



WORKDAY SUCCESS FOR 2022

WORKDAY IMPROVES FAMILY PLANNING

ABOUT THE HOWARD WORKDAY NEWSLETTER:

The Howard Workday Newsletter is designed to keep the Howard University community informed about ways in which the campus is using Workday to drive productivity and improve the customer experience. We will share knowledge, insights and opportunities that will help to improve the employee and student experience, especially as it relates to how we use the Workday Enterprise Resource Planning (ERP) tool.


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HOWARD
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"WORKDAY HAS SURPASSED
our expectations and helped us to
completely reshape our business
processes."

Employee Spotlight

Dr. Tanya Greenfield
Director of Business Operation and
Strategy, College of Dentistry



WORKDAY

A BOOSTER FOR STRATEGIC PLANNING AND BUSINESS PROCESSES

The College of Dentistry at Howard University (HU) is a teaching and patient care institution. As such, our goal is to ensure that we effectively manage every aspect of the college life cycle with reduced efforts and to make workflow easier. With that said, Workday has become the central nervous system of our daily operation that allows us to enjoy the benefits of having one fully integrated and digital solution that is streamlined with no "bolt-ons."

In recent months, the college has successfully transitioned into a completely engaging employee experience for the team. The benefits gained include: re-engineered key business processes—particularly those related to employee recruitment and hiring, enrollment management—procurement, and other administrative and human resources task.

As the Director of Business Operation and Strategy, Workday has also provided me with advanced automated tools and resources which I use to create and implement effective operational strategies that will ensure the College delivers the highest quality service to its employees, students, and patients. Being able to manage and integrate business processes from a single system creates greater efficiency and productivity. This allows the team to focus their attention on other aspects of the operation that are needed for continued growth and innovation.

The use of Workday at the College has yield key benefits in TWO main areas of the operation:

Procurement - Efficient order processing is a must especially when catering to our dental patients. Workday Procurement enables us to bring business process controls and analytics into one system, streamlining the entire indirect procurement process. Overall, the Workday procurement suite has created greater levels of visibility and stock control, which has improved our procurement operation.

Human Capital Management (HCM) & Administration - Enhancing the team's work experience at HU and the way they work is a major priority. The Workday Human Capital Management (HCM) suite provides self-service capabilities for employees. The recruiting processes is seamless and there is complete control with the payroll process. These are just some of the features that has helped the College of Dentistry to manage its workforce efficiently. The Dashboard in Workday provides key management information, reports and actionable items in one location. With that said, the business value of using workday to manage all administrative tasks is that it improves workflow while ensuring all the various departments at the College are aligned.

The College benefits from Workday by experiencing:

- Improved business insight and access to automated reports.
- Lower operational costs through streamlined business processes, best practices, and improved budgeting.
- Enhanced collaboration from users sharing data in contracts, requisitions, and purchase orders.
- Improved strategic planning and decision making.

The College of Dentistry remains committed to being a part of the cultural transformation at HU-- one that operates at peak efficiency while enhancing management practices and governances which will result in increased value and improved productivity.



WORKDAY IMPROVES

FAMILY PLANNING

Unlocking The Family Planning Benefits In Workday

Howard University (HU) continues to create a campus culture that fosters a sustainable health and wellness program for its employees. The university's health and wellness portfolio are designed to ensure that the strategies and goals outlined are in keeping with Howard Forward. As such, a comprehensive approach to HU benefits and its access to the workforce continues to impact the bottom-line.

The HU Benefits and Wellness office offers voluntary benefit programs, such as medical insurance and dependent life insurance, that are valuable to employees and their family. Employees are eligible for Benefits, depending on their role. The Workday self-service portal makes data visible and manageable for each employee. Also, beyond compliance, Workday empowers current employees to make their own changes to elected benefits. By presenting benefits options on a single, intuitive system, the process is streamlined and simplified for employees and management alike. This convenient portal will allow more time to focus on retention and recruitment strategies by shaping the overall culture of the team.



Continue reading on next page.



HOW WORKDAY BENEFITS IMPROVES FAMILY PLANNING FOR HU EMPLOYEES

Strengthening the easy access, management, and processing of employee benefits makes Workday a key investment to achieving human capital goals and in moving Howard Forward.

The Workday Benefits self-service portal continues to have a significant impact on employee engagement. With that said, ownership is placed on the HU employee to “take action” as they are held accountable for ensuring that they log into the system, view their benefits, initiate qualified life events and upload supporting dependent and/or qualified life event documents in Workday that they are initiating or enrolling as a new hire.

The main benefits and new features of the Workday self-service portal allows employees to:

- Make changes to their profile.
- View their benefit elections.
- Change beneficiaries.
- View the actual cost of their benefits.
- Print confirmation statements.
- Make a change if they have a Qualifying Life Event during the year.
- Print a pdf of their actual beneficiaries elected for their life insurance benefits.

NEW HIRE, ENROLLMENT AND JOB AID

The HU Job Aid is intended to guide its employees through the online process for a Life Event which is initiated through employee Workday Self Service. Detailed instructions can be accessed using this link: <https://share.percipio.com/cd/4l45Y16D0>

After an initial enrollment as a new hire or becoming benefit-eligible, employees can change their level of coverage and/or benefit options during annual open enrollment or if they experience a qualified life event.

WORKDAY EASES ADMINISTRATIVE TASKS

Workday allows the Benefits and Wellness team to effectively manage employee records throughout the entire employment cycle. With the Benefits program, focus is placed on meeting all the eligibility goals and creating best practices to ensure that HU is benched marked and is administering these programs in accordance with the plan document and plan rules.

A robust platform like Workday also empowers the Benefits and Wellness team and HR administrators to keep track of appropriate employment documents and to remain compliant with legal standards and regulations.

In conclusion, HU employees are encouraged to update their beneficiaries for life events to ease family planning. While open enrollment happens only once per year within a specified window, qualifying life events can take place for employees at any point in the calendar year.

The University Benefits program are outlined on the HU micro-site at www.myhowardbenefits.com which is also accessible in Workday. Information is also available at www.hr.howard.edu.



WHAT'S NEW: WORKDAY STUDENT

The Workday Student project will result in the implementation of a new Student Information System (SIS) and the adoption of a new way of working. The new SIS will support the major components of the student experience at Howard including Recruiting and Admissions, Academic Advising, Curriculum, Financial Aid, and Student Finance.

In upcoming issues of the newsletter, we will provide you with more information about the Workday Student project including highlighting the benefits of the system, introducing the project team, and project updates.

In this issue we would like to share The Workday Go-live Approach and Release Process

Workday Student – Go-Live Approach & Release Process

- **Efficient, organized and consistent:** Workday deployment follows the One Workday Methodology. Evolved process over successful deployments for organizations across industries resulting in a deployment methodology that works
- **A milestone-oriented deployment based on the academic calendar:** 5 milestones will be deployed between Summer of 2023 and Fall of 2024, securing resource support and stabilization period for each milestone
- **Workday's methodology is based on key stages and 5 phases** throughout the deployment. **Each stage prepares for the next one.** From planning through launch, a 3 years project, is divided in 5 phases: **Plan, Architect, Configure & Prototype, Test, and Deploy** setting the foundation for long-term success
- **Approach calendar decisions with cross-functional lens:** including data conversion and integrations, and consider downstream impacts
- **By incorporating leading practices, a common set of tools, and collective experience and expertise, Delivery Assurance** provides the guidance to go live on time and on budget. Proactively review key components at strategic points during the project deployment, helping to mitigate risks early on and find workable solutions for a smoother deployment

Go-live approach benefits:

- Strong risk mitigation
- A deployment process that adheres to Workday standards and methodology
- Leading practices and collective expertise gained from prior successful deployments
- A solution that meets business requirements and KPIs
- After deployment, the Customer Success Managers, tools, and services guide you on your Workday journey and help you maximize value

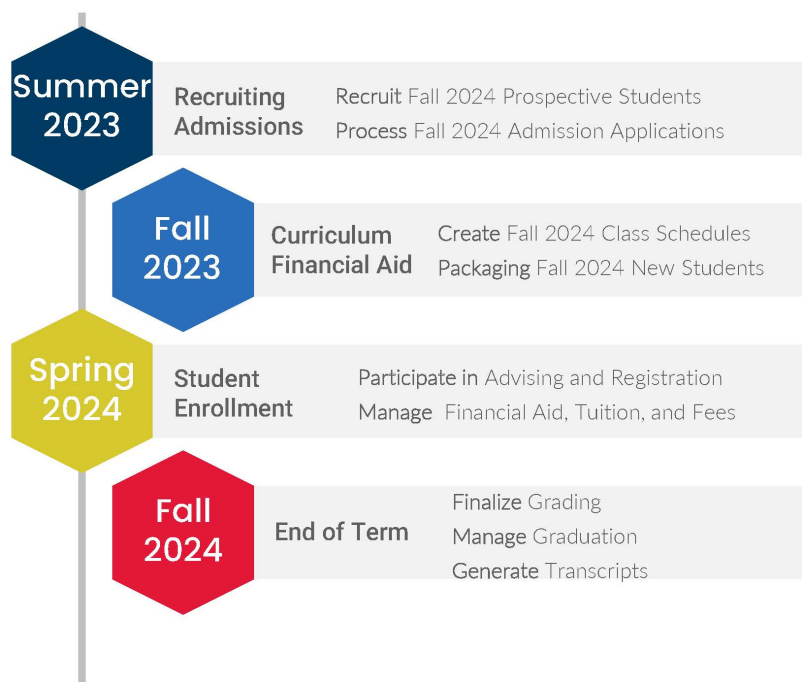


Workday Student – Timeline and Milestones



Workday Student

Workday Student provides the *Power of One* system to process admissions, manage curriculum, take control of student financial transactions and help keep students engaged as they track their progress toward graduation.



WORKDAY TIPS & TRICKS

UPDATE YOUR LIFE INSURANCE BENEFICIARIES

Any time that a major life event occurs, it is important to ensure that your beneficiaries are up to date. Beneficiaries are the individuals, or entities, that you designate to receive an allocated amount of the funds in your accounts. A few examples of major life events can include the following:

- The addition of a family member: such as birth, adoption, or marriage
- The loss of a family member: such as death, separation, or divorce
- Changes in your household: such a minor reaching the age of majority, or becoming the caretaker to a new family member
- Moving or purchasing a new home

While these are common major life events, take a moment to reflect on what you consider to be a major life event. It is important that you review your designations during these times to ensure that your funds are allocated to your preference. Below is a job aid that can assist you with adding a beneficiary. For additional options, such as viewing and removing a designation, please visit the **WorkDay resource center**.

ESS: Manage Benefits

ADD BENEFICIARIES

From the Benefits App:

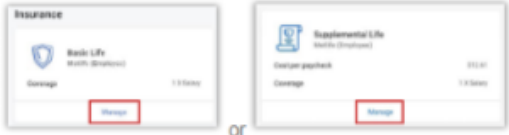
- Under Change, select Beneficiaries
- Click **Add** to add a new beneficiary. The Add My Beneficiary page displays.
- Choose one:
 - Create a New Beneficiary
 - Create a New Trust as Beneficiary
- Click **OK**.
- Enter all required information, denoted by an asterisk.
- Click **Submit**. (Continue to Step 7)

DESIGNATING BENEFICIARIES FOR LIFE INSURANCE BENEFITS

Once you have your beneficiaries listed in Workday, you will need to add them to your Basic Life Insurance and Supplemental Life benefits.

From the Benefits App:

- Under Change, click **Benefits**.
- Choose **Beneficiary Change**.
- Benefit Event Date: Choose **today's date**.
- Click **Submit**.
- Click **Open**.
- Click **Let's Get Started**. (Note: This is a task in your Inbox.)



13. To assign the beneficiary to Basic Life insurance (or Supplemental Life) Click **Manage**.

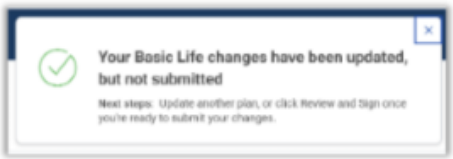
14. Click **Confirm and Continue**.

15. Edit Primary and Secondary Beneficiaries (persons or trusts)

- Click plus **+** to add a new beneficiary
- Click minus **-** to delete an existing beneficiary

Note: Total beneficiary percentages must equal 100.

16. Click **Save**.



17. Review changes and click **Review and Sign**.

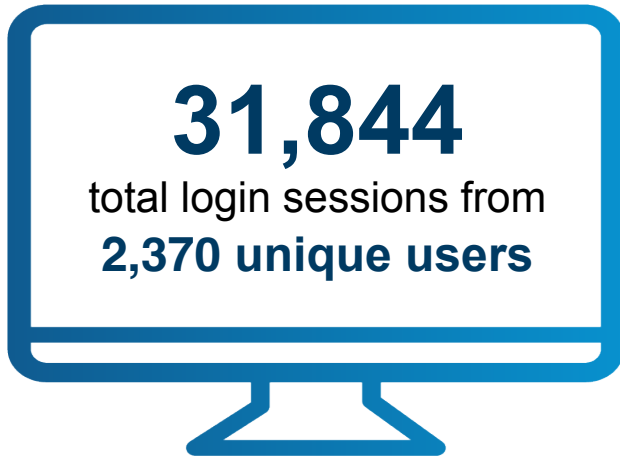
18. Check the **I Accept** checkbox.

19. Click **Submit**.

Return to Step 7 to make additional beneficiary changes.

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BY THE NUMBERS



7,181
Logins from phone



122
Expense reports
processed



WORKDAY TRAINING UPDATES

Upcoming Trainings

Welcome to Workday

Please join us for one of our upcoming training sessions. Our Welcome to Workday training will introduce users to some of the introductory functions of the Workday Portal.

- September 12th, 2022 @ 10am

Register for all training sessions [HERE](#).

Super User Trainings

For individuals across campus who have been provided upgraded security access to complete their roles (i.e., HR Delegates, cost center managers etc.) additional training is available. If you have questions about how to complete a different task that is not covered via the online modules, please reach out to workday@howard.edu.

Town Hall

Join us on September 28th, 2022 @ 4:30pm as our university leaders discuss the transition to the Workday Student platform. This virtual town hall will be led by:

- **Dr. Tashni-Ann Dubroy**, *Executive Vice-President and Chief Operating Officer*
- **Dr. Anthony Wutoh**, *Provost and Chief Academic Officer*
- **Ms. Olga Osaghae**, *Chief Information Officer*
- **Dr. Mackenzie Jordan**, *Director of Learning and Development, Human Resources*



If you have questions or suggestions about training, please email workday@howard.edu.