**Workday HCM CORE**

**Definition: - Workday** is a cloud based software vendor that specializes in human capital management and financial management Applications.

Workday was founded in 2005 by Dave Duffield and Aneel Bhusri, former executives at people soft an Enterprise resource planning (ERP) software vendor later acquired by Oracle. Workday is pioneer in software –as-a – service business applications, workday software has often been recognized for its ease of use and quick implementation, compared with on- premises HCM and finance applications. The company does not officially consider itself workday ERP, but is widely considered to be in direct competition with ERP vendors, including Oracle and SAP.

In 2006, Workday released its first product, workday Human Capital Management.

Workday claims its use of a single, cloud based database for both HCM and financial provides better Integration and embedded business intelligence across business functions than is available in most ERP systems. In 2013, the vendor added workday big data Analytics which are prepackaged analytics tools that can combine workday data with data form third- party sources.

Over the years, workday had added other components of HCM , talent Management and finance to its suite, and its released versions for specialized markets , such as higher education and government .Workday student , targeting higher education , came out in 2013, while workday Recruiting arrived in 2014 and workday Learning , a Learning management system become available in 2016.

As business circumstances and required change including organizational structures, business process rules, and worker assignments and reporting priorities, workday immediately adjusts for those changes like

1) Configurable organizational structures: Workday’s flexible organization and staffing models handle traditional, hierarchical and administrative organizations, along with geographic, costing and collaborative (matrix-type) organizations.

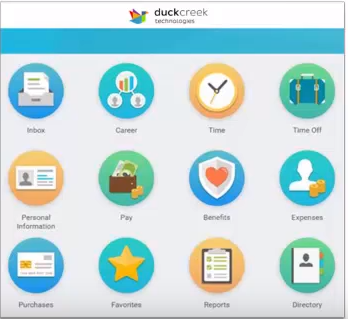
2) Flexible processes: Create, customize, roll out and manage relevant workflow processes. Apply these practices at any organizational level using a simple, intuitive process configuration tool.

3) Reorganize on the fly: Business users can create new geographic divisions, rearrange cost centre structures or move organizational reporting relationships from one group to another. Users see changes immediately, so they can plan future reorganizations without coding.

**Key Benefits of Workday**:-

* Gain true visibility in your global workforce.
* Take advantage of workday’s configurable business process frame work.
* Manage full hire - to retire lifecycle in one system.
* Accurately reflect your organizational structures and reorganize easily.
* Provide intuitive and easy self-service tools for the entire organization.
* Unify the workday talent management.

**Home page of Workday:-**



In workday home page we have tabs like

**Inbox: -** Items you need to approve or work on.

**Career** :- Search or apply to jobs.

**Time**: - Track your project time.

**Time off: -** Vacation and other time off requests.

**Pesonal Information: -** Changes your personal Info, emergency contracts.

**Pay**: - View your paycheck and deductions (limited for UK, ES, AU, IN)

**Benefits: - View** and change benefits (limited for UK, ES, AU, IN)

**Expenses: -** Submit / view your travel or business Expenses.

**Purchases**: - order paper, clips etc.

**Favorites**: - Reports your access most.

**Reports**:-Multiple reports

**Directory**: - find your company employees details.

Tenant: - A tenant is a unique instance of a workday service with a separate set of data held by workday in a logically separated database (i.e. a database segregated through password control access ). Our tenants fallow a weekly service update schedule that you can find out the in the event calendar.

In workday we have tenants like

1) Production

2) Sandbox

3) Sandbox preview

4) Implementation

5) Implementation Preview

Production: - where the customer real data exists.

Sandbox: - where we can use for development, testing, Configuration. Sandbox tenant is the copy of production tenant. In workday we will get only 7 days for any development as to do in the sandbox tenant, because working day will be in weekly service update every Friday and server will be down. In India 6am Saturday IST to 6pm IST, If you are working in US its Friday evening to Saturday morning. Because workday will be copying the data form the production and moving to sandbox.so whatever the developing the task doing in sandbox we need to complete within 7 days otherwise the data will be lost.

Sandbox preview: - It is also a copy of production. But whenever the new version come, whenever the new version come workday will not be delivering into directly into production. First it will deliver into sandbox preview and then it will tell the customer to please review the new feature .once the customer provide the feedback the only the new feature move into the production. They will not directly move the new feature into production tenant. One month before only we will get new version into the sandbox preview.

Implementation: - Implementation tenant will be refreshed on only customer request. So if the project is taking one month or more so honestly we work on Implementation tenant.

Implementation preview:- It is same as like sandbox preview and whenever the new features come It will come into implementation preview tenant and if the new features are useful for our requirement so we can test it whether the new features are impacting or not.so that we won’t use that features.

Creation of reorganization.

Creating of supervisory organization. Mandatory fields are 1) subtype 2) visibility, 3) primary location 4) currency.

**Staff Model: -** It is used for creating a position. It is used in every supervisory Organization.

Position Management: - Position Management is used when you want hire for specific position or restricted positions by satisfying all the restrictions’. If each individual having restriction we will go for position Management. Position can be created only in supervisory org.

Headcount Management: - In head count management we can create more than one position at a time.

Job management: - Job Management will be used in bulk hiring like campus interviews for hiring the same position.

**Difference b/w Ok or done and submit.**

If we click ok or done after filling all the details it’s a simple task.

If we click on submit button that means it is a business process i.e. workflow that required approvals. Once if we initiate a position so we need approval from department head or Manager.

**Types of custom Organization:-**

1. **Costing**
2. **Hierarchy**
3. **HR**
4. **Pay**
5. **Custom**

**Role:-** Role is helpful in rooting the business process.