



Workday@Penn

Workday Update

Senior Business Administrators Meeting
December 11, 2024



Today's Topics

Human Capital Hub and Manager Insights Hub

Chris Blickley, Director, Workday Operations

Workday Learning Update

Stephanie Riley, Lead, IT Solutions Team



New and Enhanced Hubs

Chris Blickley

Human Capital Hub

A single point for HR Partners and HR Analysts to access relevant tasks, information, and reports.
Built to empower you to **support** your organization and **streamline** your processes.



Quickly Access Your Essential Tasks

The Human Capital Hub provides a single location to help manage your work for those you support. Quickly access and act on relevant and timely tasks, reports, and cards across academics, comp/pay, recruiting, staffing, talent/performance, time/absence, and more.



Understand Your Workforce

The Human Capital Hub aids you by providing data visualizations and reports on worker movement and metrics.



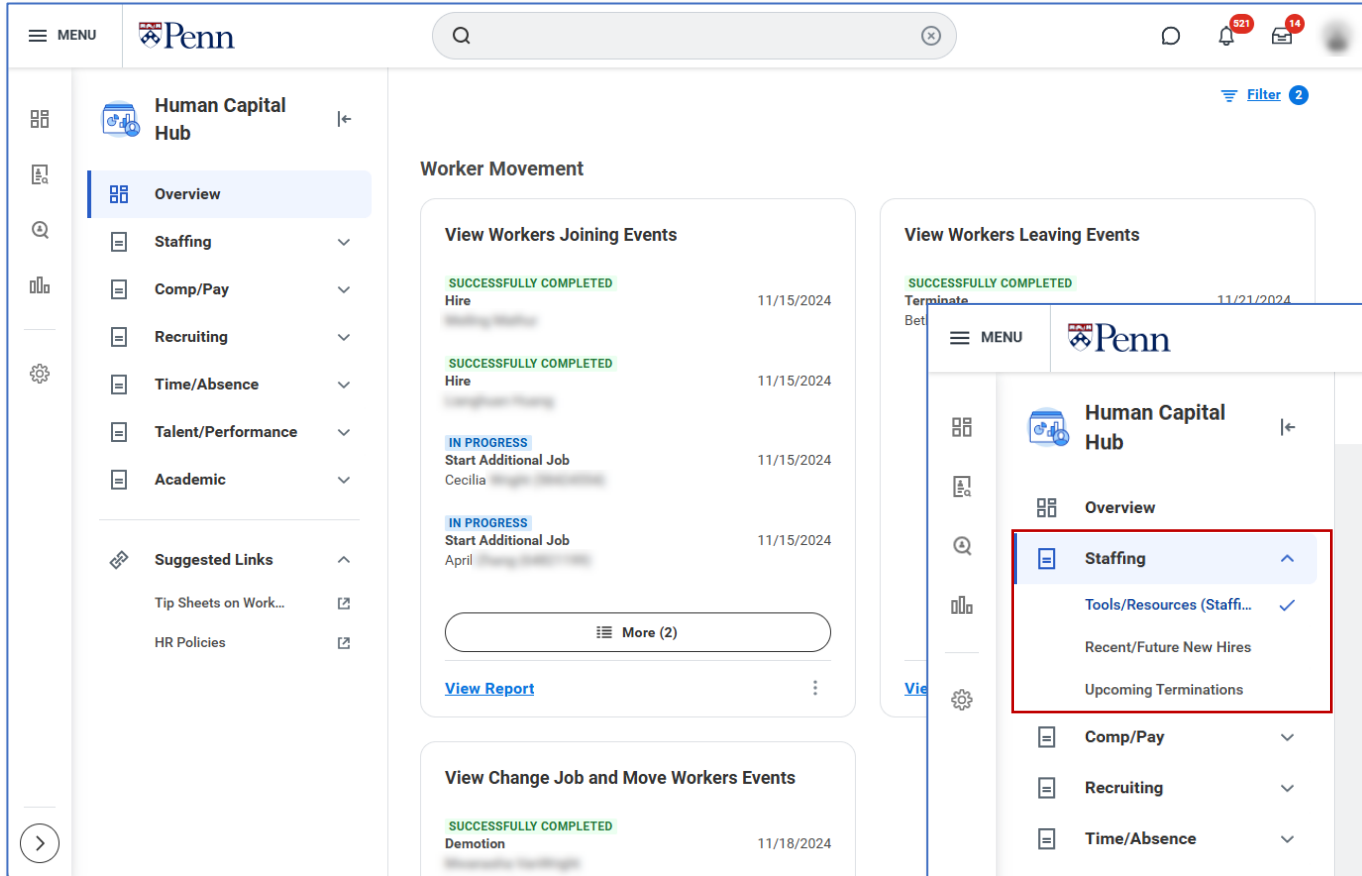
Elevate Your Knowledge

The Human Capital Hub offers targeted tools and resources, a view of future-dated events, and lists of recommended reports to explore and run.

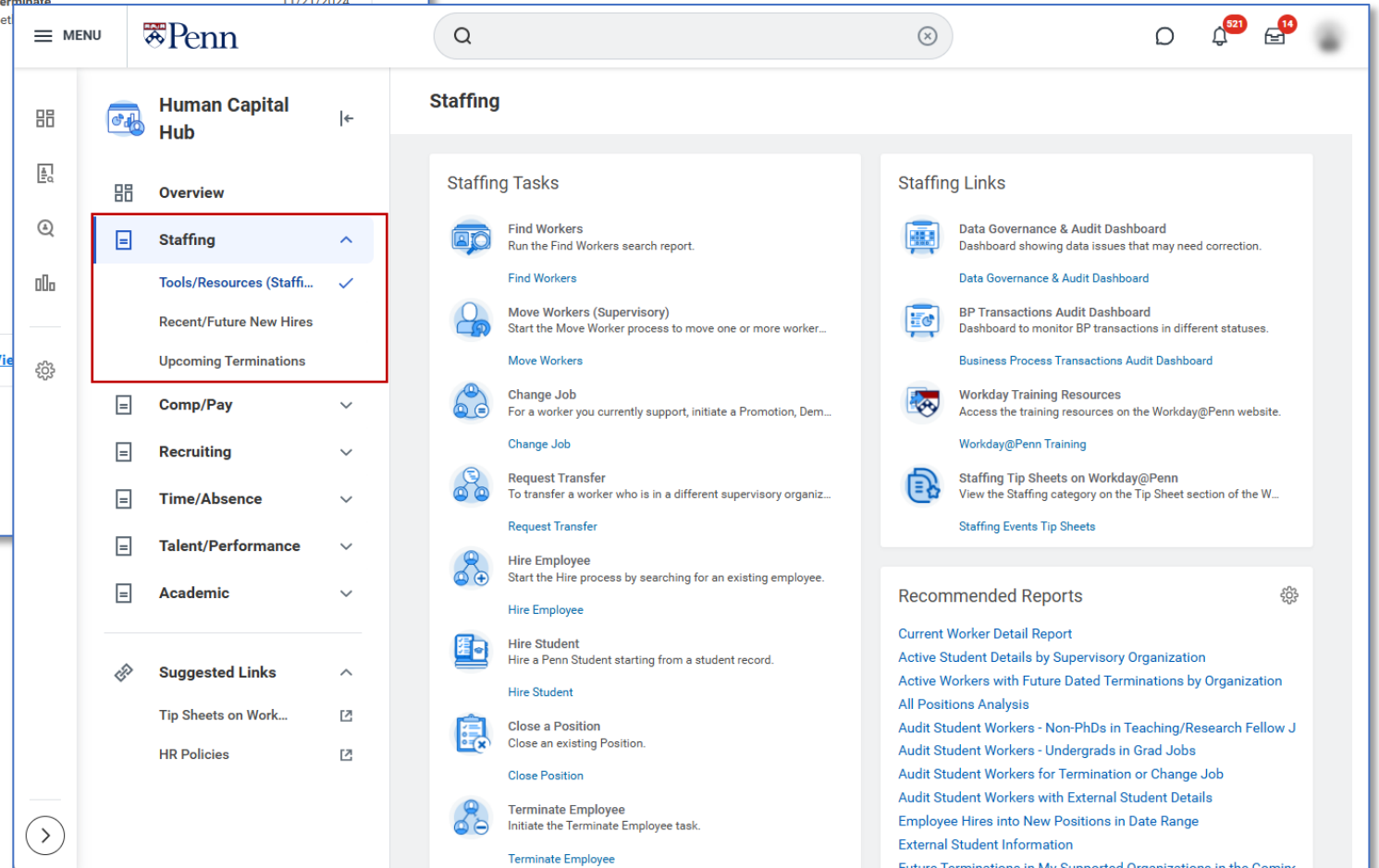
Log into Workday today.
Find the Human Capital Hub in your Workday app menu.



Human Capital Hub



This screenshot shows the 'Overview' page of the Human Capital Hub. The left sidebar contains a navigation menu with options: Overview (selected), Staffing, Comp/Pay, Recruiting, Time/Absence, Talent/Performance, Academic, and Suggested Links. The main content area is titled 'Worker Movement' and is divided into two sections: 'View Workers Joining Events' and 'View Workers Leaving Events'. The 'Joining Events' section lists three events: two 'SUCCESSFULLY COMPLETED' Hire events on 11/15/2024 and one 'IN PROGRESS' 'Start Additional Job' event for Cecilia on 11/15/2024. The 'Leaving Events' section shows a 'SUCCESSFULLY COMPLETED' Terminate event on 11/21/2024. A 'View Report' button is located at the bottom of the 'Joining Events' section.



This screenshot shows the 'Staffing' page of the Human Capital Hub. The left sidebar is identical to the Overview page, but the 'Staffing' option is selected. The main content area is titled 'Staffing' and includes a 'Staffing Tasks' section with icons and descriptions for various actions: Find Workers, Move Workers (Supervisory), Change Job, Request Transfer, Hire Employee, Hire Student, Close a Position, and Terminate Employee. To the right of the tasks is a 'Staffing Links' section with links to various dashboards and resources. At the bottom right is a 'Recommended Reports' section with a list of report titles.

Staffing Tasks

- Find Workers**
Run the Find Workers search report.
[Find Workers](#)
- Move Workers (Supervisory)**
Start the Move Worker process to move one or more worker...
[Move Workers](#)
- Change Job**
For a worker you currently support, initiate a Promotion, Dem...
[Change Job](#)
- Request Transfer**
To transfer a worker who is in a different supervisory organiz...
[Request Transfer](#)
- Hire Employee**
Start the Hire process by searching for an existing employee.
[Hire Employee](#)
- Hire Student**
Hire a Penn Student starting from a student record.
[Hire Student](#)
- Close a Position**
Close an existing Position.
[Close Position](#)
- Terminate Employee**
Initiate the Terminate Employee task.
[Terminate Employee](#)

Staffing Links

- Data Governance & Audit Dashboard**
Dashboard showing data issues that may need correction.
[Data Governance & Audit Dashboard](#)
- BP Transactions Audit Dashboard**
Dashboard to monitor BP transactions in different statuses.
[Business Process Transactions Audit Dashboard](#)
- Workday Training Resources**
Access the training resources on the Workday@Penn website.
[Workday@Penn Training](#)
- Staffing Tip Sheets on Workday@Penn**
View the Staffing category on the Tip Sheet section of the W...
[Staffing Events Tip Sheets](#)

Recommended Reports

- [Current Worker Detail Report](#)
- [Active Student Details by Supervisory Organization](#)
- [Active Workers with Future Dated Terminations by Organization](#)
- [All Positions Analysis](#)
- [Audit Student Workers - Non-PhDs in Teaching/Research Fellow J](#)
- [Audit Student Workers - Undergrads in Grad Jobs](#)
- [Audit Student Workers for Termination or Change Job](#)
- [Audit Student Workers with External Student Details](#)
- [Employee Hires into New Positions in Date Range](#)
- [External Student Information](#)
- [Future Terminations in My Supported Organizations in the Com...](#)

Manager Insights Hub

A platform in Workday where you can view **automated insights** and **timely suggestions**.
Built to empower you to **support** and **create opportunities** for your team's career growth and development.



Quickly Access Your Essential Tasks

The Manager Insights Hub provides a single location to manage your team effectively. Quickly access and act on relevant and timely tasks, reports, and cards across hiring and staffing, time and absence, budget and resources, talent and performance, learning, and more.



Understand How Your Direct Report Wants to Grow

The Manager Insights Hub aids you during career conversations with your direct reports. Team Career Highlights + Latest Career Activity are quick snapshots of events related to each direct report.



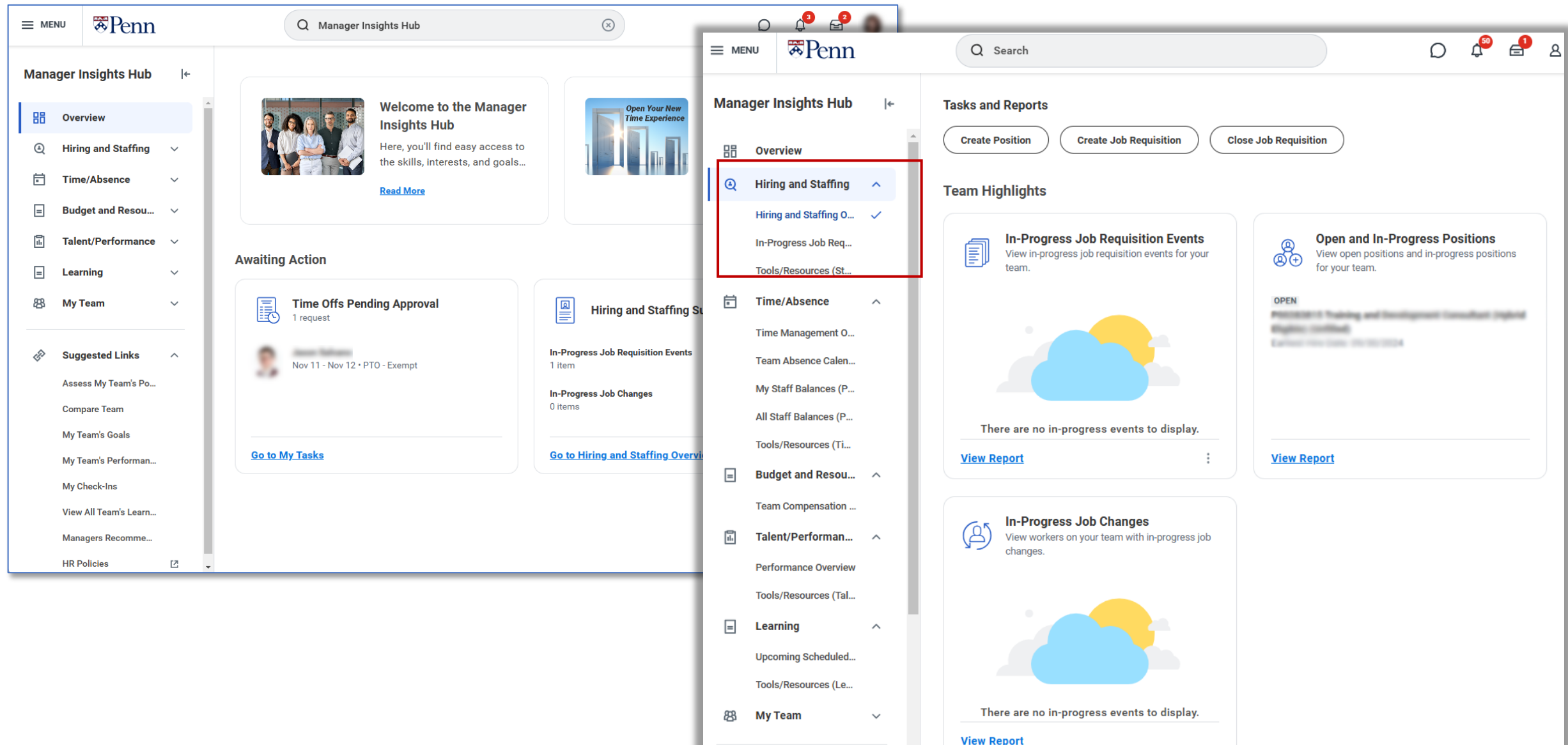
Create Opportunities for Your Team to Grow

The Manager Insights Hub uses machine learning to recommend personalized suggestions, such as learning based on your direct report's skill interests. You can identify opportunities and help improve skills, employee satisfaction, and engagement.

Log into Workday today.
Find the Manager Insights Hub in your Workday app menu.



Manager Insights Hub



Manager Insights Hub

Overview

Welcome to the Manager Insights Hub

Here, you'll find easy access to the skills, interests, and goals...

[Read More](#)

Awaiting Action

Time Offs Pending Approval
1 request

Hiring and Staffing
1 item

In-Progress Job Requisition Events
1 item

In-Progress Job Changes
0 items

[Go to My Tasks](#)

[Go to Hiring and Staffing Overview](#)

Manager Insights Hub

Hiring and Staffing

Tasks and Reports

[Create Position](#) [Create Job Requisition](#) [Close Job Requisition](#)

Team Highlights

In-Progress Job Requisition Events
View in-progress job requisition events for your team.

[View Report](#)

Open and In-Progress Positions
View open positions and in-progress positions for your team.

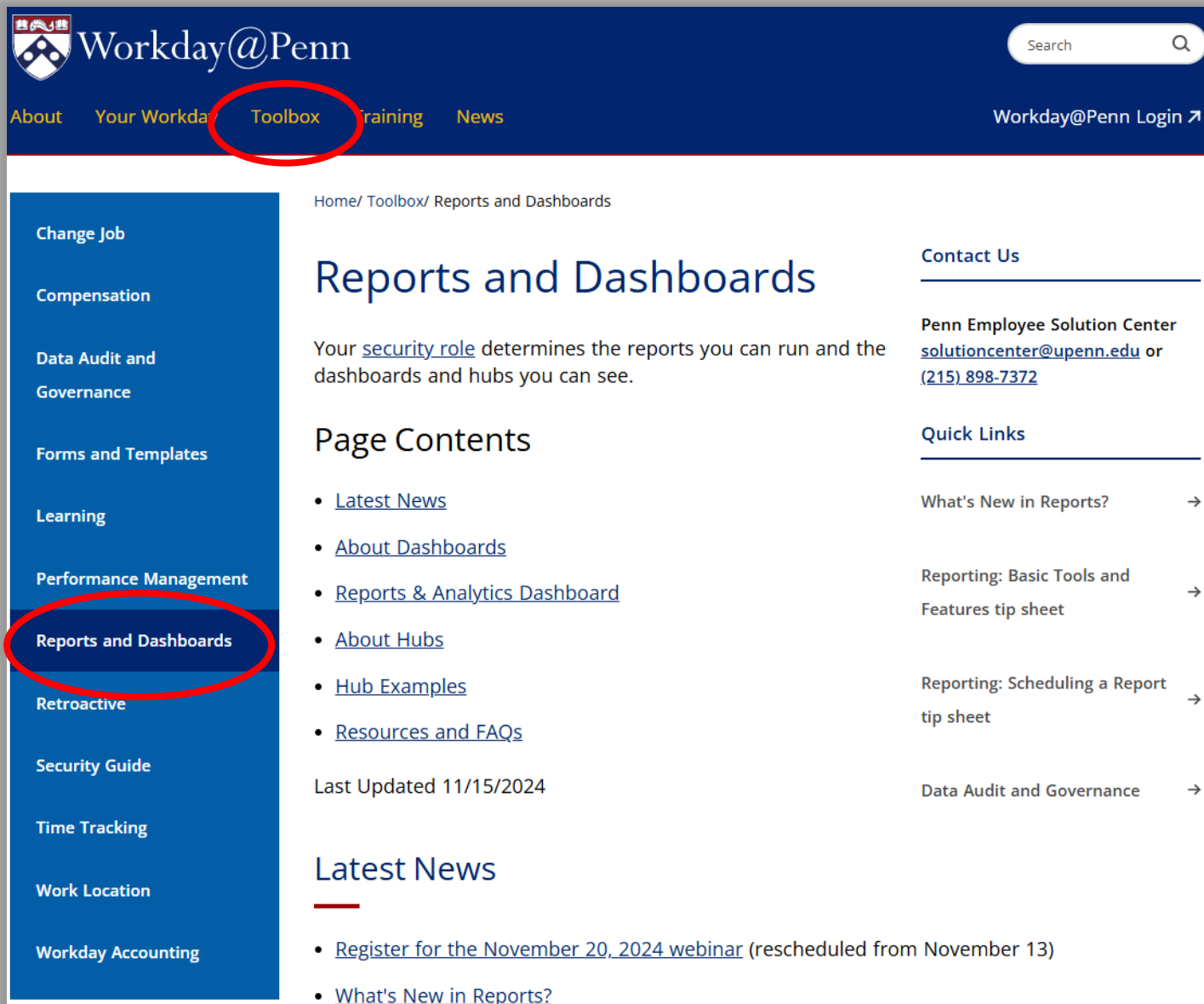
OPEN
Assistant Training and Development Consultant (Regent)
Regent (Regent)
Lafayette University, Pennsylvania

[View Report](#)

In-Progress Job Changes
View workers on your team with in-progress job changes.

[View Report](#)

Resources for Hubs, Dashboards, Reports



Workday@Penn

About Your Workday **Toolbox** Training News

Workday@Penn Login

Home/ Toolbox/ Reports and Dashboards

Reports and Dashboards

Your [security role](#) determines the reports you can run and the dashboards and hubs you can see.

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- [About Dashboards](#)
- [Reports & Analytics Dashboard](#)
- [About Hubs](#)
- [Hub Examples](#)
- [Resources and FAQs](#)

Last Updated 11/15/2024

Latest News

- [Register for the November 20, 2024 webinar](#) (rescheduled from November 13)
- [What's New in Reports?](#)

Contact Us

Penn Employee Solution Center
solutioncenter@upenn.edu or
(215) 898-7372

Quick Links

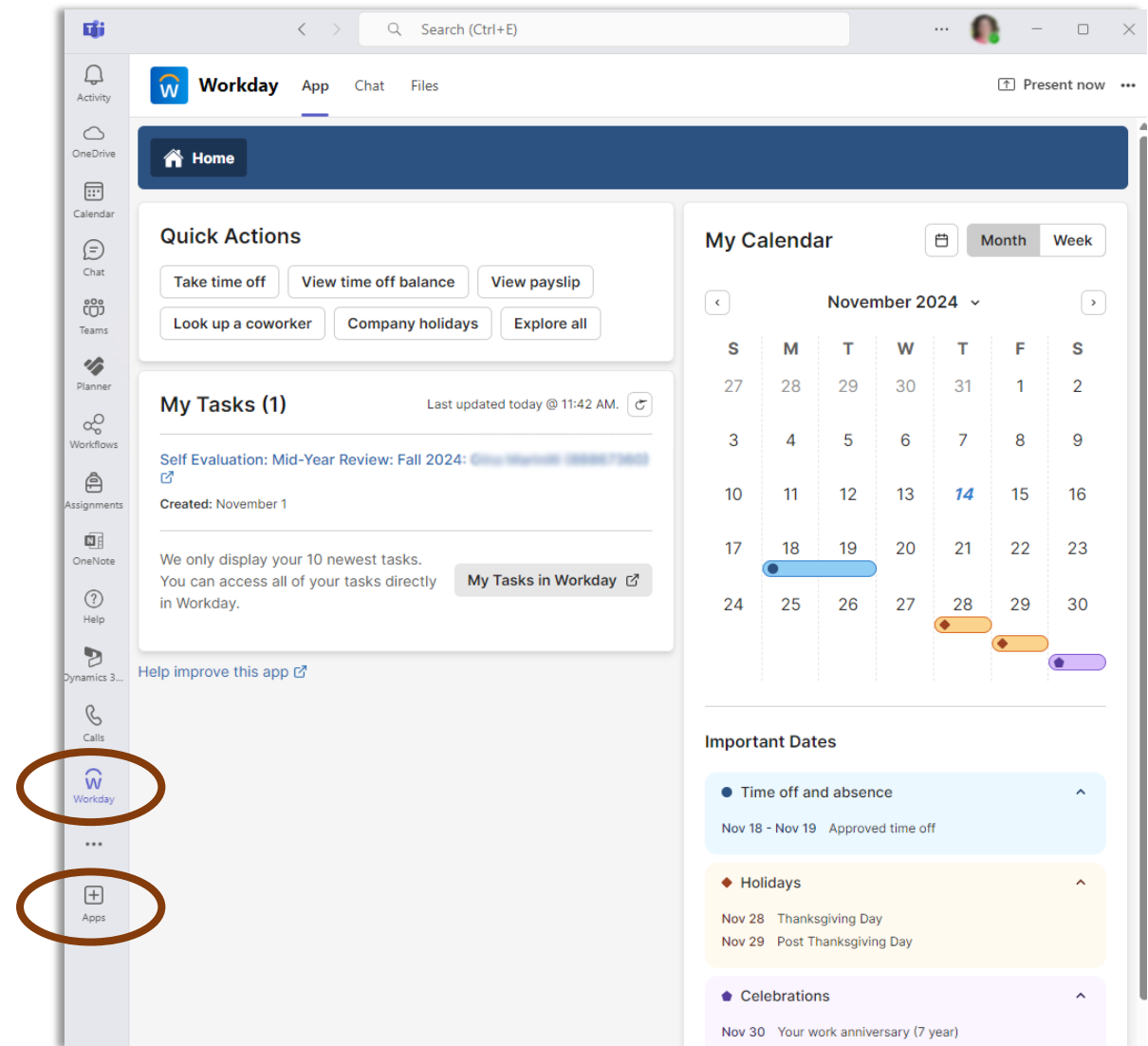
- What's New in Reports? →
- Reporting: Basic Tools and Features tip sheet →
- Reporting: Scheduling a Report tip sheet →
- Data Audit and Governance →

- [November 2024 webinar recording and demonstration and slides](#) of Manager Insights Hub and Human Capital Hub (30 minutes)
- [Feb 2024 video demonstration](#) with a focus on HR analyst needs (30 minutes)
- Dec 2023 webinar resources on report and dashboard basics
 - > [Slides](#)
 - > [Recording](#) (38 minutes)
 - > [Webinar Q&A "In Search Of" Summary](#)
- [Reporting: Basic Tools and Features](#) tip sheet
- [Reports and Dashboard Guide](#) on the Workday website
- [What's New in Reports?](#)

New MS Teams Integration

Join the Early Adopters!

- Add the Workday App to your Teams
- Work more intuitively and with less friction by bringing Workday to your natural flow of work
- Communications and support begin in early 2025



Workday Learning

Stephanie Riley

Accomplishments

Functionality

Reporting, access, security role, and training provider engagement

Assignment Possibilities

Accelerating the pace of campaign creation

Future Facing

Continuous feature enhancements by Workday

Improved Security

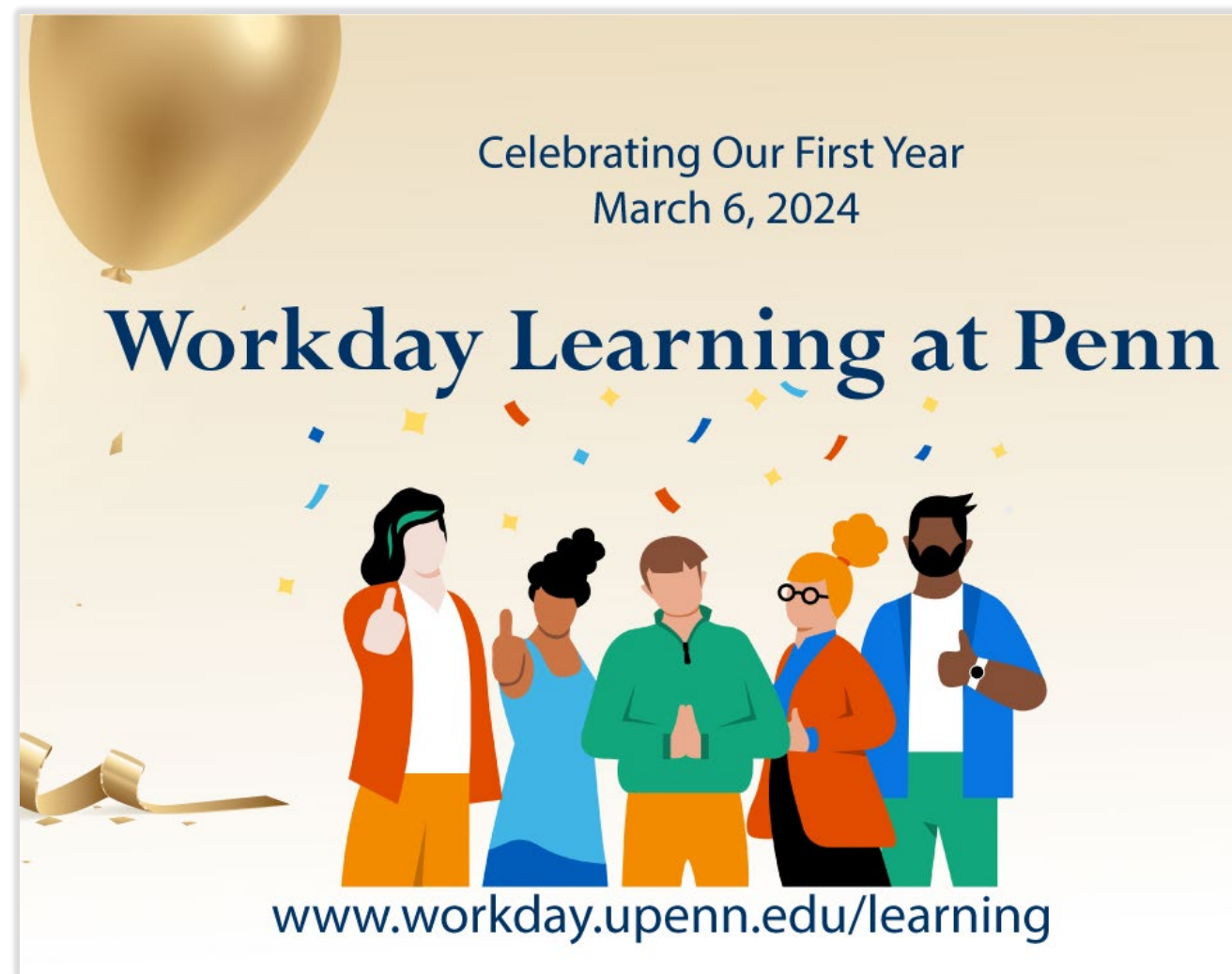
Workday Security Roles

An Integrated Team

Collaboration with Workday Operations

Cultural Change

Policy: [Workday Learning as the System of Record](#)



Improvement Opportunities

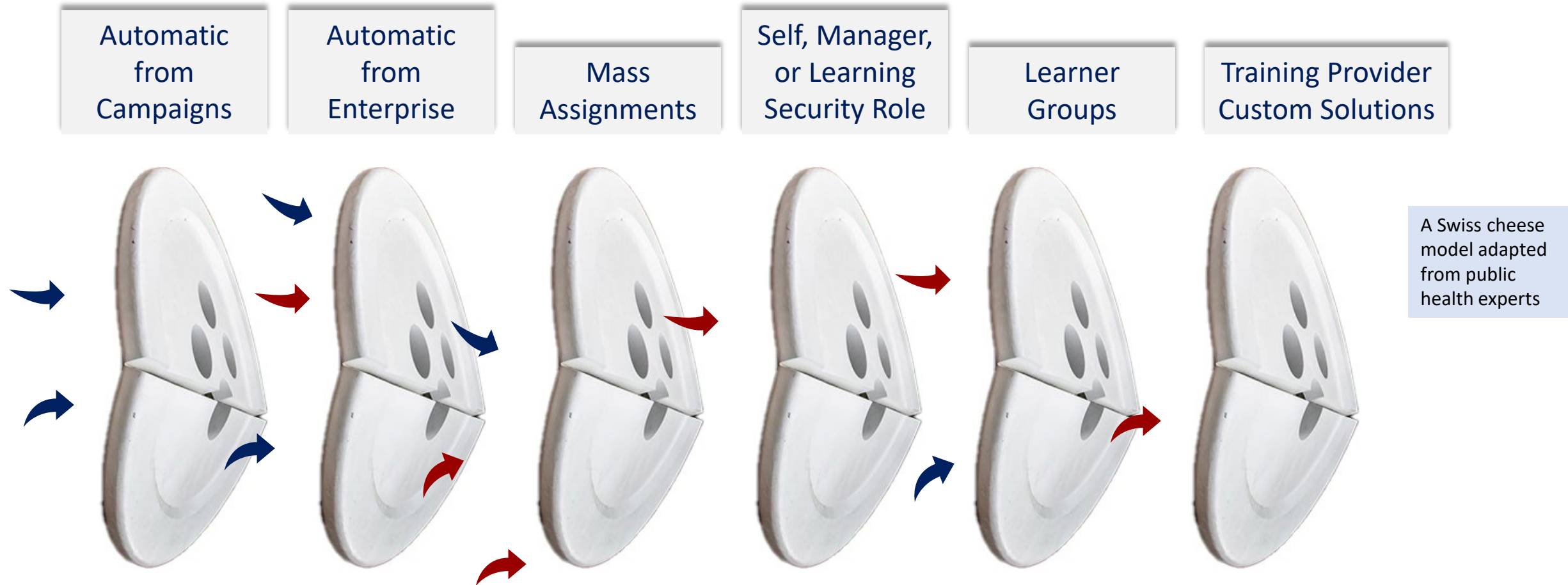
Recent Enhancements

- ❑ Multiple integrations run per day to provide learners with more immediate assignments
- ❑ Greater Workday security with Verified Duo Push
- ❑ Learning transcript enhancements with a new “Assignments” tab

In Development

- Training compliance is not a technical issue
 - Discussing alerts and emails to **managers** on overdue training
 - Exploring the development of a policy that outlines manager responsibilities
 - Collaborating with HR and Provost Office on formal communication processes to managers
- Work with training providers to leverage Workday’s machine-learning capability for professional development
 - Skills entered in a Workday Learning course/program can populate the Workday Learning/Discover “**Based on Your Skills to Develop**” if the worker has entered those skill interests in the Workday career profile.
- Finalize the migration of learning histories and clean up **legacy assignments**

Learning Assignment Model



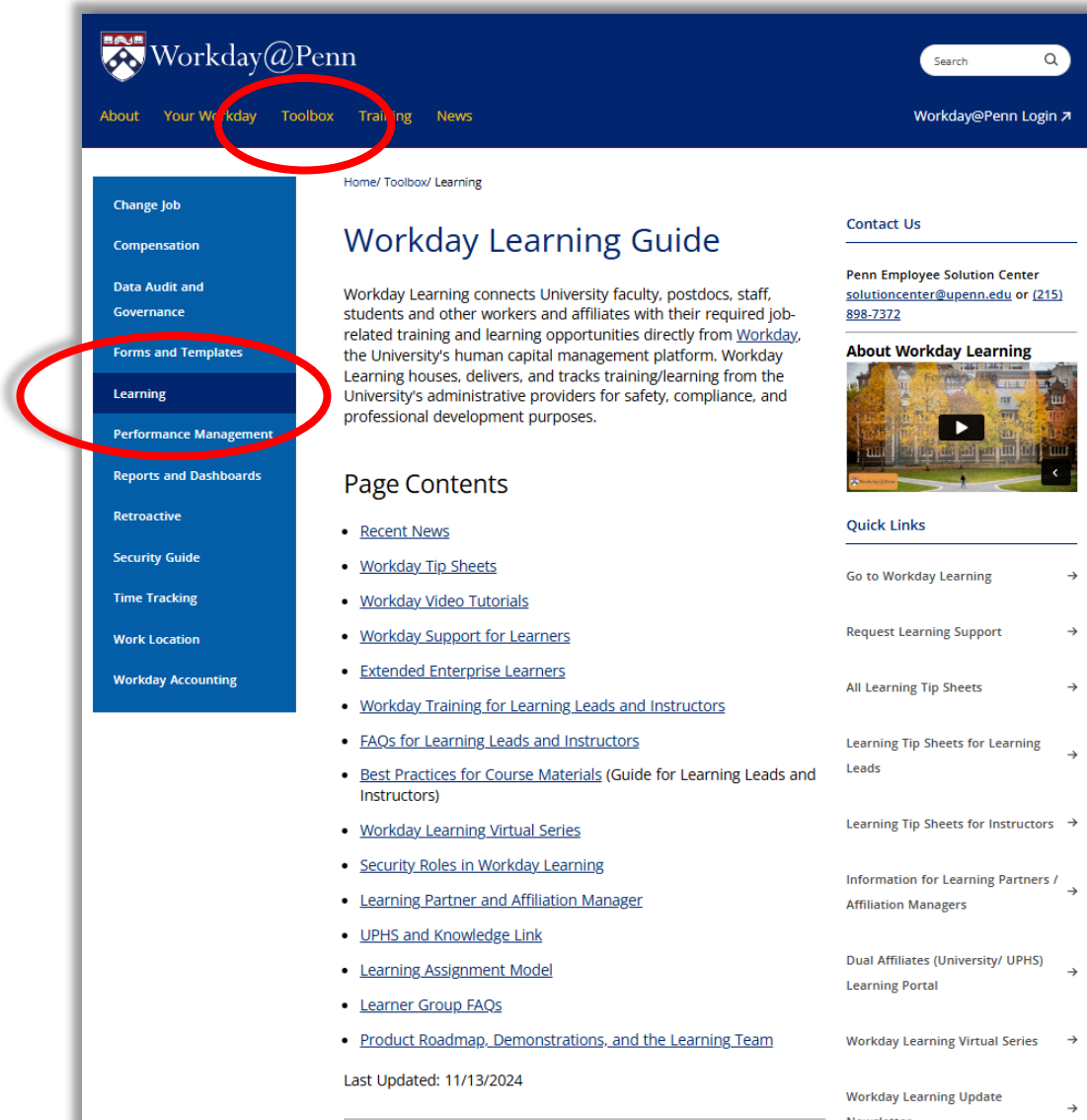
**No single method for assigning required training is perfect for Penn's decentralized, interdisciplinary environment.
Multiple layers improve compliance across schools and centers.**

Learner Group

- The university is not required legally to review learner groups annually
- All new hires and job changes are required to review their learner groups
- Workday campaigns continue to assign training by:
 - Job family
 - Job profile
 - Supervisory org
 - Affiliation
 - University identities
 - Other information found in Workday
- Developing ways for HR to include learner group review in manager training and materials

DEMO

Learning Resources



Workday@Penn

About Your Workday **Toolbox** Training News

Workday@Penn Login

Home / Toolbox / Learning

Workday Learning Guide

Workday Learning connects University faculty, postdocs, staff, students and other workers and affiliates with their required job-related training and learning opportunities directly from Workday, the University's human capital management platform. Workday Learning houses, delivers, and tracks training/learning from the University's administrative providers for safety, compliance, and professional development purposes.

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- [Extended Enterprise Learners](#)
- [Workday Training for Learning Leads and Instructors](#)
- [FAQs for Learning Leads and Instructors](#)
- [Best Practices for Course Materials](#) (Guide for Learning Leads and Instructors)
- [Workday Learning Virtual Series](#)
- [Security Roles in Workday Learning](#)
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Last Updated: 11/13/2024

Contact Us

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solutioncenter@upenn.edu or (215) 898-7372

About Workday Learning



Quick Links

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- [Dual Affiliates \(University/ UPHS\) Learning Portal](#) →
- [Workday Learning Virtual Series](#) →
- [Workday Learning Update Newsletter](#) →

Thank you!

