is to define a broad band of job requirements and to rely on staffing approvals to control the number of workers

HCM Job Architecture Design Principles

Job Architecture Design – Thought Process

Understand Touchpoints: Job profiles touch almost all other functional areas and have cross-application impacts including:

- Reporting dimensions
- Data Feeds
  - Integrations
  - Cross module in Workday (Recruiting, Learning, Compensation etc...)
- Categorizes prompt tables for lookups
- Condition and eligibility rules

Standardize Your Processes: Determine governance structure for creating and maintaining a global job catalog

Share Job Related Attributes: Pay Range, Management Level, Job Classification (i.e., EEO Code) and job description

Financial Data Model / Cost Centers: Should not be a 1:1 with your job family & job family group hierarchy

Scalability: Core elements within job catalog should be scalable

HCM Job Architecture Key Elements

Job Profile Key Elements

Profile Details

Effective Date	06/01/2018
Job Profile Name	*
Job Code	*
Include Job Code in Name	
Job Title Default	
Restrict to Country	
Management Level	
Job Level	
Job Family	
Job Category	

Job Classification

Job Classification	
Job Profile Summary	
Job Description	Format B I U A ☰

Compensation

Compensation Grade	
Compensation Grade Profile	
Impacted Eligibility Rules	

Key Element Definitions

Element	Definition
Management Level	Defines where the job sits within your organizational hierarchy (individual contributor, supervisor, manager, director etc...)
Job Level	Used to rank levels that don't necessarily have a "title"
Job Family	Sub-functional elements like "Benefits" or "Compensation"
Job Family Group	Functional elements like "Human Resources"
Job Category	Broader categories than job family group
Job Classifications	Typically used to track job-related regulatory reporting. Can also be used to further categorize job profiles
Compensation Grade	Determines the workers compensation grade and recommended pay range when hiring into the job profile.

Examples of Job Catalog Hierarchies

Job Family Group	Job Family	Job Profiles	Positions
Engineering	**Chemical**		
	Mechanical	Senior Mechanical Engineer	ME 1
		Mechanical Engineer	ME 2
			ME 3
		Junior Mechanical Engineer	ME 4
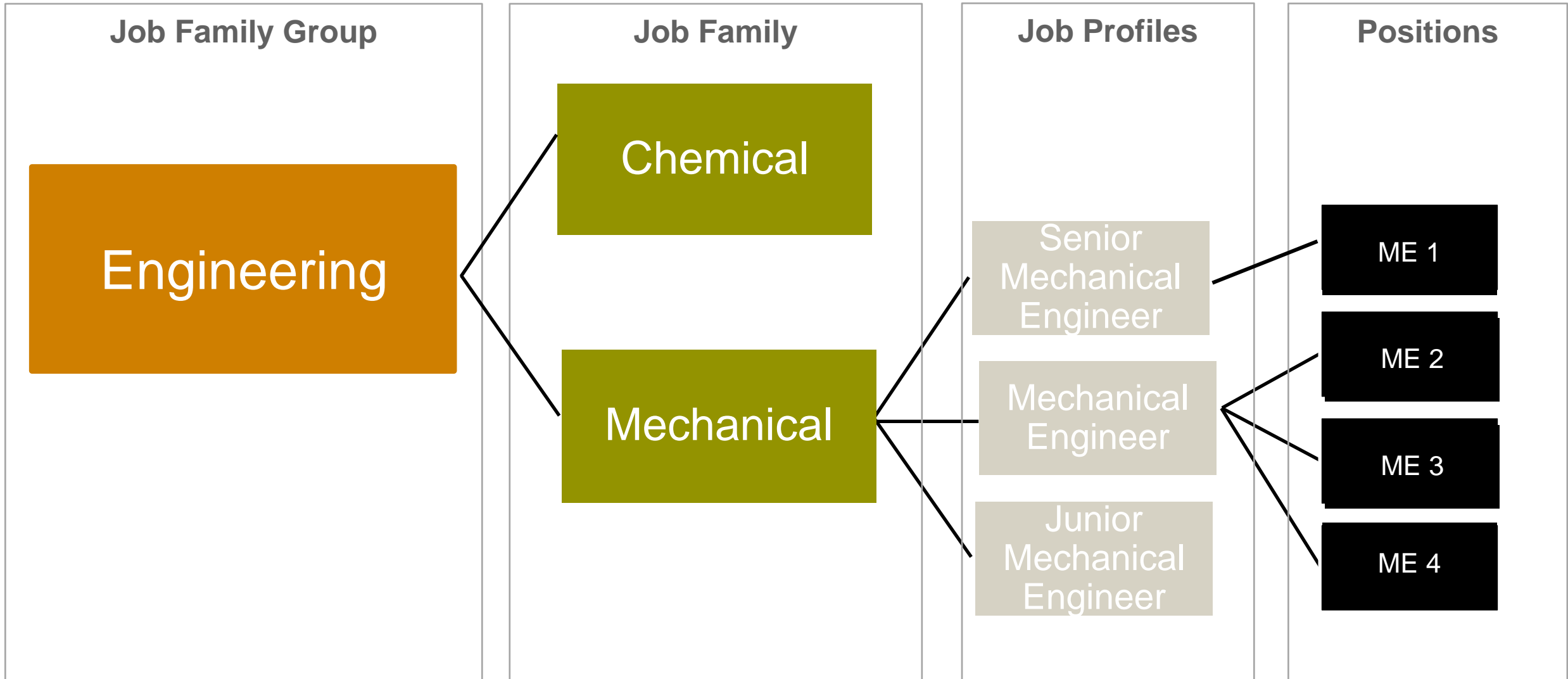
Common Delivered Reports

Workday Delivered Reports

Element	Definition
Job Catalog	Overview of job family groups, job families and job profiles
Directory by Job Profile - Indexed	List of workers by Job Profile
Directory by Job Family Group - Indexed	List of workers by Job Family Group
Open Positions by Organization, Worker Type and Date Range	Open Positions by Organization, Worker Type and Date Range
Active Employees - Indexed	List of all active employees in all organizations
Compensation Ranges By Job Profile	List of all job profiles with associated min, mid and max compensation ranges
Compa-Ratio by Job Family Group & Ethnicity	Compa-Ratio by Job Family Group & Ethnicity