Workday brings best-in-class human resources and academic processes, standardization and automation; it will meet McGill’s needs well into the future. Guided step-by-step workflow management will make our tasks easier, and provide updated information in real-time – no more waiting for paperwork to be keyed in! An example of this is the electronic timesheets for academic and staff employees.

**BEST PRACTICES, LESS PAPER & MORE EFFICIENT BUSINESS PROCESSES**

**FOCUS ON HIGHER EDUCATION**

Workday is designed to meet the unique needs of higher education institutions and is already in place at Brown, Cornell, Georgetown, Yale, NYU, Washington, Texas, Chicago, McMaster and more. Additionally, Workday continually adjusts its system to meet universities’ evolving needs. Some key elements for higher education are:

- Ability to track positions;
- Access to real-time information and history;
- Predictive analytics based on internal and external comparisons;
- Visibility over joint appointments;
- Cleaner and more accurate data;
- Improved data security.

**ACTIVE USER COMMUNITY**

Workday’s updates are based on its clients’ collective needs. As part of the Workday community, McGill University can propose improvements and influence the development of new features and functionalities.

**CONVENIENT & USER-FRIENDLY INTERFACE**

Workday is intuitive and easy to navigate, with a simple layout, visual icons and built-in help. Key features include:

- A customizable home screen with shortcuts to the functions you use most.
- A search function that helps you quickly find people and processes, and suggests search terms as you type. Think Google for your day-to-day activities!
- Targeted email notifications when actions are required.
- An intuitive design that makes it easy to access information and perform tasks.
- Up-to-date and automatically generated organizational charts.

**INTEGRATION & COMPATIBILITY**

Workday leverages Web-based services to create integration points with other McGill or third-party applications, including government financial regulations and internal systems. This includes:

- Interactive dashboards that can be filtered by department, role, work location, etc.;
- Real-time reporting function providing the ability to update transactional data on the fly;
- Customizable reports.

**SECURITY & RELIABILITY**

Workday utilizes rigorous security safeguards to prevent data breaches. All customers are always on the same software version, which allows Workday to quickly respond to threats by pushing security updates to all of their clients at once.

**EMBEDDED ANALYTICS & REAL-TIME REPORTING**

Workday provides real-time data visualization and reporting to integrate our current processes, which will give our leaders greater visibility and allow for our effective decision-making and process improvements. Some key capabilities include:

- Interactive dashboards that can be filtered by department, role, work location, etc.;
- Real-time reporting function providing the ability to update transactional data on the fly;
- Customizable reports.

**EMPLOYEE SELF-SERVICE & ACCESS TO INFORMATION**

Workday provides role-based access to data and information for all personnel. It consolidates the employee self-service experience, grouping many tasks in one place. Employees will have a single point of entry to enter timesheets, request vacation, edit personal information, access tax forms, etc.

**CONTINUOUS IMPROVEMENT & LONG-TERM SUSTAINABILITY**

Workday is being configured for McGill and will be the flexible foundation to support future business needs. It will allow us to reflect organizational and regulatory changes in a consistent, coordinated manner. The ability to quickly and efficiently add to and improve on features, products or services is built into the Workday product. This means our personnel management tools and processes are available to create better service to faculty, staff, and student employees.

**CLOUD-BASED & MOBILE-OPTIMIZED**

Workday is a cloud-based application, which means that Workday is responsible for the cloud’s infrastructure and security. It also means that the system is accessible from multiple devices (e.g., laptops, desktops, tablets or smartphones) using any internet connection.