



WE MAKE ENERGY HAPPEN

# Workday Business Processes



# Business Process

## Worker Profile (Personal, Career & Pay Information)



Business Process	Employee	HR Service Center	Manager	Mgr's Manager	HRBP	HR Coord
Change Personal Information						
Edit Contact/Emergency Contact Information						
Change Preferred Name						
Change Legal Name						
Change Photo						
Manage Education, Work Experience, Career Interests						(1)
Manage Certifications, Publications, Awards/Activities, Languages						(1)
Manage Payment Elections (Direct Deposit)						
Manage Federal/State/Local Withholding Elections						

	Initiates
	Reviews or Approves

1) Review only necessary if Certification, School or other information is requested to be added to existing lists.

# Business Process

## Time, Projects & Absence

Business Process	Employee	Manager	H & GB	HRBP	Payroll
<b>Time Entry – Exempt</b>		(1)			
<b>Time Entry – Non-Exempt</b>		(2)			
<b>Request Absence</b> Bereavement, Community Service, Floating Holiday, Jury Duty, Military, On the Job Injury (doesn't replace Gensuite), Paid Time Off (PTO), United Way Day		(3)			
<b>Request Absence</b> Administrative, Suspension Leave, Personal or Educational		(4)			
<b>Request: Workers Comp.</b>					
<b>Request Absence</b> STD, Intermittent STD, STD Elimination Period, STD Unapproved, FMLA, LOA unapproved, LTD, State Approved Paid FMLA			(5)		

- 1) Exempt timesheets that include per diem or supplemental pay require manager approval; corrections to previous pay periods including project overrides require approval
- 2) Non-exempt timesheets that include exception time, per diem and upgrade pay require manager approval; corrections to previous pay periods require approval
- 3) Time off (Absence) is submitted via the Absence module and requires manager approval; must be reconciled with the timesheet to meet required weekly hours
- 4) Used rarely, only HRBPs can initiate Administrative leave
- 5) STD and FMLA are initiated through Cigna and managed in Workday by H&GB

	Initiates
	Reviews or Approves

# Business Process Job Changes

Business Process	Employee	Manager	Mgr's Manager	HRBP	ECP	HRBP Director	Comp Partner	CHRO	EOT Leader
<b>Change Job*</b> [Transfer, Promote or Change Job Details]				(1)	†	(2)	(2)	(3)	(4)
<b>Resignation</b>									
<b>Termination – Voluntary</b>									
<b>Termination – Involuntary</b>					†				

\* Job Changes require Management Chain approval depending on Reason and Management Level

- 1) Management Level Below Executive
- 2) EE Type not Intern and Base > Maximum or >10% Increase or Management Level is Director
- 3) Management Level EO and Above
- 4) Proposed Comp Plan is Per Diem Grossed Up

† Early Career Partner (ECP) will initiate Change Job for Rotational Employees and will initiate Termination at the conclusion of Internship; rest of workflow remains as depicted per HR DOA

*Note:*  
*HRBP may also initiate most manager-initiated processes. In this case, the manager reviews/approves and the rest of review/approval flow remains as depicted.*

	Initiates
	Reviews or Approves

# Business Process Compensation Changes

Business Process	Manager	TAC	HRBP	Comp Partner	HRBP Director	Mgr's Manager	Stock Partner	CHRO	VP	EOT Leader
Request Compensation Change – Ad hoc (less than or = 10% increase)										
Request Compensation Change – Ad hoc (more than 10% increase)										(1)
Request One-Time Payment – Spot Award										
Request One-Time Payment – Champion Award										(4)
Request One-Time Payment – Cash Retention Ad hoc										
Request One-Time Payment – Cash Retention through Offer										
Request One-Time Payment – Sign-On Bonus through Offer				(5)						
Request One-Time Payment – Other Cash Award								(2)		(2, 3)

- 1) Proposed Comp Plan is Per Diem Grossed Up or > grade maximum
- 2) Management Level Director or Above
- 3) If applicable, may require COO/CEO approval
- 4) Champion Award > \$2500 will require EOT approval
- 5) Sign-On Bonus >\$10,000

*Note: HRBP may also initiate most manager-initiated processes. In this case, the manager reviews/approves and the rest of review/approval flow remains as depicted*

Initiates  
 Reviews or Approves

# Business Process Position Management & Talent Acquisition

Business Process	Employee	Manager	TAC	HRBP	Cost Center Analyst	Comp Partner	HRBP Director	Mgr's Manager
Create Position								
Edit Position (Filled)								
Edit Position Restrictions (Unfilled)								
Create Job Requisition				(1)				
Propose Compensation (Offer)						(2)	(2)	
Hire		(3)						

- (1) Not Intern Requisitions; ECP will create Intern and Rotational Positions and Requisitions
- (2) In the case of >10% or for optional review if desired (Add Additional Approver)
- (3) Manager reviews Organization Assignment

*Note: HRBP may also initiate most manager-initiated processes. In this case, the manager reviews/approves and the rest of review/approval flow remains as depicted*

Initiates  
 Reviews or Approves