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Workday Training

for HR Business
Partners

Duration: 90 min



Session Ground Rules and Logistics



Turn your hand-held devices to silent mode



Minimise side conversations



Please do not work on your computers during the presentation

❑ Session Recordings

- Please note that the sessions will be recorded.

❑ Parking Lot

- The instructor will document any questions that cannot be answered immediately.
- The instructor will research these questions and provide responses to all class participants.

Agenda

1. Introduction to Workday
2. HR Core
3. Recruitment
4. Hire to Retire
5. Expenses
6. Workday Help
7. Absence & Time Off
8. Q&A and Wrap-Up



Introduction to Workday



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At Landal, our future success depends on how well we align our people strategy with our business ambitions

Workday will enable us to ...

- **Align** people strategy with business goals
- **Connect** the full employee journey to strategy
- **Drive** smarter decisions and faster teamwork
- **Deliver** consistent, future-ready experiences
- **Unlock** capacity and fuel growth across all parks





What will be included?

Workday modules along the Landal employee journey:

First scope:

- ❑ HR Core: Centralizes employee data and streamlines HR processes
- ❑ Recruiting: Enhances hiring with tools for job postings, candidate tracking, and interview scheduling
- ❑ Onboarding: Facilitates smooth transitions for new hires with structured plans
- ❑ Expenses: Simplifies expense reporting and reimbursement
- ❑ Benefits: Direct access to employee benefits programs via Workday
- ❑ Core Compensation: Direct access to employee compensation plans and salary structures
- ❑ Workday Help: Centralized platform for employee support and inquiries
- ❑ Absence: Manages employee absence

Second scope:

- ❑ Time Tracking: Manages employee time tracking and attendance
- ❑ Learning: Provides online access to training and development resources
- ❑ Talent & Performance: Supports performance management, goal setting, and career development
- ❑ Scheduling: Helps efficiently staff operations with control over work schedules

HR Core



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Introduction to HCM

Workday's **Core Human Capital Management** (HCM) is the backbone of HR operations, bringing people, data, and processes together in one system. It centralizes employee information, organizational structures, and workforce planning to ensure accuracy and efficiency.

It also streamlines position management, staffing actions, and employee transitions, while maintaining compliance and transparency across the employee lifecycle.

In this section, you will learn how to:

- **Log into Workday**
- **Navigate the homepage, the menu and the worker profile**
- **Set up change your language preferences and delegation**
- **Perform actions and see notifications**
- **Change your own personal information**
- **View your support roles**



How to Log in to Workday

A screenshot of the Workday login page. The page has a blue background. At the top center is the Workday logo. Below it is a white login form with three red-bordered boxes: the first contains the 'Username' label and an input field; the second contains the 'Password' label and an input field; the third contains a blue 'Sign In' button. To the left of the form are three red circles with white text: '1' next to the Username field, 'a' next to the Password field, and 'b' next to the Sign In button. Below the form is a link for 'Forgot Password?'. At the bottom left is the copyright notice '© 2025 Workday, Inc. Privacy'. On the right side of the screenshot is a white notice box with a red header 'End-to-End Tenant!!!', a 'Notice' section with a red sub-header 'Test here!!!', and a 'Status' section with text about a service update: 'Your Implementation tenant will be unavailable for a maximum of 16 hours during the next Quarterly Service Update, starting on Friday, February 7, 2025 at 9:00 PM Central European Time (Berlin) (GMT+1) until Saturday, February 8, 2025 at 1:00 PM Central European Time (Berlin) (GMT+1).'

1. In the login fields, enter your **Workday username** and **password**.

– Click on the Sign In button.



How to Log in to Workday

The image shows a screenshot of the Workday login interface. On the left, there is a white card titled "Enter Security Code" with the Workday logo at the top. Below the title is an illustration of a shield with a padlock. The text reads: "Enter the 6-digit security code found in your authenticator app." Below this is a text input field labeled "Security Code" which is highlighted with a red border and a red circle containing the number "2". A blue "Submit" button is at the bottom of the card. On the right, a white modal window is displayed with the heading "End-to-End Tenant!!!". It contains a "Notice" section with the text "Test here!!!" and a "status" section with a detailed message about a 16-hour service outage during a quarterly update on February 7-8, 2025.

2. Open the **Microsoft Authenticator app** on your mobile device.

- Retrieve the 6-digit verification code displayed in the app.
- Enter the code in the Workday login screen and click Submit.

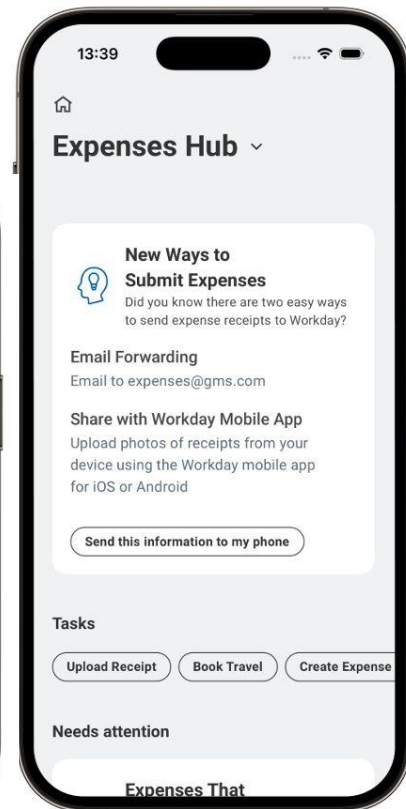
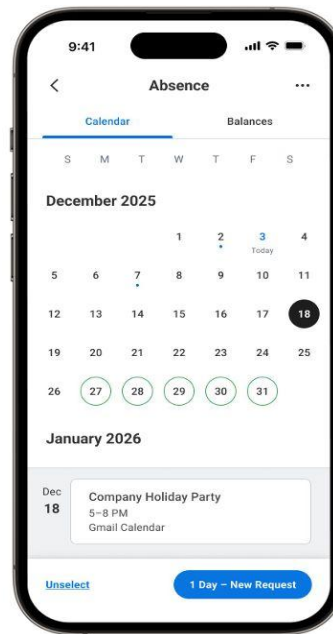
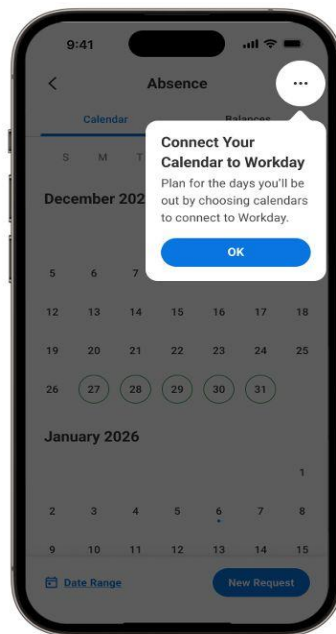


Workday via Mobile

Download the **Workday** app on your mobile device through the app store.

- Connect with organization ID x
- Enter your username and password and log in

Easily change your personal information, add your expenses or enter absence through your mobile device.





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Support Roles



MENU



Q Search



Job Details Employment Data Service Dates Manager History Management Chain Organizations Support Roles Worker History Additional Data

Vicky Kaushal

HR Business Partner 1

Actions



Email



Team



Summary



Job



Compensation



Absence



Pay



Contact



Personal



Performance



Career



Feedback

10 Items



Assignable Role	Worker	Role Enabled
Absence Partner (Local)		Netherlands office
Benefits Partner (Local)		Netherlands office
Compensation Partner (Local)		Netherlands office
Expense Partner		Landal GreenParks GmbH
HR Business Partner (Local)		Netherlands office

Business Process Steps for HR Business Partner



BP Steps & Actions for Security Group(s) ⋮ 1/1



Security Groups HR Business Partner

10 items



Business Process Steps

Business Process Definition	Step Type	Actual Action
Close Position (Default Definition)	Approval	
Create Position (Default Definition)	Action	Review Position Request
Edit Position (Default Definition)	Action	Review Edit
Edit Position Restrictions (Default Definition)	Action	Review Edit Position Restrictions
Edit Worker Additional Data Event (Default Definition)	Edit Additional Data	
Freeze Position (Default Definition)	Approval	
Job Requisition (Data Catchup)	Action	Create Position
Job Requisition (Default Definition)	Action	Create Position
Job Requisition Change (Default Definition)	Action	Create Position
Offer (Default Definition)	Consolidated Approval	



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Recruitment

Introduction to Recruitment



In Workday HCM, **Recruitment** helps streamline and manage the entire hiring process, from job requisition creation to candidate selection. Managers and recruiters can create and submit job requisitions, review applications, track candidates, and manage approvals.

In this section, you will learn about:

- **Opening a new job requisition**
- **Reviewing applications and progressing candidates (as Primary Recruiter)**
- **Offer and hire process**
- **Onboarding**



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Hire to Retire





Introduction to Hire to Retire

During an employee's lifecycle, there can be changes in their contract that need to be processed. They can move to another position within the organization or they can move out of the organization.

In this section, you will learn about:

- **Transfer worker to a different manager**
- **Change job details**
- **Termination**
- **Manager insights hub**



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Expenses

Introduction to Expenses



The Expense Module in Workday allows employees to create and submit expense reports.

In this section, you will learn about:

- **Create Expense Reports**
- **Add Expense Lines**

After submission, Expense Reports will be sent for approval to the Manager and Payroll Team.



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Workday Help



Workday Help Introduction

The Workday Help is a centralised support system that allows users to submit, track, and manage help cases efficiently. Its purpose is to provide quick access to assistance and streamline issue resolution.

In this section, you will learn about:

- **Help Center**
- **Create Case**
- **Help Articles**



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Absence & Time Off



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Leave of Absence Introduction

Leave of Absence is a long-term absence from work (usually days or weeks) and may include specific leaves like maternity or long-term care. Eligibility to claiming these leaves may differ from role to role.

In Workday, the Leave of Absence feature helps manage employee absences ensuring a smooth application and tracking process.

In this section, you will learn how to:

- **Request Leave of Absence for Employee(s)**
- **Return from Leave of Absence**



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Time Off Introduction

Time-Off is a short-term absence (usually hours or a day) requires prior approval. This can include appointments or sudden days off. Eligibility to claiming these leaves may differ from role to role.

In Workday, the Time Off feature streamlines the process of managing employee time-off requests in application, approval and tracking.

In this section, you will learn how to,

- **Request Time Off for Employee(s)**
- **Viewing Absence Balances of Employee(s)**
- **View the Team Absence Calendar**



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Q&A and Wrap-Up

Wrap-Up

- Quick Reference Guides:
[Workday @ Landal - HR System Modernisation](#)
- Drop-in sessions:
 - 13th of October 10.00 CEST
 - 20th of October 10.00 CEST
 - 27th of October 10.00 CEST
- Any questions?

