***Frequently Asked Questions***

**What is Workday?**

Workday is a new software that will replace and improve our human resources, finance, purchasing and payroll systems & processes to make them more accurate and efficient. By automating manual processes, streamlining work, and combining many of our software systems into one place.

For example, Workday will:

Automate manual processes like the employee requisition process.

Streamline and simplify the purchase ordering process.

Reduce the number of systems we use, i.e. replaces the AS400 system.

Be available anywhere/ anytime through the internet and on smart phones.

Provide the ability for you to change your personal information.

**Why are we changing our systems?**

We have older technology that lacks critical functions. Our current systems are inflexible and unable to meet the needs of the district. The same information is housed in different places and results in duplicate efforts. Some of our systems consist of paper and spreadsheets.

**When is Workday coming?**

The human resource and payroll features will be ready to use December 17, 2016. The finance and purchasing features will be available July 1, 2017.

**What are the benefits of Workday?**

Workday is easy to use and has a more modern look and feel. It can be accessed and used wherever you have internet access.

Employees will be able to:

* Keep their personal information up to date
* View more detailed paystubs on-line
  + Paystubs will breakdown hours worked and overtime
* See time-sheet information real time
* Have expenses reimbursed more quickly
* Change direct deposit-accounts and benefits

Supervisors will enjoy:

* Data that everyone can see
* Automated purchase order/resolution process
* Procurement status will be seen real time
* Improved reporting capabilities
* Ability to see payroll information
* Ability to tell when a charge hits a cost center and what it was for
* Improved purchasing efficiencies

**Will I be trained to use Workday?**

Customized training will be provided to all CMSD employees based on how they will use Workday. The training will be a combination of on-line videos, classroom and hands-on with computers. Like groups of employees will be trained together whenever possible.

Supervisors will complete four (4) hours of training in October 2016 and employees will complete three (3) hours of training in November and December 2016 on the human resource and payroll features.

Training Locations will vary, but in general school based employees will be trained in schools and all others at East Professional Service Center (EPC).

Look for more specific training information in September.

**Where can I get more information?**

For more information visit the Workday@CMSD website:

<http://www.clevelandmetroschools.org/Workday>

The website can also be accessed from the CMSD home page listed under the ‘Staff’ tab.

Or send a note to WorkdayInfo@clevelandmetroschools.org