



Workday @ UMMC: The Power of HR, Payroll, and Finance

	Current	Future
 Time Off <i>(Exempt/Salaried Employees)</i>	Manager receives an email to approve/deny requests in Lawson. (Hourly employees use Kronos)	Manager receives notifications and respond to leave requests, all in Workday. More visibility into current and future leave balances. (Hourly employees will use Kronos)
 Absence	Absence Leave Requests (FMLA, IFMLA, TDL, LOA, Donor, Donated) entered in Lawson, with 15 days to submit documentation.	Employee submits leave and forms within Workday. Track the status of requests within Workday.
 Benefits	Life Event changes and voluntary retirement plan enrollments are done by emailing forms.	Employee completes all enrollments and changes to their benefits online in Workday.
 Recruiting	Different processes followed for hiring faculty vs staff.	More consistent recruiting process for all faculty and staff in Workday.
 Payroll	Employees use Lawson to update banking information, account preferences, withholdings, etc.	All banking information, account preferences, and tax documents will be found in Workday.
 Travel & Expenses	Complete travel request online, print, and obtain manual signatures. Complete travel reimbursement request online, print, and attach receipts. Check sent via mail.	Enter travel request online, monitor approvals online in real time. Complete travel reimbursement online, snap or upload photos of receipts. Reimbursements via direct deposit. No more paper!

Make Your *Workday* Count!