Frequently Asked Questions (FAQs)

The most common questions about Workday are answered here. This FAQ list will be updated regularly as the project progresses, so remember to check here whenever you have a question.

GENERAL FAQs

Q. When is Workday coming?

- Mary Free Bed employees will begin to use Workday Platform for finance, human resources, and payroll beginning in January 2025.

Q. Why Workday?

Workday offers many more advanced self-service capabilities than our current API platform. Workday will replace the current API system. Workday will NOT replace ADP, where you received tax documents.

 MFB will join thousands of organizations across sectors such as healthcare, education, manufacturing, finance, technology and retail use of the HCM suite of tools. Workday offers a comprehensive solution for medium- to large-sized businesses, particularly those with many locations, helping them manage payroll, benefits, HR and employee data. Additionally, Workday....

- Helps companies better manage their staff, information and processes through real-time reporting, analytics, integrated workforce scheduling and a centralized HR database
- Can be used by individuals to track their own time or used by businesses to remotely manage team members daily
- Offers a secure platform to manage all areas of human resources (HR), including payroll, compensation, benefits, learning management, talent management, recruiting and talent retention.

Q. What are the advantages of Workday?

Workday's benefits are multifaceted, encompassing:
- Accessibility from any location at any time
- Real-time access to data
- Generation of insightful reports for managerial decision-making
- Enhanced enterprise efficiency and scalability

Q. Can Workday be accessed through mobile?

Yes, Workday HCM is accessible via mobile devices with internet connectivity using the Workday tenant URL in a browser.

Q. Can Workday be accessed across the MFB system?

Workday is a cloud-based system designed to streamline processes, and yes, Workday is accessible through any internet-connected device using the Workday tenant URL in a browser.

Q. How can employees be involved with the Test Workflow Before Implementing?

Before implementing changes or functionality, the Workday Project Manager will invite some employees throughout the organization to test out how things will work and what improvements may be needed.

Question: Is ShiftWizard the new scheduling software?

ShiftWizard is set to be implemented with Workday G0-live in January 2025. ShiftWizard is specialized staff scheduling software designed specifically for healthcare professionals, providing real-time access to their schedules. ShiftWizard offers a mobile version so employees can conveniently check their schedules anytime and anywhere.

Q. Is ShiftWizard able to upload data direct to Workday?

Absolutely, these two systems exchange information every 15 minutes, ensuring a continuous transfer of data with real-time updates.

Human Resources FAQs

Q. What suite of Self-Service tools are included in Workday?

- Absence & Time Tracking
- Benefits
- Compensation
- Human Capital Management (HCM)
- Payroll
- Recruiting
- Talent Performance

Q. Does Workday notify supervisors about PTO requests or timecard entries being added/removed?

Transitioning to Workday can enhance the efficiency of monitoring, requesting, and overseeing Paid Time Off (PTO) processes. Workday provides timely notifications for PTO requests and offers reminders based on individual preferences, allowing employees to opt for immediate notifications via email, mobile push notifications, in-app pop-ups, or choose not to receive them. Moreover, the system notifies employees if they have insufficient PTO for their scheduled time off. Through the platform, staff can conveniently check their PTO balances, review upcoming time-off details, and submit PTO requests.

Question: Are leaders, schedulers, and timecard editors capable of generating reports for daily staffing, PMLA tracking, etc.?

Access to reports depends on role-specific permissions within Workday. With the appropriate role permissions, individuals can access a range of reports with real-time data. Yes, managers will be able to view departmental attendance.

TRAINING FAQs

Question: What type of training will be provided for staff and leaders, and what is the anticipated timeline for achieving proficiency?

The training program will encompass modules that address the fundamental steps of utilizing Workday for all staff members. Furthermore, additional training can be customized to meet specific role responsibilities and departmental needs. Proficiency levels among employees will vary individually, with the option for individuals to retake training sessions as needed to enhance their understanding and skills.