workforce.com

Integrating Workday with Workforce.com

As an all-encompassing HCM system, Workday acts as a source of truth for your employee records, organizing vital information necessary for payroll and HR operations. Workday's seamless integration with Workforce.com allows you to easily map these records to a specialized workforce management platform, leveraging the valuable staff data you already have on hand.

To understand how this integration can optimize your organization's scheduling, timekeeping, and labor compliance, it is first important to know the essential functions and features of the integration.

Set-Up

Import & Sync Staff Data

Workforce.com rapidly imports all staff data listed below from Workday. Once imported, Workforce.com syncs this data with Workday every hour, meaning you'll never need to enter the data twice.

- Employee Name
- Employee ID (Payroll ID)
- Hourly Rate / Salary
- Email
- Phone Number
- Date of Birth
- Start Date
- Leave Balances
- Position IDs
- Job Profile IDs
- Certifications
- Employee Code
- Employee Name Code
- Classifications for Over Time Rules, Minor Rules, and PTO Eligibility

Sometimes, you may have staff in Workday whose information doesn't need to be imported into Workforce.com. To keep things clean and avoid redundancy, the syncing process gives you the power to decide which staff members are transferred between the two systems and which aren't.

Import & Sync Award Tags

Workforce.com takes staff import a step further by accounting for various award tags that are essential for managing items like earrings rules and break penalties. You can automatically create award tags in Workforce.com and apply them to all users by importing certain employee fields straight from Workday. Every hour, Workday syncs this data with Workforce.com, keeping all your award tags up-to-date. Learn more about how to set this up by visiting the Learning Center.

- City
- State
- State_abrv
- Country_state
- location_reference
- location_name
- position_title
- business_title
- worker_type_reference
- position_time_type_reference
- pay_rate_type_reference
- job_profile_reference
- management_level_reference
- job_category_reference
- job_family_reference
- job_profile_name

Payroll

Timesheet Export

Employees receive their schedules and clock in and out of their shifts on Workforce.com. Managers oversee all of these activities on the Workforce.com dashboard, ensuring correct attendance and dealing with frontline issues. When ready, managers approve all employee timesheets in Workforce.com, confirming the data is ready to export into Workday for payroll processing. The process from timesheet approval to payroll export takes about 10 minutes in total.

The Workforce.com timesheet export function allows payroll professionals to export timesheets individually per employee, or in a single batch comprising all employees. There are no files to download as timesheets are sent securely via Workday's Pay Input API.

Workforce.com sends the employee ID, earnings rate, and position ID fields directly to Workday. Managers can either define the earnings rate in Workforce.com and send it through, or they can associate it with the position ID in Workday. Additional information can be added if required.

All payroll input validation issues are displayed in Workforce.com; this makes it simple to resolve and resend timesheets containing errors. Moreover, all correct timesheets remain untouched during this process, with only incorrect timesheets needing to be re-sent to Workday.

Overriding Rates

It is becoming increasingly common for employees to be paid different rates to work in different locations or roles. While these inconsistent pay rates often cause all kinds of issues in payroll accuracy, Workday's integration with Workforce.com perfectly handles all these potential headaches. Whenever necessary, Workforce.com automatically applies all overriding rates found in Workday to the right employees on payday without updating payroll data or altering defined pay groups. This functionality ensures staff is paid correctly, no matter the variability of their day-to-day roles.

Export Allowances & Deductions

Sometimes, a business uses allowances and deductions to appropriately compensate staff for taking unique shifts or working under specific circumstances. Workforce.com allows you to create and customize these allowances and deductions yourself, and it seamlessly applies them to your payroll process. Whenever any allowances or deductions created in Workforce.com are applied to staff timesheets, they are automatically broken out and exported to Workday along with the timesheets.

To ensure exporting succeeds, make sure the names of the acceptable allowances/deductions in Workday match up with the "export names" of the allowances/deductions in Workforce.com.

Retro Pay

With Workforce.com, payroll teams may unlock and fix timesheet errors even after a pay period ends. The functionality allows managers to adjust items like staff hours to the correct amount of time worked while also applying retro pay. Once these necessary changes are made, managers can easily re-export edited timesheets back into Workday.

Workforce.com offers the flexibility and control businesses require to stay compliant with wage and hour laws. This not only ensures employer peace of mind but also improves the trust employees have in management, reducing turnover.

Cost Tracking

Managing your labor costs is all about knowing the projects and roles your employees are spending their time on. Through Workforce.com's sophisticated Teams and Locations structure, actual hours worked become associated with projects or positions

created in Workday and are allocated by the minute. This association allows managers to track labor costs against actual revenues according to the jobs various staff have worked.

Scheduling

Teams and Locations

Workforce.com takes all preexisting employee team and location records directly from Workday and automatically applies them to its scheduling system, eliminating the need for unnecessary data re-entry. Migrating teams and locations from Workday in this manner ensures consistency between platforms, speeds up implementation, and keeps staff information organized.

Workforce.com uses teams and locations in several ways. For one, employees can quickly be grouped into them, streamlining the scheduling process. Managers can also filter schedules and timesheets by team/location, making it easier to view employee information and workforce metrics across their entire organization.

Certifications, Licenses, and Qualifications

While HCM systems keep records of employee qualifications, they do not actively use those records in the scheduling process. To ensure employees are only scheduled for shifts they are qualified to work, Workforce.com requires access to those important qualification records.

Where you are using Workday as your source of truth for important records like certifications and licenses, Workforce.com takes these qualifications and puts them to use. As part of the integration process, all employee license, certification, and training records transfer into Workorce.com, creating qualification fields as part of each employee profile. Once the data is synced, Workforce.com automatically alerts managers whenever employees are scheduled for shifts they lack proper qualifications for, streamlining the scheduling process and ensuring labor compliance.

Import & Sync Leave Balances

Workforce.com imports the leave balances of specific time off plans found in Workday. These Workday time off plans will need to be properly added to Workforce.com before importation can occur. In order to properly add a Workday time off plan to

Workforce.com, you'll need to acquire the plan's "Absence_Plan_ID" and "Time_Off_Type_ID" from your Workday system administrator. Find out more about how to import leave balances by visiting the Learning Center.

After successful importation, leave balances are synced with Workday every 12 hours; this ensures staff and managers have the most up-to-date information possible while creating schedules in Workforce.com.

Export Time Off Requests

Workforce.com's leave management functionality lets employees view and request time off right from their phones, and managers can easily approve these requests on the dashboard. Additionally, managers can view all approved and pending time off while creating schedules. At the end of each pay period, Workforce.com exports all approved time-off requests directly to Workday for payroll processing.

Transparency in this area is important for employees as it increases trust and satisfaction with management. If employees have a benefit like time off and cannot actively see or manage it alongside their schedule, they are less likely to feel valued.