



Workday Implementation Update



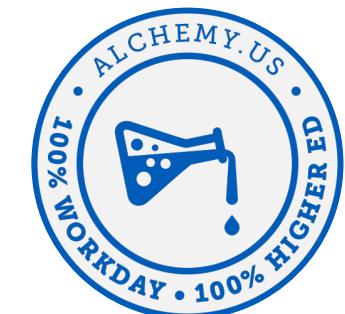


Objectives

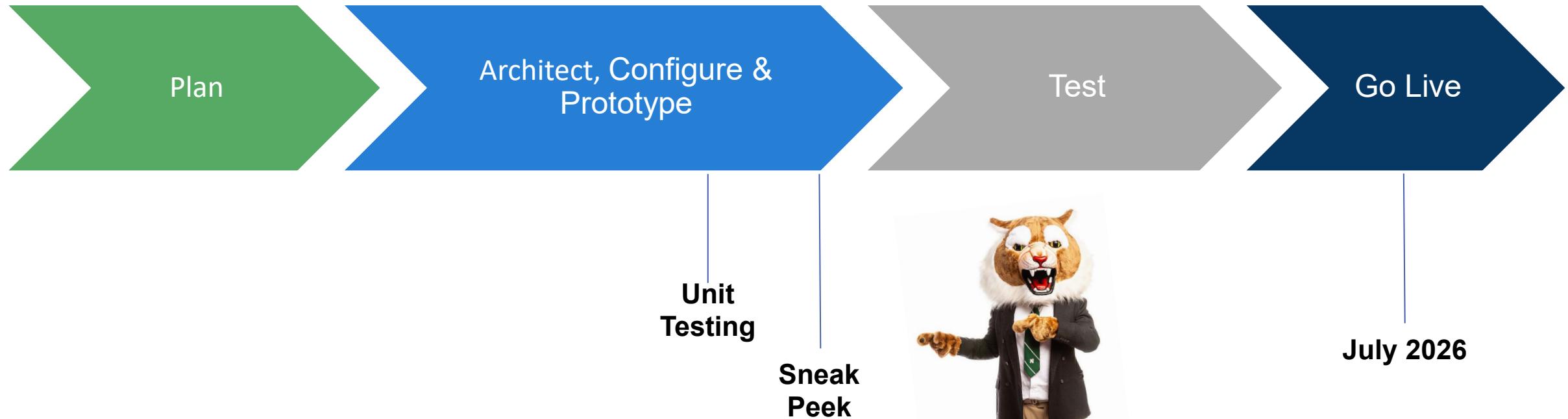
- Implementation Update
 - ✓ Timeline
 - ✓ Considerations and Expectations
- Provide a high-level showcase of configuration to date for HCM* and PATT**
 - ✓ Key Business Drivers
 - ✓ Major Configuration Decisions
 - ✓ Current vs. Future State
- Demonstrate Basics

* HCM = Human Capital Management (Human Resources)

** PATT = Payroll, Absence and Time Tracking



High Level Timeline



Considerations and Expectations

- Share key HCM and PATT decisions & configuration
- Current state pain points and future state Workday solutions
- Configuration expectations - approximately **40-50%** complete
- Configuration is still in progress
- Providing a sneak peek and overview of Workday functionality
- We encourage you to keep track of your questions and submit them through the Workday Feedback Form





Workday – The Bearcat Way

R – Revolutionize the Student & Employee Experience

Delivering a modern, intuitive mobile friendly platform.

O – Optimize How We Work

Streamlining processes, improving data integrity, and enabling real-time decision-making.

A – Align Our Systems

Integrating finance, human resources, payroll, and student services into a single, cohesive platform.

R – Reinforce and Empower the Bearcat Community

Driving innovation and sustainability to strengthen the university experience for Bearcats.



Human Capital Management (HCM)



Major Configuration Decisions

- Hire dates will align with the start of the pay period
- Employee self-service
- Automation of HR related business processes



Current State	Future State
<p>Paper-based processes for faculty/staff and student employment</p> <p>Examples: Job Posting Request, Personnel Action Form, open enrollment, all new hire paperwork, employee performance reviews</p>	<p>Automation in Workday will allow for workflows that will eliminate paper-based processes. It will increase timeliness of business processes.</p>
<p>Manual processes for faculty/staff and student employment</p> <p>Examples: Entering information in multiple systems, onboarding for new hires, tracking processes on spreadsheets, workflows through email, entering payroll information in Banner</p>	<p>Automation in Workday will allow for tracking of business processes. We will gain efficiencies and leave less room for human error.</p>
<p>Multiple sites for employee resources for faculty/staff and student employment</p> <p>Examples: NEOGOV, myNorthwest, CatPAWS</p>	<p>Workday provides single sign-in. All personal, job-related, benefits information will be easily accessible to employees. Business processes will be housed in Workday.</p>



HCM Workday Demo

- Employee Dashboard
- Employee Profile
- Leave of Absence
- Benefits



Employee Dashboard

Here's What's Happening

It's Thursday, December 18, 2025

[Check In](#) [Check Out](#) [View My Calendar](#) [Enter My Time](#) [My Schedule](#) [...](#)

Awaiting Your Action

[Absence Request: Cactus Coffee](#)

My Tasks - 15 day(s) ago
OVERDUE 12/04/2025

[Go to My Tasks \(1\)](#)

[Quick Review](#)

Important Dates

DEC **Holiday**
22 Winter Break Dec 2025 - Jan 2026

DEC **Holiday**
23 Winter Break Dec 2025 - Jan 2026

DEC **Holiday**
24 Winter Break Dec 2025 - Jan 2026

DEC **Holiday**

Team Highlights



Employee Profile



Search



Home



Recruiting
Dashboard



Recruiting



Employee
Self Service



More



Saved



Bobby Bearcat

Test Workday Leader

Actions



Phone



Email



Team

Summary

Job

Compensation

Benefits

Pay

Absence

Contact

[More \(3\)](#)



Location

Northwest Missouri State
University Maryville

Manager

Lance Tatum

Job Details

Employee ID 9195000042

Supervisory Organization [Northwest Missouri State University \(\) >>](#)
[Northwest Leadership Team \(Lance Tatum\)](#)

Position P-00260 Test Workday Leader

Business Title Test Workday Leader

Job Profile [Payroll Professionals](#)

Employee Type Regular

Management Level Individual Contributor

Time Type Full time

FTE 100.00%

Location [Northwest Missouri State University
Maryville](#)

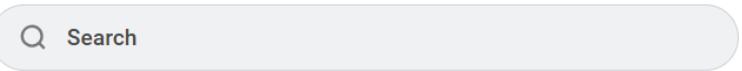
Hire Date 09/22/2025

Original Hire Date 09/22/2025

Continuous Service Date 09/22/2025



Benefits



-  9
-  1
- 
- 

-  Home
-  Recruiting Dashboard
-  Recruiting
-  Employee Self Service
-  Career
- ...
-  More
-  Benefits
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-  Contact
-  Personal
-  Performance
-  Career

Bobby Bearcat
Test Workday Leader

[Actions](#)

 Phone  Email  Team

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[Performance](#)

[Career](#)

 [PDF](#)

[Benefits](#) [My Retirement Savings](#) [My Beneficiaries](#)

My Semimonthly Totals

My Cost \$820.06 Employer Cost \$861.13

[Change Benefits](#) [Change Retirement Savings](#) [View as Grid](#)

Health Care and Accounts

 **Medical**
BCBS of Kansas City HDHP

Cost (Semimonthly) \$567.84

Coverage Family

Dependents 2

[View Details](#)

 **Dental**
Delta Dental PPO

Cost (Semimonthly) \$15.55

Coverage Employee Only

[View Details](#)

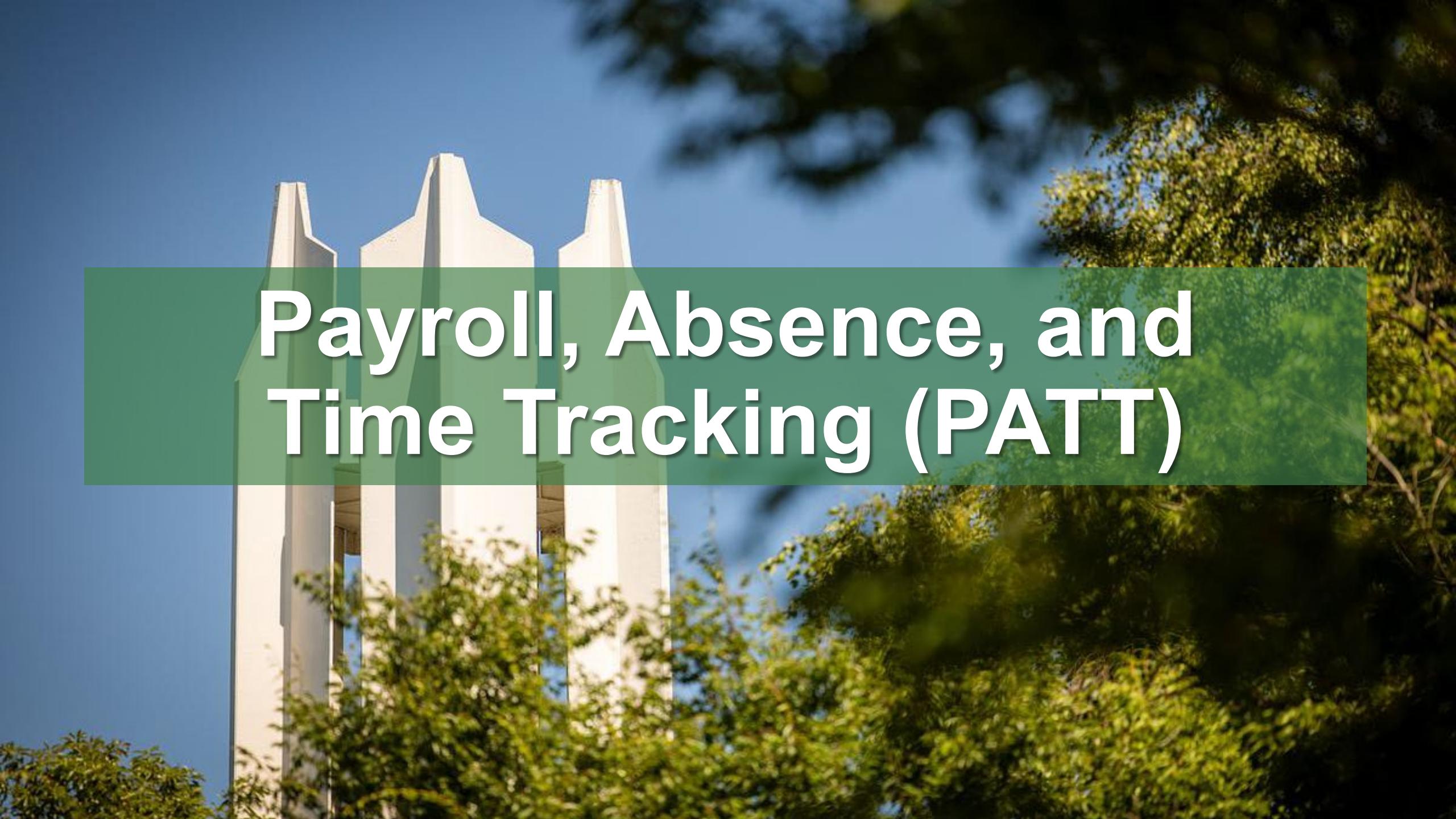
 **Vision**
EyeMed VIS

Cost (Semimonthly) \$7.90

Coverage Far, >

Dependents 2

[View Details](#)



Payroll, Absence, and Time Tracking (PATT)

Major Configuration Decisions

- Payroll frequency
- Lag payroll
- Timely overtime payment
- Accurate leave balances



Current State	Future State
<p>Vacation and Sick Leave balances on pay slips are not accurate due to concurrent payroll paid on last business day of each month. Employees must track balances or contact payroll for accurate balance.</p>	<p>Employees have access to accurate balances for vacation and sick leave. Workday will also project balances for a specific date based on approved requests and accruals.</p>
<p>Employees can only record absences in the system in an open monthly pay period. Future requests submitted via email or paper.</p>	<p>Employees can submit all requests for absences.</p>
<p>Employees submit Payroll Direct Deposit form with proof of routing and account number. Limited to 1.</p>	<p>Employees are responsible for adding bank routing and account information for personal deposits. Can set-up 2 deposits.</p>
<p>Employees must manually add daily hours to ensure 40 hours per week. Monthly pay period crosses work week.</p>	<p>Calendar view will summarize weekly hours for each employee. Bi-weekly pay period aligns with work week from Monday to Sunday.</p>



PATT Workday Demo

- Payroll Tax Withholding Elections
- Payment Elections
- Leave Balances
- Request Absence
- Calendar View



Payroll Tax Withholding Elections

Home

Recruiting Dashboard

Recruiting

Employee Self Service

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Procurement

Saved

Settings

PDF

Bobby Bearcat
Test Workday Leader

[Actions](#)

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[Less \(3\)](#)

Payslips **Tax Elections** **Tax Documents**

Worker **Bobby Bearcat**

Company **Northwest Missouri State University**

Work State **Missouri**

Home State **Missouri**

Federal

Withholding 1 item

Federal W-4 Election	Effective Date	Marital Status	Number of Allowances	Extra Withholding	Multiple Jobs or Spouse Works	Total Dependent Amount	Other Income	Deductions	Nonresident Alien	Exempt from NRA Additional Amount
🔍	12/01/2025	Married filing jointly (or Qualifying widow(er))	0	0.00	No	0.00	0.00	0.00	No	No

[Update](#)

State

Missouri Withholding 3 items

State WH Election	Effective Date	Filing Status	Number of Allowances	Additional withholding	Reduced withholding	Spouse Indicator	Lock in Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated
🔍	12/02/2025		0	0.00	0.00	No	No	No	No		No	12/02/2025 03:11:36.521 PM

Payment Elections

Home

Recruiting Dashboard

Recruiting

Employee Self Service

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Saved

Alchemistry. Privileged and Confidential information.

Expenses Hub

Overview

Expense Reports

Expense Transactions

Travel Profile

Payment Elections

Payment Elections

Bobby Bearcat ...

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Bobby Bearcat

Default Country: United States of America

Default Currency: USD

Status: Successfully Completed

Last Updated: 12/01/2025 12:36 PM

Accounts 1 item					
Account Nickname	Country	Bank Name	Account Type	Account Number	Action
Maryville Bank *****6789	United States of America	Maryville Bank	Checking	*****6789	<a>Edit <a>Remove <a>View

Add

Payment Elections 2 items					
Pay Type	Payment Type	Account	Account Number	Distribution	Action
Expense Payments	Direct Deposit	Maryville Bank *****6789	*****6789	Balance Yes	<a>Edit
Payroll Payments	Direct Deposit	Maryville Bank *****6789	*****6789	Balance Yes	<a>Edit

Leave Balances



Search



Home



Recruiting
Dashboard



Recruiting



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Absence Balance

Balances Tracked in Hours 3 items



Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period
Sick Time Off Plan	Hours	0		25	0	25	0	0
Vacation Time Off Plan	Hours	0	0	40	0	40	0	0



Request Absence

Request Absence

X

For Bobby Bearcat (Myself) | [Request on Behalf Of](#)

Calendar

Date Range

December 2025 ▾



Today



Sun Mon Tue Wed Thu Fri Sat

1

2



4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

[View Balances](#) 

[View Teams](#) 

Cancel

Continue



Calendar View



Home



Recruiting Dashboard



Recruiting



Employee Self Service



Career



Team



Procurement



Saved



Settings

Manage Absence Bobby Bearcat ...



Today

December 2025 ▼

Switch Worker

Actions ▼

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

30	Dec	1	2	3	4	5	6
				 Vacation			
7		8	9	10	11	12	13
14		15	16	17	18	19	20
					Today		
21		22	23	24	25	26	27
	 Winter Break Dec 2025...						
28		29	30	31	1	2	3
	 Winter Break Dec 2025...						

Request Absence

View Your Requests and Balances per Plan as of date

Balances RequestsBalances as of 12/18/2025

Sick Time Off Plan

25 Hours

Vacation Time Off Plan

32 Hours



Payroll Frequency – Faculty Calendar

Feature	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	Jul 2027
<u>Current</u> • Monthly • 12 Checks per Year	08/31	09/30	10/30	11/30	12/18	01/29	02/26	03/31	04/30	05/31	06/30	07/30
<u>Future*</u> • Bi-Weekly • 26 Checks per Year	08/13 08/27	09/10 09/24	10/08 10/22	11/05 11/19	12/03 12/17 12/31	01/14 01/28	02/11 02/25	03/11 03/25	04/08 04/22	05/06 05/20	06/03 06/17	07/01 07/15 07/29

*Estimated pay dates as of January 2026



Payroll Frequency – Staff Calendar

Feature	July 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027
Current • Monthly • 12 Checks per Year	07/31	08/31	09/30	10/30	11/30	12/18	01/29	02/26	03/31	04/30	05/31	06/30
Future* • Bi-Weekly • 26 Checks per Year	07/16 07/30	08/13 08/27	09/10 09/24	10/08 10/22	11/05 11/19	12/03 12/17 12/31	01/14 01/28	02/11 02/25	03/11 03/25	04/08 04/22	05/06 05/20	06/03 06/17 07/01

*Estimated pay dates as of January 2026



What's Next

- Monitor the website for additional information and sneak peek sessions
- Exploring options with third-party financial institutions to assist you in planning for the payroll transition
- Superuser testing
- Workday training

WORKDAY - THE BEARCAT WAY

Empowering Our Future with Workday

The Workday implementation journey is part of our ongoing commitment to enhance the Northwest student experience and optimize operational efficiencies across the institution. We will drive innovations for Northwest's future, empowering every Bearcat.



Workday is going to be a significant change for everyone at Northwest. Our goal is to make sure everyone knows how to use it without feeling overwhelmed.

Our team is diving deep into Workday skills and tasks to find exactly what each group needs to know and when. We are gathering input from throughout campus — talking to stakeholders, receiving tips from Alchemy consultants, collaborating with the Change Management Team, looking at what other organizations are doing and reviewing Workday testing scenarios.

Our approach is all about giving you the right training, when you need it. Stay tuned for the types of training we'll offer, what the courses will cover and when you can expect to see it — from before we go live with Workday to years down the road.

Click the buttons below to learn more.

[FREQUENTLY ASKED QUESTIONS >](#) [GLOSSARY OF TERMS >](#)

Latest News

12.12.25 | Northwest News

[Northwest leaders receive preview of Workday experience](#)

11.5.25 | Northwest News

[Workday is transforming the Bearcat experience](#)

8.25.25 | Northwest News

[Northwest launches Workday implementation to transform campus systems](#)

[VIEW ALL NEWS >](#)

Calendar of Events

JANUARY 7 Workday Payroll Update Session: Faculty

9:30 AM - 10:15 AM

JANUARY 7 Workday Payroll Update Session: Faculty

10:30 AM - 11:15 AM

JANUARY 7 Workday Payroll Update Session: Faculty

11:30 AM - 12:15 PM

JANUARY 7 Workday Payroll Update Session: Staff

2 PM - 2:45 PM

[VIEW ALL EVENTS >](#)



Stay Tuned

- Watch the HR Monthly Bulletin for Workday progress updates!
- Have questions?
 - Please fill out the feedback form on the Workday website or at the QR code below.

nwmissouri.edu/services/workday

