Overview

Access to Workday

Question: Can I get into Workday using other browsers such as Chrome, Safari, etc.?

- Yes. You will be able to get into Workday using other browsers.

Question: Can I access Workday using a Mac laptop?

- Yes. You will be able to use a Mac laptop. Just open the browser of your choice to use Workday.

Question: Will remote or home access be available for using Workday?

- Yes. When you are set up to access Workday, you are set up from the location for which you work. For instance, if you work from home, your home location will be set up in Workday. If you work at System Office Newtown, this location will be set up in Workday. The reason colleagues are set up with the location they physically work every day has to do with unemployment, taxation and other reasons.

Applicant Tracking System

Question: What will we use as our applicant tracking system?

- We will continue to use Position Manager as the applicant tracking system until Phase 2 of Workday.

Change Job Business Process

Question: When a colleague has a change in hours, will I need to update the information in Kronos or will the Workday and Kronos systems talk?

- The information from Workday will be the source of truth. This information will flow over to Kronos.

Question: Can I make a change that goes back across a fiscal year (e.g., a wage increase submitted on July 5, to begin on June 15)?

- Yes. Workday is able to accommodate retro transactions.

Colleague Data

Question: Will colleagues have to re-enter all of their data into Workday or will this information be auto-populated?

- No. Colleagues will NOT have to re-enter their data into Workday. Their information from legacy systems will be transferred/auto-populated into Workday. Therefore, it's important that colleagues make sure they validate their information.

Question: Will I be able to see profile data for a colleague who reports to a manager who reports to me?
• Yes. You will be able to see the colleague.

**Question:** In Workday will a colleague be able to see an action or activities taken on their behalf?

• Yes. Colleagues can go into their workflow in Workday to see the activities.

**Colleague Photos for Workday**

**Question:** Will System Office automatically add our ID photos to Workday?

• No. Colleagues will have to add their approved photos to Workday.

**Question:** Is the colleague's photo tied to Outlook or Jabber?

• No. Photos are not tied to either. These photos are strictly for Workday usage.

**Question:** What are the guidelines for selecting photos to put on Workday?

• The photo should be an individual head shot (shoulders and above) and be an appropriate professional image. See sample at right.
• The photo should be clear, of good quality and be a view that is close enough for the colleague to be easily identified.
• The colleague should be dressed in appropriate business or business casual attire.
• Examples of photos that do not meet the guidelines include: caricatures, group photos, vacation photos, sports/hobby photos, etc.
• Photos will require manager approval prior to being visible in Workday. *Note: The approved photo appears in a colleague's Workday profile and is visible to anyone at Trinity Health who is logged into Workday.*

**Compensation Change**

**Question:** Can a compensation change be made retroactive in Workday?

• Yes. Compensation changes can be made retroactive in Workday and can also be future dated.

**Question:** Will compensation changes under five percent be routed to the manager of the manager submitting the change?

• No. When you are requesting a change for the colleague who works for you, you will have had a conversation with your manager regarding the change approval. Changes less than 5 percent will not be routed to your manager in Workday for approval. This will be routed to the HR Partner for approval.

**Delegating**

**Question:** Will I be able to delegate my work when I am out of the office?

• Yes. Workday allows you to delegate your work to your peers or higher. Please refer to the Delegation job aid (under Manager Training) on the Workday help site at [http://workday.trinity-health.org](http://workday.trinity-health.org)

**Question:** Can I reject or decline a delegation request that has been sent to me in Workday?

• No. You cannot reject delegation. This is something that would have to happen outside the system (i.e., you should confirm that you are able to delegate your work to a particular person beforehand).
Email Address

**Question:** If a colleague changes their preferred name in Workday, will this change their email address also?

- Yes. If you change your preferred name, your email address will change also (but you will need to have your manager's approval to change your approved name).

Employee Numbers

**Question:** Is my employee number going to change?

- If you currently use PeopleSoft, your employee number will stay the same. If you currently use Lawson, your employee number will change.

HR Partner

**Question:** Who will be my HR Partner when Workday is activated?

- You will continue to use the same HR Partner you currently work with now to conduct business.

Job Transfer

**Question:** How will the job transfer/change process be coordinated with the current position approval process?

- The position approval process will still take place in Position Manager. When the position is approved, the System Administrator for Position Manager will create a position in Workday, and the new position will be accessed in Workday until Phase 2.

Legacy Systems

**Question:** Can changes be made to legacy systems during the blackout period?

- No. Changes cannot be made to legacy systems during the blackout period.

Login and Password

**Question:** What login ID and password information will I use for Workday?

- Your login ID and password for Workday will be the same as your Network login ID and password.

Merit Increases

**Question:** How are we going to handle merit increases during Phase 1 of Workday?

- During Phase 1, System Office Livonia is going to use an EIB (Enterprise Interface Builder) upload and will continue to use the PAF (Personal Action Form) during Phase 1. Managers are required to complete the PAF and submit it with supporting documentation. HR will log this information onto a spreadsheet with the employee ID and upload it bi-weekly into Workday. All documentation will still be received in HR and uploaded into the employee’s file.

  System Office Newtown Square will continue their current process by filling out the spreadsheet and HR will upload it using the EIB.
Organizational Charts

**Question:** Is it possible to see other department's organization charts in Workday?
- Yes. You will be able to see all organization charts.

**Question:** Will the organization charts include temporary employees?
- Yes. The organization charts will include temporary employees?

**Question:** Does Workday have PDF organization charts to view and print?
- Yes. You will be able to view and print organization charts in the PDF format using Workday.

Outlook & The Workday Inbox

**Question:** Will I get an email in Outlook if I have work in my Workday Inbox?
- Yes. You will receive notifications in Outlook if you have inbox notifications in Workday.

**Question:** Will the contact information in Workday be synced with our System Outlook address book?
- Yes. Workday and Outlook will be synched.

PAF (Personal Action Form) Status

**Question:** Will I be able to see the status of PAF completion in Workday?
- You will not be able to see the PAF but you will be able to go into Workday to see the workflow for the colleague for which you sent the PAF (to see if the process has been completed).

Paychecks

**Question:** Will I get a paper paycheck when transitioning for my legacy system to Workday?
- No. You will not get a paper paycheck unless you receive a paper check now.

Paycheck History

**Question:** How much of my paycheck history will be available in Workday?
- Paycheck history is NOT being uploaded into Workday from legacy systems. Be sure to print your last few payslips/paystubs. For a period of time you will be able to go into the legacy systems to see your information.

Paystubs

**Question:** Will the PeopleSoft paystubs with W-2 information be added to Workday Self Service, and will I have a copy?
• You will have to maintain previous copies of your W-2. Get these from your legacy system now. Going forward you will only get one W-2 for 2016.

PTO Time

**Question:** Will PTO requests be submitted in Workday?

• No. PTO requests will be submitted through Kronos and not through Workday.

**Question:** I have a Newtown Square colleague who has been able to enter her PTO in Kronos but I can't see her there to approve her PTO?

• If the colleague is new, you should be able to see her. Contact the Associate Resource Center to see if she has been added to the legacy system and work with them to get the information.

Requisitions

**Question:** If a colleague completes a promotion plan, do I need to post a requisition to move her into it or can I just change the title?

• This depends on whether the promotion is in the same job family and depends on what is changing at that time. This will determine if you need to go into the system and make edits.

**Question:** Will the hiring manager make the change in the system or will the current manager?

• This can be done by either manager.

Retirement Information

**Question:** Will Workday allow me to access my retirement information?

• Yes. Workday has a link built within it that will allow you to sign into the Transamerica retirement site.

Terminations

**Question:** As a Manager, how do I handle involuntary terminations?

• In the termination process you would select a termination reason (voluntary or involuntary) and then continue to follow the steps in the process. If the employee is placed on severance, this process is outside of Workday, and as a manager you will not have to touch it.

Workday Mobile Application & Security

**Question:** Is Workday available for the Windows phone?

• No. Workday does NOT support the Windows phone. Workday does support the Apple and Android phones; and all data will be encrypted and secured just as it will be on your laptop.

**Question:** Are the Workday applications currently available for download?

• Yes. The Workday applications are currently available to download now. You will be able to log into them
beginning June 19, 2016.

**Question:** Is there a cost to download the Workday applications?

- No. There is no cost to download the Workday applications.