

WEBINAR

# Mastering Workday: Ask an Expert Series

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



WELCOME

# Today's Experts



**Joe Kelly**



**Austin Callaro**

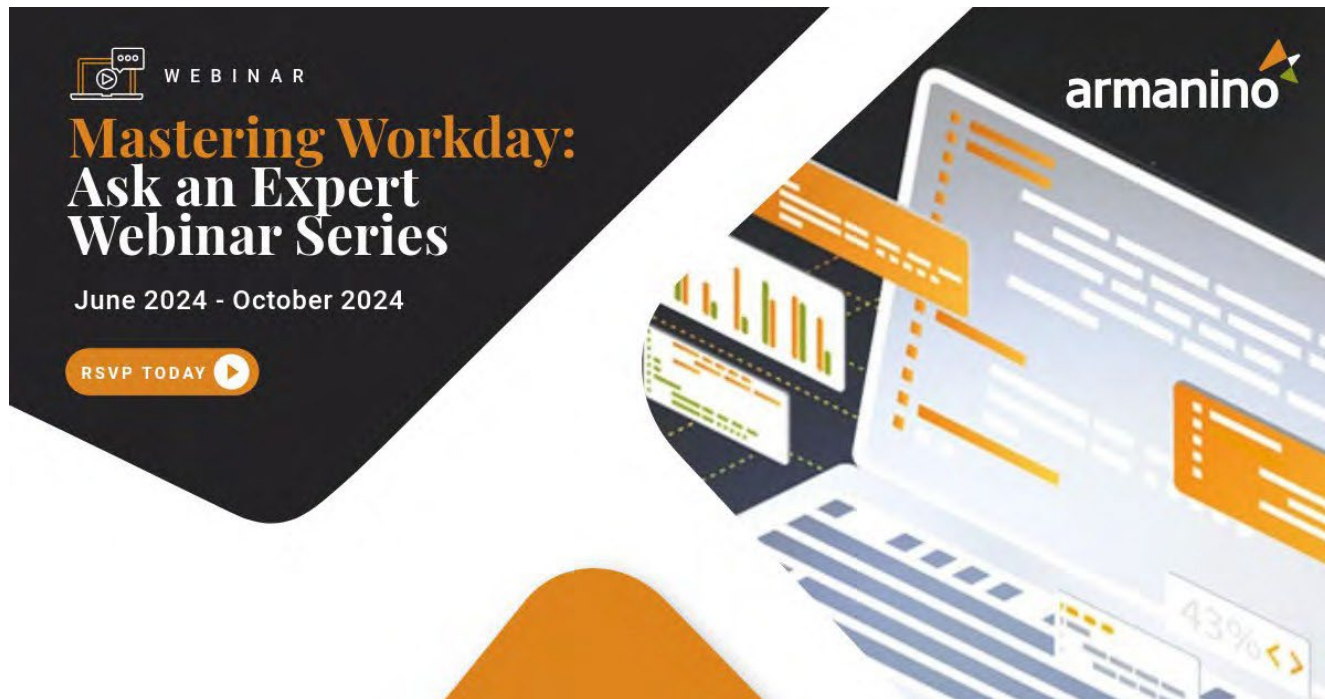
Practice Leaders |  
Armanino  
Advisory LLC

## 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!

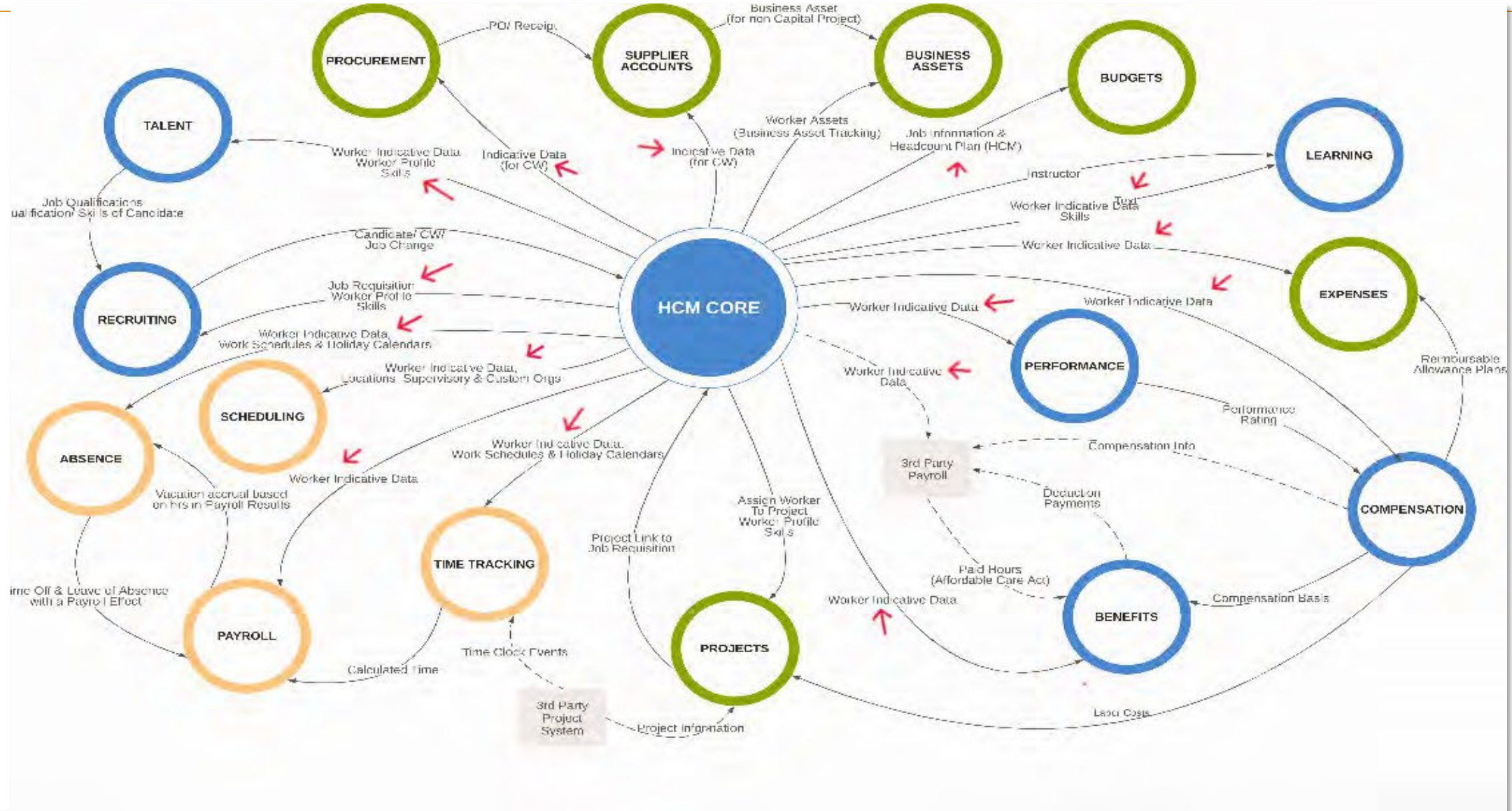


- **Interactive Q&A Sessions:**  
Get your specific Workday questions answered live by our experts, ensuring you leave with practical solutions tailored to your needs.
- **Expert Insights & Tips:**  
Gain exclusive access to professionals who will share valuable insights, tips, and best practices to 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@armanino.com](mailto:Experts@armanino.com)





- **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





- Each position you create can have its own definition and hiring restrictions



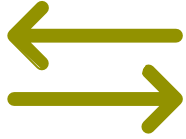
- Requires an open, approved position before you can hire, promote, transfer or demote workers



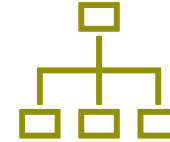
- Requires you to specify the number of positions to fill



- 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



- 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

## 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

## 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

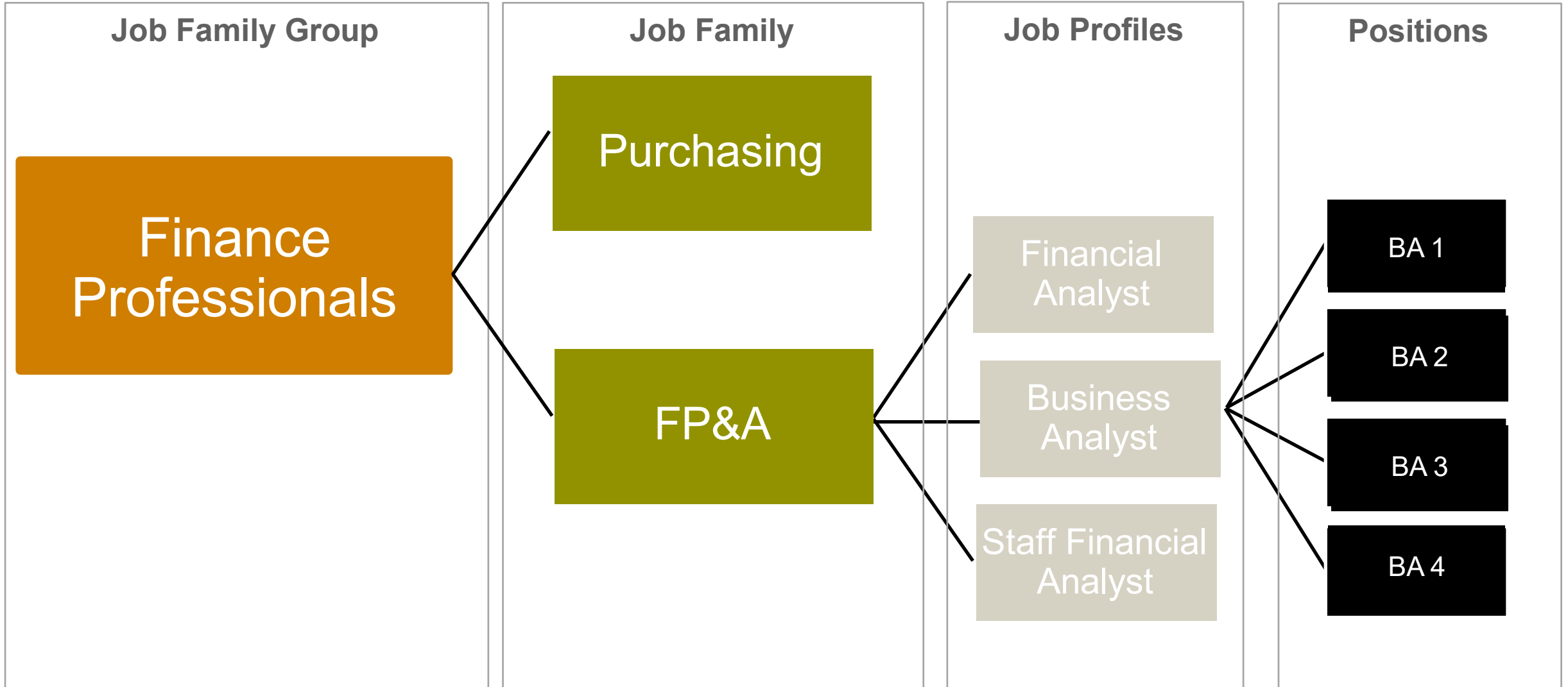
Compensation Grade

Compensation Grade Profile

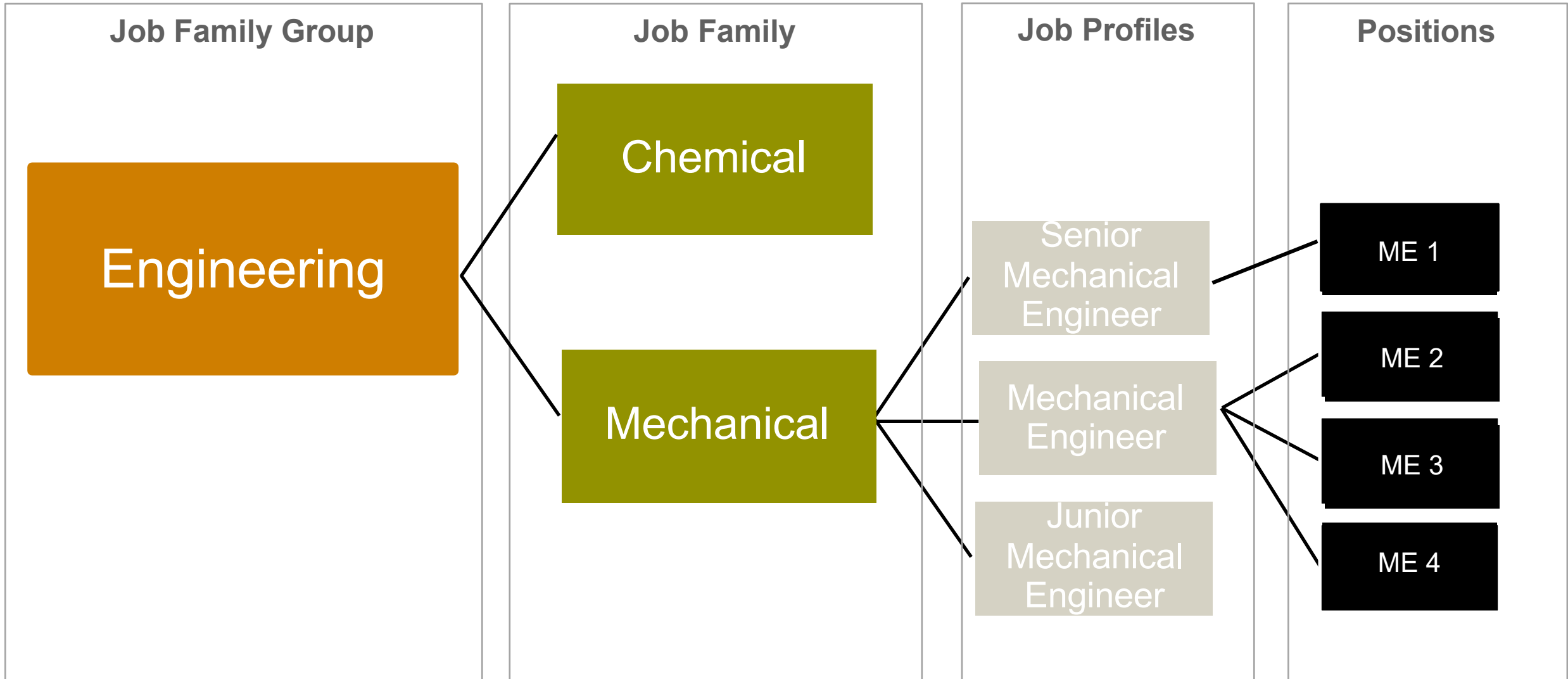
Element	Definition
<b>Management Level</b>	Defines where the job sits within your organizational hierarchy (individual contributor, supervisor, manager, director etc...)
<b>Job Level</b>	Used to rank levels that don't necessarily have a "title"
<b>Job Family</b>	Sub-functional elements like "Benefits"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



# Examples of Job Catalog Hierarchies



# Examples of Job Catalog Hierarchies



# Common Delivered Reports

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

Thank you for  
attending

Additional Questions?

Reach out to us at

[Experts@armanino.com](mailto:Experts@armanino.com)





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