Welcome to the Workday Maine Town Hall!

Enter Date Here
What... is Workday Maine?

Why... is Workday Maine being implemented?

When... will it be ready to use?

How... will it impact you?
What is Workday?

- Workday is a cloud-based human resources management system that is accessed on a web browser from a computer, tablet, or smart phone.
- Workday will be replacing the State's legacy HR and payroll systems.
• Workday Maine will be the State’s first major HR system upgrade in 30 years.
• It is a modern, user-friendly, cloud-based system that will streamline HR-related processes.
• Benefits of using Workday:
  – Move away from paper-driven processes
  – Increase reporting capabilities
  – Increase access to employee information
  – Standardize processes across the State
Your HR Systems Today

- Do not meet the State’s personnel needs
- Often require paper transactions and approvals
- Often require multiple data entry in different systems
- Do not allow access to real-time data for reporting
Your HR/Payroll system tomorrow

- Recruiting
- Onboarding
- Payroll
- Benefits
- Time Tracking
- Absence
- Compensation
What legacy systems are being replaced?

- **Recruiterbox**
  Applicant Tracking System

- **MFASIS**
  HR/Payroll

- **TAMS ESS**
  Employee Self-Services

- **TAMS**
  Time and Attendance

- **Attendance on Demand (AOD)**
  DOC & DHHS time tracking

- **Alchemy**
  *This system will no longer be used for scanning documents, but it will be available for viewing history*
## Project Overview

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Project Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2018 – Jan 2019</td>
<td>Kickoff with Workday Planning Phase</td>
</tr>
<tr>
<td>Nov 2018 – Apr 2019</td>
<td>Architect Phase</td>
</tr>
<tr>
<td>Apr 2019 – Aug 2019</td>
<td>Configuration &amp; Prototype Phase</td>
</tr>
<tr>
<td>Aug 2019 – Feb 2020</td>
<td>Test Phase – Extended for 2 months Training Delivery – by end of February</td>
</tr>
<tr>
<td>Feb 2020 – April 2020</td>
<td>Deployment Phase</td>
</tr>
</tbody>
</table>
Employee Self-Service

- State employees will utilize Workday to manage several HR tasks through employee self-service (ESS):

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Payroll</th>
<th>Benefits</th>
<th>Absence</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>View/update:</td>
<td>View/print:</td>
<td>View benefit elections</td>
<td>View leave balances</td>
<td>Enter time worked</td>
</tr>
<tr>
<td>Home address</td>
<td>Pay slips</td>
<td>Enroll in benefits (open enrollment or qualified life event)</td>
<td>Request a leave</td>
<td>Enter time off</td>
</tr>
<tr>
<td>Phone number</td>
<td>State &amp; federal withholding</td>
<td></td>
<td>Request return from leave</td>
<td>Request time off</td>
</tr>
<tr>
<td>Personal email</td>
<td>Manage direct deposit accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency contact info</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit legal name changes</td>
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</tr>
</tbody>
</table>
Employee Self-Service

Beginning in 2020!
Workday Maine Website

www.maine.gov/workday

- Information on the Workday project
- Employee Resources
- Manager Resources
- Self Service Training
- FAQs
- Workday Login – Will be displayed and activated at Go-Live
- Help Desk contact information
- And more!
**What:** All employees will receive employee self-service (ESS) training via self-paced materials located on the Workday Maine website.

ESS Training will include:

- Job Aids
- Quick Reference Guides
- Videos

**Where:** www.maine.gov/workday/training

**When:** By the time Workday launches, all SOM employees should view the ESS training materials available.
What will ESS training cover?

Employees will have access to Job Aids, Quick Reference Guides, and videos on the following topics:

- Navigation Basics for Employees
- Worker Profile
- Onboarding Tasks
- Time Off (Absence)
- Initiating and Viewing Leave
- Time Entry
- Review/Update Benefit Elections
- Review/Update Tax Elections
- Review/Update Payment Elections
- Apply for Internal Jobs
Navigating Workday
Questions about Workday?

workday.maine@maine.gov