

10 REASONS TO BE EXCITED ABOUT workday. at McGill

1 BEST PRACTICES, LESS PAPER & MORE EFFICIENT BUSINESS PROCESSES

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.



2 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.

3 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.



4 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.

5 INTEGRATION & COMPATIBILITY

Workday leverages Web-based services to create integration points with other McGill or third-party applications, including government entities, financial institutions and insurance providers. This compatibility will enhance organizational efficiency and ensure continued compliance with regulatory authorities, including but not limited to the Canadian Payroll Legislation.



6 EMBEDDED ANALYTICS & REAL-TIME REPORTING



Workday provides real-time data visualization and reporting far beyond our current capabilities, which will give our leaders greater visibility and allow for more effective decision-making across the University. Reporting 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.

7 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.



8 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.

9 CONTINUOUS IMPROVEMENT & LONG-TERM SUSTAINABILITY

Workday is being configured for McGill and will be flexible enough to accommodate future requirements. This will allow us to reflect organizational and regulatory changes in a quicker and more agile way. Moreover, Workday is continually improving its product with frequent updates and additional features. This means the University will always have access to the most current version of the system and thus the best personnel management tools and processes available to enable better service to faculty, staff, and student employees.



10 CLOUD-BASED & MOBILE-OPTIMIZED



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