



Statement of Work

Workday Deployment Services



STATEMENT OF WORK FOR WORKDAY DEPLOYMENT SERVICES

This Statement of Work ("SOW") is made effective on the 21st day of February 2022 (the "SOW Effective Date") by and between City of San Mateo ("Client"), having its principal place of business at 330 West 20th Avenue San Mateo, CA 94403 and Collaborative Solutions, LLC, a limited liability company ("CSLLC"), an Affiliate of Cognizant Worldwide Limited ("Cognizant"), having its principal place of business at 11190 Sunrise Valley Drive, Suite 110, Reston, VA 20191 for Services scheduled to begin on February 28, 2022 ("Start Date") and expected to end on July 14, 2023.

This SOW, together with the Agreement, sets out the terms pursuant to which CSLLC will provide certain Services, as further described below. This SOW is being entered into in connection with and subject to the terms and conditions contained in the Master Services Agreement by and between Cognizant and Client dated as of February 1, 2022 (the "Agreement"). All capitalized terms used herein that are not otherwise defined shall have the same meaning as ascribed to such terms in the Agreement.

1.0 Scope of Work ("Scope")

The Scope set out below describes the limits of the implementation in terms of organization, functionality, data conversion, integrations, reports, change management, and knowledge transfer which will be a part of the project.

1.1 Organization Scope

1.1.1 In Scope Person Population

Countries	Region	Active Employees	Contingent Workers	Terminated Workers	Retirees	Former Workers
United States of America	North America	Six hundred fifty (650)	Zero (0)	Active in current year	Zero (0)	Zero (0)

1.1.2 **Language:** English. All communication, documentation, materials, data and deliverables will be in English.

1.1.3 **Currency:** United States Dollars (USD).

1.1.4 **Security:** Single Sign On (SSO) and activation of Workday Factory delivered security groups.

1.2 Functionality Scope

The following Functional Areas will be configured within the Workday application. Client understands this project is being deployed using Cynergy Balance deployment approach. Cynergy Balance is a prescriptive approach aligning to CSLLC best practices.

Functional Area/Workstreams	Location Scope	Phase(s)
FINANCIALS		
Financial Accounting	United States of America	Phase One (1)
Banking and Settlement	United States of America	Phase One (1)
Revenue Management (Customer Accounts)	United States of America	Phase One (1)
Supplier Accounts	United States of America	Phase One (1)
Procurement	United States of America	Phase One (1)
Business Assets	United States of America	Phase One (1)
Expenses	United States of America	Phase One (1)
Budgets	United States of America	Phase One (1)
Projects	United States of America	Phase One (1)
Grants Management	United States of America	Phase One (1)
Limited HCM – to support a limited license for the Financials deployment	United States of America	Phase One (1)
HUMAN CAPITAL MANAGEMENT (HCM)		
HCM	United States of America	Phase Two (2)
Core Compensation	United States of America	Phase Two (2)
Benefits	United States of America	Phase Two (2)
Talent & Performance Management	United States of America	Phase Two (2)
Recruiting	United States of America	Phase Two (2)
Learning Management	United States of America	Phase Two (2)
Absence Management	United States of America	Phase Two (2)
Time Tracking	United States of America	Phase Two (2)
Payroll	United States of America	Phase Two (2)
Planning	United States of America	Phase Two (2)
CROSS-FUNCTIONAL		
Mobile Solutions	United States of America	All
Employee Self-Service	United States of America	All
Manager Self-Service	United States of America	All

Configuration of the Functional Areas above will be limited to the functionality Scope contained in Appendix D of this SOW.

1.3 Data Conversion Scope

CSLLC will leverage CSLLC's Cynergy Balance approach methodology and process to support Client's data conversion where applicable for the duration of the engagement.

Phase One (1) - Three (3) Data Load cycles are included in the Scope of this SOW. Data from Client's current production system(s) will be converted into Workday during each of the conversion cycles without data masking. Data scrambling or masking is not included in the Scope of this SOW. The data load cycles for this SOW include:

- Foundation tenant
- End-to-End Testing tenant
- Gold/Pre-Production tenant in preparation for move-to-production

Phase Two (2) – Four (4) data load cycles are included in the Scope of this SOW. Data from Client's copy of current production systems will be converted into Workday during each of the conversion cycles without data scrambling or masking. Data scrambling or masking is not included in the Scope of this SOW. The data load cycles for this SOW include:

- Configuration tenant
- End-to-End tenant
- Parallel Tenant used for payroll parallel testing
- Sandbox tenant in preparation for move-to-production

The Data Conversion Scope is further detailed in Appendix E.

1.4 Interfaces/Integrations Scope

The integrations listed in Appendix B are included in the Scope of the project. Integrations that are critical for go-live have been assigned to CSLLC. Below is a summary of the integration counts.

Integrations	Owner	Cloud Connect	Enterprise Interface Builder/Document Transformation Service	Workday Studio	Other
	CSLLC	Nineteen (19)	One (1)	Nine (9)	Two (2)
	Client	Zero (0)	Six (6)	Zero (0)	Zero (0)

1.5 Report Scope

All Workday delivered standard reports associated with the Scope listed in Section 1.2 are included in the Scope of the project. If CSLLC has included assistance for additional custom

reporting support and training as part of CSLLC's estimate, it will be identified in the pricing section of this SOW.

Any specific custom reports listed in Appendix B are included in the Scope of the project.

1.6 End User Organizational Change & Training (OC&T) Scope

As they relate to the applications, areas, and events specified in Sections 1.1 and 1.2 above, CSLLC will complete OC&T Services. Specific Services and tasks to be performed by CSLLC and the Client are detailed in Section 2.0 below. All OC&T activities, communication, materials, and deliverables will be conducted and/or produced in English.

2.0 Services and Responsibilities

This section identifies the Services to be performed by CSLLC and the Client.

Stage	CSLLC Services	Client Responsibilities
Plan	<ul style="list-style-type: none"> Assemble the CSLLC project team Review Cynergy Government Approach, Scope, and integration discovery document with Client Conduct project governance workshop and develop decision authority document to direct project charter and meeting cadences Establish a regular cadence of status report and governance meetings including a monthly steering committee meeting Jointly schedule planning sessions Send strategy map pre-workshop questionnaire to Client Conduct strategy map workshop Create the integration tracker (dashboard) Conduct project planning sessions Create the Project Plan Create the Project Charter in Phase One (1) Support preparation for the project kickoff meeting Conduct data and reporting readiness workshops Provide data conversion and configuration workbooks 	<ul style="list-style-type: none"> Identify and provide project team and project Subject Matter Experts (SMEs) Identify stakeholders, sponsors, and system administrators Participate and provide input to project governance and strategy map workshops Establish and attend monthly Steering Committee meetings including CSLLC Engagement Manager (CSLLC EM) Jointly schedule and participate in planning sessions Provide input into the Project Plan Provide input into the Project Charter in Phase One (1) Participate and provide input into data, reporting, and integration readiness workshops Participate in integration planning session Prepare for project kickoff meeting Provide plan and policy documents Provide integration requirements and existing sample files Notify third-party vendors for integrations and obtain agreement to project timelines Provide third-party vendors contact information

Stage	CSLLC Services	Client Responsibilities
	<ul style="list-style-type: none"> Assist with questions regarding mapping of data to Workday data model Conduct Foundation Data Model (FDM) Alignment sessions in Phase One (1) Jointly schedule alignment workshops Conduct executive readout session for plan stage deliverables Jointly create the executive presentation for project kickoff meeting If CSLLC is able to travel in accordance with its internal policies and procedures, and if mutually agreed upon by both parties, CSLLC will provide a team onsite for preparation Build Foundation Tenant in Phase One (1) or Copy Production Tenant into Implementation Tenant in preparation for Configuration Build in Phase Two (2) Work with Client to set up CSLLC's SFTP site for sharing confidential/private employee data Load Client data for Foundation (Phase 1)/Configuration (Phase 2) tenant Provide feedback regarding potential data issues and exceptions from the Foundation/Configuration build Schedule and conduct Project Initiation Checkpoint Workday Delivery Assurance review Provide stage sign-off document 	<ul style="list-style-type: none"> Develop data conversion strategy and test strategy plan Participate and provide input to OC&T strategy workshop Complete data gathering and configuration workbooks and submit to CSLLC's Secure File Transfer Protocol (SFTP) site Review and approve project governance, strategy map, readiness workshop output and change strategy (plan stage deliverables) Participate in executive readout of plan stage deliverables Jointly identify initial risks and recommendations to reduce risk Initiate process of receiving requirements to third-party vendors Receive integration requirements from third-party vendors Confirm Client Support Contact Develop training plan for project resources Identify key resources to complete Workday training Complete Workday training including workbook, integration and functional training Jointly create the executive presentation for project kickoff meeting Provide plan and policy documents Work with CSLLC to set up CSLLC's SFTP site for sharing confidential/private employee data Provide implementation tenant for exclusive use on this project Jointly schedule alignment workshops (SMEs planning for design) Sign off on stage
Architect	<ul style="list-style-type: none"> Participate and support the project kickoff meeting Manage the Project Plan Participate in weekly one (1) hour project management meetings 	<ul style="list-style-type: none"> Lead project kick off meeting Provide input to the project plan Participate in weekly project and workstream meetings Co-Lead steering committee meetings

Stage	CSLLC Services	Client Responsibilities
	<ul style="list-style-type: none"> • Provide weekly status report • Co-lead monthly Steering Committee status meetings • Conduct weekly one (1) hour workstream meetings as needed • Develop initial change impact document based on Plan readiness sessions then transition change impact document to Client to own and maintain change impacts in alignment with Workday Customer Confirmation Sessions (CCS) • Conduct Alignment Workshops (limited to a single session in one (1-3) location for each functional area) • Deliver the CSLLC assigned integration design documents • Deliver final CSLLC maintained Configuration workbooks to Client at the end of this stage • Add configuration approved from alignment workshops to complete the Foundation (Phase 1)/Configuration/Phase 2 tenant • Load incremental data into the Configuration/Foundation tenant • Provide exception reports/issues log from Configuration/Foundation tenant incremental data load • Provide validation reports for the Configuration/Foundation tenant • Conduct production governance and support model workshop and develop/deliver production governance model • Finalize Tenant Management Plan • Schedule and conduct Workday Delivery Assurance reviews • Provide baseline end-to-end templated scenarios to Client for review and use determination. • Provide stage sign-off document 	<ul style="list-style-type: none"> • Provide project SMEs for Alignment workshops • Assist in clarifying configuration requirements • Review and approve initial change impact document then own and maintain for duration of project • Participate in alignment workshops • Conduct integrations Architect workshop (design sessions) for Client assigned integrations • Deliver Client assigned integration design documents • Review and sign off integration design documents (after detailed design review sessions) • Validation of Foundation/Configuration tenant build utilizing exception/issue logs provided • Reviewing existing reports and confirming which Workday report will meet these needs and identifying any necessary custom reports as part of the Architect stage • Define and document test plan and test scenarios (end-to-end, user acceptance and regression) • Participate and provide input into production governance support model workshop • Sign off on stage
Configure & Prototype	<ul style="list-style-type: none"> • Manage the Project Plan, participate in weekly project meetings • Conduct weekly workstream meetings as needed 	<ul style="list-style-type: none"> • Provide input to the project plan and participate in weekly project meetings • Participate in weekly workstream meetings

Stage	CSLLC Services	Client Responsibilities
	<ul style="list-style-type: none"> • Provide weekly status report • Provide input to Steering Committee Presentation and co-lead monthly Steering Committee status meeting • Jointly conduct one (1) CCS for each workstream in Scope. Workstreams listed above in section 1.2 • Update configuration based on requirements gathered during CCS Workshops • Develop CSLLC assigned integrations • Begin functional knowledge transfer process during configuration unit testing • Provide Sample Unit test scripts • Conduct unit testing of integrations developed by CSLLC • Create Integrations operations instructions guides for CSLLC assigned integrations • Assist with questions regarding mapping of data to Workday data model • Build of end-to-end tenant • Provide exception reports/issues log from end-to-end tenant build • Provide validation reports and support validation efforts of end-to-end tenant • Advise on test scenarios • Design and develop any custom reports which are in Scope • Conduct smoke test for functional configuration of end-to-end tenant • Schedule and conduct Workday Delivery Assurance reviews • Provide stage sign-off document 	<ul style="list-style-type: none"> • Co-Lead steering committee meetings • Jointly conduct CCS • Conduct functional unit testing of system • Build Client assigned integrations • Conduct unit testing of integrations developed by Client • Participate in functional knowledge transfer • Create integration operations guides for all Client assigned integrations • Develop and implement test management processes and tools, including defect management, status tracking/reporting and daily test status meetings • Develop comprehensive cross-functional end-to-end scenarios based on unit tests and end-to-end templated scenarios provided • Finalize test scenario assignments and detailed daily test plan • Ensure integration test scenarios are included in the End-to-End test plan based on integration batch timelines • Sign off on configuration as a result of CCS • Provide required data for end-to-end tenant and submit to CSLLC's SFTP site • Update data gathering workbooks for end-to-end tenant • Validation of end-to-end tenant build • Review and resolve issues from exception reports • Sign off on stage
Test	<ul style="list-style-type: none"> • Align post-production governance model to OC&T sustainment plan workshop to prepare for post go-live support • Conduct User Experience Design workshop to prepare Client for testing training material • Manage the project plan and participate in weekly project meetings • Provide weekly status report 	<ul style="list-style-type: none"> • Participate and provide input into sustainment plan workshop • Participate and provide input to User Experience Design workshop and own execution of User Experience session(s) • Finalize Test scenarios, test schedule, and Tester assignments • Provide input to the project plan and participate in weekly project meetings • Co-lead steering committee meetings

Stage	CSLLC Services	Client Responsibilities
	<ul style="list-style-type: none"> • Provide input to Steering Committee Presentation and co-lead monthly Steering Committee status meeting • Participate in test kickoff session • Create integrations schedule recurrence tracker • Support Client led one (1) hour navigation review per workstream, at start of test cycle • Support integration defect resolution for CSLLC assigned integrations • Provide knowledge transfer, operations guides, and validated & tested integration systems for Client testing of CSLLC built integrations • Participate in one (1) daily stand-up meeting with attendees focused on workstreams with open issues and/or as determined by the CSLLC EM • Conduct up to three (3), one (1) hour knowledge transfer meetings, per workstream • Support Client led end-to-end issue resolution per approved project plan • Provide testing oversight and support • Review overall Test Plan with Client Test Lead. • Provide sample deployment cutover plan • Provide knowledge transfer workbook for sign off • Schedule and conduct Workday Delivery Assurance reviews • Provide Workday Go-Live checklist • Provide stage sign-off document • Build Parallel Tenant in Phase Two (2) • Provide exception reports/issues log from parallel tenant build • Deliver validation reports and support validation efforts of parallel tenant • Provide parallel variance reports and support variance analysis 	<ul style="list-style-type: none"> • Co-Lead test kickoff session • Execute all test scenarios as per defined test plan (End-to-End, User Acceptance) • Manage and sign off on all test results (end-to-end, user acceptance and regression) • Perform issue resolution of end-to-end with CSLLC oversight in accordance with project plan • Prepare for user acceptance testing • Review and resolve issues from exception reports • Provide cutover schedule for legacy systems • Update design documentation (as required by internal Audit team) • Provide functioning Client assigned Integrations per the test plan • Develop deployment cutover plan • Train end users • Complete and sign the Workday go-live checklist • Provide person data for parallel tenant and submit to CSLLC's SFTP site • Validation of parallel tenant build • Review and resolve issues from exception reports • Complete catch-up data transaction entry for each parallel cycle as defined by Parallel Testing Strategy • Execution of parallel per Client defined Parallel Testing Strategy and success criteria • Review parallel variance reports and conduct root cause analysis • Responsible for providing any executive summaries for parallel reporting to the project leadership team based on received parallel variance reports • Sign off on stage
Deploy	<ul style="list-style-type: none"> • Manage the project plan and participate in weekly project meetings 	<ul style="list-style-type: none"> • Provide input to the project plan and participate in weekly project meetings • Co-lead steering committee meetings

Stage	CSLLC Services	Client Responsibilities
	<ul style="list-style-type: none"> • Provide status report and co-lead monthly Steering Committee status meetings • Provide the Workday Go-Live Authorization • Schedule and conduct final Workday Delivery Assurance reviews • Update integration schedule and recurrences tracker • Build Gold/pre-production tenant in Phase One (1) • Build of Sandbox Tenant and Migration to Production Tenant in Phase Two (2) • Provide exception reports/issues log from Gold/Pre-production Phase One (1) or Sandbox/Production in Phase Two (2) tenant build • Provide validation reports and support validation efforts of Gold/Pre-production Phase One (1) or Sandbox/Production in Phase Two (2) tenant • Verify migration of CSLLC assigned integrations • Schedule integrations according to the integrations schedule recurrence tracker • Schedule the transition to production support meeting with Client (held after move-to-production) • Jointly complete the Workday go-live announcement • Provide stage sign-off document • Complete Continuous Value Services (CVS) Client Support Workbook 	<ul style="list-style-type: none"> • Manage and execute on cutover plan • Provide required data for Gold/Pre-production Phase One (1) or Sandbox/Production in Phase Two (2) tenant and submit to CSLLC's SFTP site • Update data gathering workbooks for Gold/Pre-production Phase One (1) or Sandbox/Production in Phase Two (2) tenant • Validation of Gold/Pre-production Phase One (1) or Sandbox/Production in Phase Two (2) tenant build • Provide required sign off for Sandbox configuration migration to Production • Review and resolve issues from exception reports • Verify migration of Client assigned integrations • Jointly complete the Workday go-live announcement • Approve and sign off on the Workday go-live Authorization • Create and distribute the Workday go-live announcement • Complete catch-up data transaction entry • Sign off on stage
Post-Production Support	<ul style="list-style-type: none"> • Provide standby support after the move-to-production as defined by the number of weeks in the timeline outlined in Section 3.3 • Conduct knowledge transfer sessions for CSLLC developed integrations if required • Provide stage sign-off document 	<ul style="list-style-type: none"> • Implement post go-live governance support model including staffing and managing help desk • Complete catch-up data transaction entry • Make any updates to production, including final load of transactional conversion data • Sign off on stage

OC&T Services

	CSLLC Services	Client Responsibilities
Organizational Change	<ul style="list-style-type: none"> Facilitate weekly workstream meeting to provide advisement on the change management and training topics defined in this SOW; advisory hours in total not to exceed eighty (80) hours of effort Advise on the development of the OC&T project timeline Advise on stakeholder identification Advise on the use of the Change Impact Analysis template to capture change impacts Advise on the development of the End-User Communications Plan Advise on the development of the Change Champion Network Plan Advise on change sustainment considerations Advise on end-user adoption measurement activities 	<ul style="list-style-type: none"> Provide organizational change counterpart to regularly interface with CSLLC's OC&T team Develop OC&T project timeline Provide weekly workstream status updates to project management Identify stakeholders, sponsors, and change champions Establish and execute project branding Provide OC&T resources to attend and engage in functional architect workshops Provide OC&T resources to attend and engage in functional CCS Develop and maintain Change Impact Analysis Conduct stakeholder and readiness assessments Develop and maintain the End-User Communications Plan Plan, implement, and manage the change champion network Develop and deliver all end-user communications Implement and manage change sustainment for strategy/plan Measure and report on end-user adoption
End User Training	<ul style="list-style-type: none"> Advise on end-user training best practices Advise on the Training Curriculum Plan Advise on training evaluation methods Advise on training reinforcement activities to increase adoption 	<ul style="list-style-type: none"> Provide end-user training counterpart to regularly interface with CSLLC's OC&T team Develop end-user training strategy Develop the Training Needs Assessment Develop and maintain the Training Curriculum Plan Develop training materials as defined in the Training Curriculum Plan Develop all in-system guidance Coordinate and facilitate training activities as defined in the Training Curriculum Plan Provide SMEs and/or training leads to participate in all trainings as defined in the Training Curriculum Plan Register training participants and track training completion Provide necessary translations Assess training effectiveness Coordinate training remediation

3.0 Project Approach

3.1 Methodology

The implementation will be completed by following the Cynergy Balance deployment approach which consists of the following stages: Plan, Architect, Configure & Prototype, Test, Deploy and Post-Production. In parallel to the Architect/Configure and Prototype stages, the project team will also conduct Integration Design and Integration Development (in the same tenant.) The specific content of the deliverables and duration to complete these deliverables are discussed in the Project Plan, Project Charter, and Project Schedule which are to be developed jointly by the CSLLC EM and the Client Project Manager.

3.2 Governance

Project Management

In the Plan stage of the project, the CSLLC EM will work with the Client Project Manager to develop a detailed Project Plan to be used to maintain project tasks and timelines. A Project Charter will be created to guide the team in maintaining Scope and project objectives. The Project Charter will also define the path of issue escalation.

Finalization of the Scope, as determined during the Planning and Architect stages, may require the project team to revise the estimates and resource requirements for the Configure and Prototype and Test stages of the project.

Change Control Process

Any additional or modified Scope of Services shall be documented in a separate written and fully executed Project Change Order Form ("Change Order") using the template set forth in Appendix C. Such form shall include the written approval of an authorized representative of Client before CSLLC will begin any additional work or incur any charges or fees outside the Scope of this SOW. Client and CSLLC agree to the following Change Control Process when a Change Request is issued:

- **Step 1:** CSLLC will prepare a description of the necessary change including Scope, process, cost, impact to timeline, impact to resources along with a list of alternative solutions.
- **Step 2:** The Client Project Manager will review and approve or reject within his or her authority or escalate to the Executive Sponsor for review and approval or rejection.
- **Step 3:** Client will review and approve or deny additional information for all Change Requests within three (3) business days so as not to cause any unnecessary delay in the project timeline.
- **Step 4:** Any approved change request will be documented and become an addendum to this SOW.

Status Reporting

During the Plan Stage of the project, the CSLLC EM will coordinate with the Client Project Manager to establish a set of regularly scheduled meetings to present project status and risks.

These will include, but are not limited to, a monthly Steering Committee meeting, a weekly Project Core Team Status meeting, weekly workstream meeting, a weekly Project Management meeting, and additional meetings, as needed. The CSLLC EM will report out at the Steering Committee and Team Status meetings on the status, activities, issues and other relevant project information.

The monthly Steering Committee meeting will include a review of the project timeline and status, accomplishments to date, upcoming project activities and milestones, review of issues and risks requiring action from the Steering Committee members, potential changes to Scope and a review of the financials of the project. The Steering Committee will include a readout by the CSLLC EM on the state of the project; participation may be in person or remote.

A weekly Status Meeting will be held with the core team and the Client Project Manager to assess recent accomplishments, issues, risk factors and to ensure that the work planned for the next two (2) weeks is properly resourced. Risk factors and roadblocks will be assessed and either resolved or escalated. In addition to these meetings, meetings with functional teams will be scheduled to review and resolve any open issues.

All meeting agendas, status reports, steering committee presentations, issues log, project plan and the project charter will be stored on the Project Collaboration Site as referenced in Section 4.0 Assumptions & Dependencies.

Knowledge Transfer

Over the course of the project, CSLLC will conduct functional and technical knowledge transfer through Alignment Sessions, CCS, weekly workstream meetings and during the Test stage. Additional knowledge transfer will occur during the Post-Production stage as needed. To formalize knowledge transfer, CSLLC will complete and require sign off by the Client of the Knowledge Transfer workbook. CSLLC and Client will utilize the Knowledge Transfer workbook to track progress and topics during each stage. Client will have access to the Knowledge Depot to review available video content for the functionality which is in Scope. Video content only will reside within the provided SharePoint folder(s) and Client acknowledges that such video content will not be downloaded locally. Client will have access to the Knowledge Depot during the Term of this SOW. If Client requires additional knowledge transfer, this may result in a Change Order. Process documentation (e.g., operational guides and process flow diagrams) is not in Scope for knowledge transfer, with the exception of the Integrations Operations Guide for CSLLC owned integrations. Knowledge transfer activities may involve formal scheduled meetings and ad-hoc sessions during workstream calls or other meetings.

3.3 Projected Schedule

The time required to complete all deliverables is based on the contents of the Scope section of this SOW. Based on a projected Start Date of February 21, 2022, the estimated duration and estimated start dates of each Project Stage are listed below, pending timely execution of this SOW, and availability of resources and training. The Client Payroll schedule may require an adjustment on the estimated start date for the Deploy and Post Go-Live stages.

Client resources will complete the Workday prescribed training for the functional areas in Scope prior to the start of the Architect stage, and Client resources which are assigned to design/build integrations (as indicated in the integrations Scope) will complete the required Workday training

(report writing, calculated fields, and integration-related classes) prior to the start of the Architect stage. If training is not attended, this could result in a significant impact to the time and cost of the project.

The project will be completed in two (2) phases – as presented below. The timeline for the project is as follows:

Phase One (1) Financials

Project Timeline							
	Plan	Architect	Configure & Prototype	Test	Deploy	Post Production	Total Weeks
Weeks	6	8	6	10	6	6	42
Start	2/28/2022	4/11/2022	6/6/2022	7/18/2022	9/26/2022	11/7/2022	
Finish	4/8/2022	6/3/2022	7/15/2022	9/23/2022	11/4/2022	12/16/2022	

Phase Two (2) HCM

Project Timeline								
	Plan	Architect	Configure & Prototype	Test	Payroll Parallel	Deploy	Post Production	Total Weeks
Weeks	4	9	9	9	5	4	4	44
Start	9/12/2022	10/10/2022	12/12/2022	2/13/2023	4/17/2023	5/22/2023	6/19/2023	
Finish	10/7/2022	12/9/2022	2/10/2023	4/14/2023	5/19/2023	6/16/2023	7/14/2023	

Notes:

- Integrations will be developed based on a timeline dependent on the batches defined in the integrations planning sessions and third-party vendor availability.
- Any Functional Architect resources are assumed to be heavier in the Architect and Configure & Prototype stages and will reduce to high level oversight following the Configure & Prototype stage.

3.4 Resources

Client Estimated Level of Effort

Client resource estimates are provided as “best estimates.” These estimates are provided to assist Client with resource planning. The Client level of effort estimated by phase and stage is as follows:

Phase One (1) Financials

Client					Go-Live		
	Plan	Architect	Configure & Prototype	Test	Deploy	Post Production	Total
Project Manager	90	163	215	198	108	108	882
Change Management	8	27	32	14	11	8	100
Financials Functional Architect	47	168	168	52	28	0	463
Banking and Settlement	29	104	105	95	35	18	386
Budgets	13	45	45	40	15	8	166
Business Assets	25	89	89	83	30	15	331
Customer Accounts	33	119	119	110	40	20	441
Expense Management	29	104	105	95	35	18	386
Financial Accounting	67	239	239	219	80	38	882
Grants Management	38	135	135	125	45	23	501
Planning	67	237	237	218	79	40	878
Procurement	33	120	119	109	40	20	441
Projects	25	89	89	83	30	15	331
Supplier Accounts	33	120	119	109	40	20	441
Integrations	37	414	749	410	47	37	1694
Total Est. Hours	574	2173	2565	1960	663	388	8323

Phase Two (2) HCM

Client						Go-Live		
	Plan	Architect	Configure & Prototype	Test	Parallel	Deploy	Post Production	Total
Weeks	4	9	9	9	5	4	4	44
Project Manager	90	163	215	198	0	108	108	882
Change Management	8	30	34	16	14	14	11	127
Absence Management	37	122	109	45	13	24	18	368
Benefits	68	170	170	43	10	23	18	502
HCM Core	105	263	263	65	18	35	27	776
Learning	52	127	127	32	9	18	13	378
Payroll	67	258	265	110	103	59	44	906
Recruiting	82	203	203	52	14	28	20	602
Talent Management	20	50	50	15	4	8	5	152
Time Tracking	34	114	102	43	34	23	18	368
Reporting	13	44	53	44	18	18	27	217
Data Conversion	85	282	338	140	57	113	84	1099
Integrations	78	785	1273	324	149	54	65	2728
Total Est. Hours	739	2611	3202	1127	443	525	458	9105

For a definition of Client roles and responsibilities assigned to the project, see Appendix A.

- Resource estimates in the table shown above are for the core project team and are representative estimates based on the experience of other CSLLC customers with projects of a similar Scope. Please note, a single role in the table above may be fulfilled by multiple resources (example: two (2) resources sharing the Payroll work) or conversely, multiple roles may also be fulfilled by a single resource (example: one (1) resource responsible for both Time Tracking and Absence Management).

- Beyond the hours shown in the table above for the core team, participation will be needed from various other SMEs as required. Examples include but are not limited to, extended team input into alignment workshop decisions, other internal departments (e.g., Finance) identifying test scenarios, additional resources assisting with testing execution (e.g., user acceptance testing), and Legal/Internal Audit providing oversight/input regarding controls.
- All hours for the Reporting role are not shown in the table. The estimate reflects a bucket of hours scoping approach. Custom reporting requirements will be defined during the project. It is assumed Client is responsible for custom reporting beyond what is specified as CSLLC responsibility in Appendix B.

4.0 Assumptions & Dependencies

The Services, Labor Estimates, and Project Pricing presented in this SOW are dependent on the following assumptions being true:

Client will:

- a. Timely complete each item listed as a Client Responsibility in Section 2.0.
- b. Have the necessary project and executive management support to review and make timely decisions as well as coordinate the activities of this project with other Client projects which may be occurring simultaneously.
- c. Have the necessary resources available in each stage, according to how they are identified in the staffing and project plans. Resources will be empowered and capable of making decisions on behalf of the Client. Resources will include, but are not to be limited to, functional and technical leads, and applicable business process and SMEs. If resource and/or priority conflicts occur, they will be discussed and resolved with the project Steering Committee.
- d. CSLLC resource availability and overall staffing approach are determined by the jointly created project plan.
- e. Provide the necessary hardware for the deployment, including all required technology needs and connectivity including a desk, internet connection, and network access to all relevant Client applications. The CSLLC consultants will have access to office space as well as the hardware and software including security rights and passwords where required in order to complete the deployment.
- f. CSLLC resources will provide their own laptops. If Client owned laptops or virtual machines are required to be used, this may result in an increased level of effort.
- g. Be responsible for workstation compliance to Workday's minimum requirements. Client has determined their technical needs will be met, and internal systems and policies, as well as third-party vendors, are compatible with Workday. Any technical issues which may arise during implementation are to be resolved by Client.
- h. Lead the coordination with any Client's third-party vendor involvement required to complete the Services. Client understands that some of their third-party vendors may charge fees for the completion of Services and such fees are the sole responsibility of Client. Client understands that third-party vendors could impact project timelines.
- i. Unless otherwise agreed by CSLLC's internal security organization, the Client shall use CSLLC's SFTP site for the secure exchange of sensitive employee data with the CSLLC support personnel. Client will agree to limit use for data conversion or production support purposes only for the duration of the activities required. CSLLC will inactivate the SFTP site within thirty (30) days after the support

activities are completed. Client will be required to download WinSCP for the Client users responsible for providing CSLLC with sensitive data. Client will not use CSLLC's site for the transmission of any integration files for third-party vendors. CSLLC is not responsible for back up, archiving, or maintenance of files stored on the SFTP server. In the event CSLLC utilizes its internal "Daytona" tool for data conversion ("Daytona"), Daytona and all of its components must be installed on the CSLLC secure cloud server and utilized solely within CSLLC's SFTP site. Further, Daytona IP addresses must be added to the tenant whitelist. Daytona uses its own implementer account that must be excluded from multi-factor authentication.

- j. Use CSLLC provided central repository solution for non-sensitive project document sharing and CSLLC's SFTP site for the secure exchange of sensitive Client employee data with the CSLLC project team.
- k. Be responsible for any job catalog and/or compensation restructuring efforts, with initial draft of restructure completed by the start of project. If support is needed from the CSLLC project team and/or these milestones are not met, this may result in an increased timeline and level of effort.
- l. Seek to minimize the amount of plan and/or Client changes during the course of the project, with any changes finalized by the end of the Architect stage. If this milestone is not met, this may result in an increased level of effort and potentially impact timeline.
- m. Perform all of the Client responsibilities in the stages identified, and per the project plan including but not limited to sign off at the completion of each stage, provision of data files, provision of test scenarios, execution of test scenarios and integration testing.
- n. Be solely responsible for testing and any move-to-production activities, when production is live, which shall include configuration, business processes, data, reports and integrations. Client will provide written acceptance of test results to CSLLC prior to any move-to-production. Client will provide written approval if it requires CSLLC's assistance during Client's move-to-production activities. If CSLLC agrees in writing to access Client's production tenant for move-to-production activities, Client shall verify production results and is solely responsible for production accuracy. Client shall provide written acceptance to CSLLC after such move-to-production activities.
- o. Adhere to the outlined meeting schedules defined in the Section 2.0 Services and Responsibilities table; any variation attributed to the Client could result in an impact to cost and timeline.
- p. Coordinate participation from key stakeholders and project team to attend a single CSLLC led Alignment Session and CCS per functional area. If additional workshops or sessions are needed, the Client Project Manager will work with the CSLLC EM to determine impact to project and timeline.
- q. Use CSLLC tools and templates. If the Client requires CSLLC to utilize Client specific/owned tools and templates, the Client Project Manager will work with the CSLLC EM to determine impact to project.
- r. Gathering of payroll requirements and testing occurs out of a centralized office for all locations included in the payroll Scope.
- s. Tax filing will be handled by a third-party vendor. Workday does not currently support tax filing as part of the core Workday payroll module and only provides basic tax balancing reports as part of the delivered payroll module.
- t. If 1099 tax elections and payroll processing are required, those will be handled by a third-party vendor. Workday does not currently support 1099 tax elections or processing as part of the core Workday payroll module.
- u. Payroll commitments, payroll obligations, encumbrance accounting, and position budgets are not included in the Scope of this SOW.
- v. For Phase Two (2), Setup values, Business Processes, and Configurable Security will be migrated from the "Parent" source tenant as it exists at the time of the Parallel Build as the starting point for

configuration. Updates made to the “Parent” source tenant after the initial extraction will not be kept in sync with the implementation tenant(s), and any resulting impacts are assumed to be Client owned post go-live. It will be the Client’s responsibility to regression test any configuration not specifically listed in the Scope of this SOW

- w. For Phase Two (2), Client will be responsible for ensuring production tenant updates are reflected in the implementation tenant used for this project starting with the Parallel Tenant build, specifically for items which may impact the Scope of the project. CSLLC will not be responsible for any issues during migration directly related to mismatched configuration between the production and implementation tenants.
- x. Knowledge Transfer will be delivered to a Client key resource and Client is responsible for training of the Client’s payroll associates.
- y. Client is responsible for payroll compliance review(s) with internal and/or external counsel and/or auditors.

Integration Assumptions

- a. Integration estimates will be reviewed at the completion of the Architect stage as well as during the Configure stage of the project. Adjustments may be required after further analysis and any possible changes to Scope. If a configured integrations template does not satisfy Client’s unique requirements, a custom integration will be a viable solution and can be built at an additional cost.
- b. Client integration functional owners are available for integration discovery and design sessions throughout the Plan and Architect stages.
- c. Integration sign off will be submitted to Client. Coordination of sign off by the Client is a responsibility of the Client.
- d. Client integration resources are Workday trained before they are assigned integration development access in IMPL tenants.
- e. Client design meetings do not exceed ten percent (10%) of the overall estimated integration effort.
- f. CSLLC Integration team assistance in Client built integrations will not exceed ten percent (10%) of the overall estimated integration effort.
- g. No integrations that are required for go-live are assigned to Client.
- h. Inbound integrations are scoped using Workday standard fields. If Workday custom objects are needed to store data, the integration effort will need to be revised.
- i. Workday required performance testing is not in Scope.
- j. Requirements and specifications for all in Scope Integrations will be available at the start of Plan Phase.
- k. Integrations (both CSLLC and Client owned) may be separated into batches depending on priority, critical and project timeline impacts; timelines could be adjusted due to delays in requirements or Client accessibility. Batches will have varying timelines to accommodate prioritization and Architect workshop schedules to reduce rework. Wherever possible, integrations which directly impact payroll results should be given priority in order to ensure applicable integrations are ready prior to the start of parallel testing.
- l. Integrations dependent upon FDM may follow separate milestones and testing cycles.

Authentication Assumptions

- a. CSLLC will advise Client of the Workday options for a single sign on solution and will perform the applicable authentication setup within the Workday tenant.
- b. Multi-Factor Authentication (MFA) is managed by Client and if Workday MFA setup is required this will result in an increased level of effort.
- c. Client is responsible for all implementation work outside of the Workday tenant (e.g., Security Assertion Markup Language (SAML) setup, identity server). Client will provide the appropriate resource commitments and skill sets depending on the single sign on option selected during design.

Data Conversion Assumptions

- a. Client's project team will provide a single data file to CSLLC for each template regardless of the number of legacy systems.
- b. Client is responsible for data validation and mapping requirements for all data. Client will provide all translation values and mapping to CSLLC within the design configuration workbooks.
- c. Client is responsible for updating, testing and maintaining delivered data extraction scripts/accelerators to accommodate Client's specific configuration or design.
- d. The CSLLC consultant project team will then load the provided information directly into the Workday tenant using Workday's web services. As data conversion is an iterative process, the Client will be responsible for all data cleanup identified during the process and is responsible for supporting multiple data extracts from the legacy systems.
- e. Client will provide payroll history data files in an Excel format which is consistent with the template provided by CSLLC.

Testing Assumptions

- a. Client will provide a Test Lead unless otherwise stated in Section 3.4 who is responsible for overseeing test scenario creation and consolidating scenarios to be used for End-to-End, user acceptance testing, Parallel and Regression testing, managing testers, and reporting out testing metrics.
- b. Client and CSLLC will implement a Change Control Process to review and approve proposed enhancements coming out of testing to identify the priority and potential impact to timeline, resources and level of effort prior to changes being made.
- c. Client will finalize and sign off on end-to-end testing prior to entering parallel testing. Exceptions must be agreed upon by CSLLC if additional end-to-end testing is required prior to entering parallel testing.
- d. Testing will be completed within the time specified in the timeline.
- e. Client will coordinate participation from project testers to be co-located together at a shared site. If additional support locations are needed for testing, the Client Project Manager will work with the CSLLC EM to determine impact to project and timeline.
- f. When a Workday Update occurs, the only additional changes which will be included in the project are those which are automatically required by Workday. Any additional functionality is Out-of-Scope.
- g. Two (2) parallel payroll testing cycles during the parallel stage are assumed to be in the Scope of this SOW.

Cynergy Balance Deployment Approach Assumptions

- a. CSLLC Team will utilize pre-configuration to conduct the alignment sessions in the Architect stage. The approach for the alignment sessions will be to review pre-configuration and then align areas which are in Scope but are not part of the pre-configuration.
- b. Business process configuration is limited to the processes defined in Appendix D.
- c. The Workday pre-configured content will be leveraged as the basis for design and configuration within the Scope of this project. CSLLC will not be performing a traditional fit-gap on Client business requirements. If the pre-configured tenant is not appropriate for the Client, as determined by the Client, additional professional Services may be required. The Client is ultimately responsible for verifying that the pre-configured content is appropriate.
- d. Integrations to be designed to current state requirements and not reformatted during timeline unless Workday delivered templates are available for deployment. If current state is no longer supported, the effort will need to be assessed and the timeline may be impacted.
- e. Alignment workshops & CCS will each take place over a two (2) week period during the Architect stage and may require overlap of individual workstreams.

General Assumptions

- a. Unless otherwise agreed to, support hours are assumed to be within standard business hours, defined as follows, with response time based on forecasted hours:
 - i. 9:00 AM Pacific Time (PT) through 5:00 PM PT.
 - ii. Monday through Friday.
 - iii. Excluding CSLLC holidays. A list of CSLLC holidays will be made available to the Client upon request.

5.0 Term and Termination

- a. This SOW shall commence on the Start Date identified above and shall continue through July 14, 2023 (the "Term"), unless terminated sooner by providing CSLLC ninety (90) days' prior written notice.

6.0 Pricing

- a. CSLLC will invoice and Client shall compensate CSLLC on a Fixed Fee basis as set forth in the tables below for Services rendered. This price is inclusive of any and all associated charges and fees which CSLLC may experience during the fulfillment of this SOW with the exception of Section 7.0 Expenses. Pricing is based on the schedule defined in the SOW; any changes to the schedule will require a modification in price. Invoices will be paid subject to the terms and conditions of the Agreement. Total cost of the engagement is listed in the Milestones and Events tables below:
- b. Payments will be made according to the following schedule:

Phase One (1) Financials

Fixed Fee and Invoicing		
Event	Invoice Date	Invoice Amount
Plan Stage: Delivery of Plan Artifacts	4/8/2022	\$192,603
Architect Stage: Sign off	6/3/2022	\$192,603
Configure Stage: Delivery of End to End Tenant	7/15/2022	\$256,804
Test Stage: Completion of End to End Test	9/23/2022	\$256,804
Deploy Stage: Completion of Push to Production (Go Live)	11/4/2022	\$321,005
Post Production Support: Completion of Project	12/16/2022	\$64,201
Total Payments		\$ 1,284,020
Estimated Expenses		\$0
Grand Total		\$ 1,284,020

Phase Two (2) HCM

Fixed Fee and Invoicing		
Event	Invoice Date	Invoice Amount
Plan Stage: Delivery of Plan Artifacts	10/7/2022	\$124,314
Architect Stage: Sign off	12/9/2022	\$186,471
Configure Stage: Delivery of End to End Tenant	2/10/2023	\$186,471
Test Stage: Completion of End to End Test	4/14/2023	\$186,471
Test Stage: Completion of Parallel Test	5/19/2023	\$186,471
Deploy Stage: Completion of Push to Production (Go Live)	6/16/2023	\$310,785
Post Production Support: Completion of Project	7/14/2023	\$62,157
Total Payments		\$ 1,243,140
Estimated Expenses		\$0
Grand Total		\$ 1,243,140

Grand Total

Grand Total	Invoice Amount
Financials Phase 1	\$1,284,020
HCM Phase 2	\$1,243,140
Grand Total	\$ 2,527,160
Estimated Expenses	\$0
Grand Total	\$ 2,527,160

- c. Workday Delivery Assurance and Workday specific training services and fees will be covered under a separate agreement between Client and Workday.
- d. Invoices will be emailed to the following address(es): rlee@cityofsanmateo.org. Any other mailed correspondence will be delivered as follows below:

City of San Mateo
Attn: Rich Lee, Finance Director
330 West 20th Avenue
San Mateo, CA 94403

- e. Any additional Services rendered in addition to the Scope as defined in this SOW will only be performed after the Parties agree to a Change Order utilizing the rate table to build the cost as identified below:

Rate Card	
Executive	\$400
Strategy Manager	\$325
Senior Functional Architect (Consulting Director)	\$325
Engagement Director (Portfolio Director)	\$325
Engagement Manager	\$275
Functional Architect	\$275
Senior Principal Consultant	\$275
Principal Consultant	\$210
Consultant	\$180

Analyst	\$150
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- f. Any and all fees associated with Client's e-invoicing, portal, or payment solution will be the responsibility of Client, without dispute. CSLLC will provide all necessary documents or invoices to confirm the fees, if such fees are incurred.
- g. A purchase order will be provided after SOW execution.

Milestone/Event Definitions

Plan Stage: Delivery of Plan Artifacts: This Milestone is achieved after the following is complete:

- a. Project Charter
- b. Draft project schedule and plan
- c. Foundation tenant build complete in Phase One (1) or Configuration tenant build complete in Phase Two (2)

Architect Stage: Sign off – This Milestone is achieved after the following is complete:

- a. Configure based on Foundation Alignment Sessions

Configure Stage: Delivery of End-to-End Tenant: This Milestone is achieved after the following is complete:

- a. End-to-End tenant build for use in End-to-End testing
- b. Functional sign off by the Client in preparation for Testing

Test Stage: Completion of End to End Test: This Milestone is achieved after the following is complete:

- a. Successful execution of test scenarios or timeframe for End-to-End testing has lapsed.
- b. Cutover-Plan Execution

Test Stage: Completion of Parallel Test: The Milestone is achieved after the following is complete:

- a. Timeframe for Parallel testing has lapsed.
- b. Any issues reasonably identified as preventing progress to Production have been addressed or mitigated. Start of any Services in the Deploy Stage will be deemed as completion of this Milestone.
- c. Cutover-Plan Execution

Deploy Stage: Completion of Push to Production (Go Live): This Milestone is achieved after the following is complete:

- a. Production Workday system is available to any Client employees.

Post-Production Support: Completion of Project: This Milestone is achieved after the following is complete:

- a. Timeframe for post-production support has lapsed following the move-to-production.

CSLLC will present the applicable Deliverables to the Client and the Client will have five (5) business days to provide a specific list of reasonable issues to be remedied. CSLLC will address issues and resubmit the deficient Deliverables. After five (5) business days, should the Client not provide a list of issues, the Deliverables will be deemed complete. Use of the Deliverables by the Client will deem the Deliverables as completed.


7.0 Expenses

It is expected Services will be provided primarily on a remote basis. If travel is required, all reasonable travel expenses incurred by CSLLC related to the performance of the Services defined herein, shall be invoiced to Client. All such travel will comply with CSLLC's Travel and Expense Policy, which shall be made available to the Client upon request. All fees or penalties incurred due to cancellations or changes of travel at Client's request shall be invoiced to Client.

8.0 Signatures

IN WITNESS WHEREOF, the parties have duly executed this SOW by their respective authorized representatives as of the SOW Effective Date.

Collaborative Solutions, LLC


Bob Maller (Feb 3, 2022 12:45 EST)

Authorized Signature

Robert Maller

Name

President

Title

Feb 3, 2022

Date

City of San Mateo

Authorized Signature

Name

Title

Date

Appendix A – Detail Roles Description

Client Roles

Client personnel are experts on Client business/technologies and as such will have responsibility for providing project management, non-Workday functional, technical, and culture expertise to the project.

Client project team members and cross-functionality representation are currently identified as follows:

(Note that project teams' roles could be specific to implementation needs)

Team Member	Description of Role
Steering Committee, Senior Design Reviewers, Key Stakeholders, Executive Sponsor	<p>The Steering Committee provides funding and support to the project. Responsibilities include:</p> <ul style="list-style-type: none"> • Obtaining appropriate funding and approvals • Ensuring all appropriate resources are available for the project • Resolving issues which are impeding the progress of the project • Providing overall direction to the Client Project Manager • Sign off on key deliverables/project milestones • Assuring project delivery and quality control • Attending Steering Committee Meetings
Project Manager	<p>The Client Project Manager is a dedicated resource focused specifically on the Workday implementation. While CSLLC understands there are many other activities linked to the implementation, this resource needs to be dedicated full-time to the project. Responsibilities include the following:</p> <ul style="list-style-type: none"> • Establishing and managing the project details, deliverables, schedules, tasks, assignments, and execution • Coordinating business teams and support teams • Driving the implementation of the optimized processes • Managing the resolution of issues • Manage Client communications • Anticipating and resolving issues which could impact the Project Budget, Schedule, Scope, or Quality

Team Member	Description of Role
Functional Team (Global Process Owners, Process Leads, and SMEs/Business Analysts)	<p>The Functional Team are those familiar with Client business processes and systems. These individuals provide information to the CSLLC Functional Consultant(s) to configure the Workday solution. Responsibilities include:</p> <ul style="list-style-type: none"> • Communicate functional requirements which need to be configured in Workday • Describe current business processes and work with team to simplify and improve • Provide functional requirement through completion of Configuration and Data Gathering Workbooks • Champion adoption and use of Workday Launch delivered business processes • Identify critical changes needed to Workday Launch delivered business processes and provide feedback to CSLLC Consultants. • Work with CSLLC Consultants to help map and load data into Workday • Actively participate in all testing activities • Pre-validate extracted data files prior to providing it to CSLLC; then validate data after it has been converted into Workday solution • Contribute to identifying and executing test scenarios for functional areas • Perform end user training • Participate in knowledge transfer
Technical Team (Integration Lead, Integration Engineers/Developers, and Data Conversion Specialist)	<p>Technical resources perform the following:</p> <ul style="list-style-type: none"> • Support the conversion and loading of data contained in existing systems • Design and develop custom integrations as outlined within the Scope section above • Develop custom reports • Participate in knowledge transfer • Actively participate in testing activities <p><i>Note: Resource experience, data quality and the amount of transformation required could impact the actual resources needed to support the data conversion efforts.</i></p>
Internal Auditor	<p>The Internal Auditor works with the Project Team to ensure proper procedures are followed and proper documentation is created for the implementation of Workday. This person is responsible for providing compliance related guidance and expertise to the Project Team.</p>
Test Lead	<p>The Client Test Lead develops and manages the overall Client Test Strategy and Plan. Responsibilities include:</p> <ul style="list-style-type: none"> • Establish an approach to testing. • Define resource requirements for testing. • Establish the test schedule. • Conduct overall execution of the Client prescribed End-to-End (including Integrations), user acceptance testing, and Parallel test process for Workday Payroll from start to end of the test period. • Facilitate testing coordination and progress meetings. • Successfully manage defect resolutions.

Team Member	Description of Role
	<ul style="list-style-type: none"> Resolve test issues via coordination of Client and CSLLC teams as required to complete testing for successful completion of Workday test. Define the overall test strategy. Define test approach, roles and responsibilities. Define test tools and scenarios by tester and success criteria for each test stage. Define and report test metrics to the project team and project executives.
Organizational Change Lead	<p>The Organizational Change Lead is focused on planning and executing the change management and communications activities. He or she is the primary counterpart to the CSLLC Organizational Change Lead (if there is someone assigned) and is responsible for providing primary insight into the Client's culture, operations, and competing projects or interests. The Organization Change Lead is the primary liaison between the project team and other internal resources needed to execute and deploy the various change management and communications activities. He or she is ultimately responsible for all change management and communications-related deliverables.</p>
Training Lead	<p>The Training Lead is focused on planning and executing the end user training activities. He or she is the primary counterpart to the CSLLC Training Lead (if there is someone assigned) and is responsible for providing primary insight into the Client's training resources and preferences, as well as competing projects or interests related to end user training. The Training Lead is the primary liaison between the project team and other internal resources needed to plan, execute, and deploy the various training activities for the deployment. He or she is ultimately responsible for all training-related deliverables. The Client may choose to assign the Organizational Change Lead and Training Lead roles and responsibilities to a single actual resource.</p>
Training Communications, and Change Management Support Resources	<p>Depending on the specific strategies and plans the Client establishes as part of its OC&T program, additional resources will be needed at various times throughout the project lifecycle to support and execute the communications, change management, and training plans. These roles often include:</p> <ul style="list-style-type: none"> Training Developers responsible for developing and revising the end user training collateral as defined in the Training Curriculum Plan Communications Leads/Developers responsible for developing, revising, and deploying the end user communications collateral as defined in the Communications Plan Trainers and Super Users responsible for gaining advanced familiarity with the new systems and user support tools, and in turn planning and delivering pre-Go-Live and ongoing training to end user audiences Change Champions responsible for generating awareness and support around future changes within their designated areas of influence

Collaborative Roles

Team Member	Description of Role
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Portfolio Director	Collaborative provides a Portfolio Director to serve in an advisory role and escalation point on all Workday deployments to ensure success by working collaboratively with the City's Executives, the City's Project Manager, Workday leadership and Collaborative's Engagement Manager. Supports Collaborative Engagement Manager to resolve any escalated issues in a timely manner and sign-off on key deliverables throughout the project per the Cynergy™ for Workday methodology. The Collaborative Portfolio Director is an active and visible resource on the project and is expected to participate in regularly scheduled Steering Committee meetings and milestone activities to ensure the project is meeting the goals/objectives and timeframes outlined at the beginning of the project.
Functional Architect	Collaborative provides a Functional Architect (FA) to work with the City in leading and driving the solution based on their broad Workday experience along with deep implementation expertise. The FA will work with the City to drive the City's solutions and provide design/strategy support. The FA is responsible for driving the design and business process sessions along with the Collaborative Consultants.
Engagement Manager	Collaborative provides a designated Engagement Manager (EM) who is responsible for working with the City's Project Manager to ensure the timely success of the project. The EM guides the project by providing Workday best practices as they relate to project management techniques, the use of Cynergy™ tools and templates, interaction with Workday Product Strategy and Development, and leveraging Collaborative Cynergy™ implementation methodology. The EM staffs the project and guides project activities to ensure the timely completion of the project in accordance with the project charter and project plan. The EM is liaison with Workday on project-related issues that may be outside the direct control of the project team (e.g., coordinating the resolution of issues with product development). The EM partners with the Collaborative Consultants and the City's project leads to provide additional guidance on Workday implementation best-practices, industry standards, and facilitate knowledge sharing among Workday customers as appropriate. The EM keeps the City's project team apprised of Workday updates, tenant changes, and can provide guidance on using the Workday Community.
Executive Sponsor	The point of contact for Collaborative's Executive Management team. Works with the Collaborative PD & EM to ensure that escalated issues do not impact the project timeline.
Functional Consultant(s)	Responsible for working with the City to lead and drive the City's business process design and integration requirements. The Principal Consultant(s) lead business process workshops and workflow iterative development and develop business process templates that are a key input into the configuration of the solution. The Principal Consultant(s) configures Workday according to the City's requirements and documents any areas where requirements are not met. They provide best practices to enhance the City's access to the features/functions of the Workday solution. They support the testing, data conversion, and integration development efforts. They escalate issues that may impact the Go-Live date to the Collaborative EM.
Integration Consultant(s)	Responsible for working with the Collaborative Principal Consultant(s) and the City's Business Analysts to gather and document integration requirements. The Integration Consultant(s) leads the configuration and supports the testing of Workday packaged integrations and the development of the City's integrations as defined by the SOW.
Data Conversion Consultant(s)	Responsible for converting City data into Workday based on the configuration and mapping done by the Collaborative Principal Consultant(s) and the City's Business Analysts. The Collaborative Data Conversion Consultant(s) works with the City's Business Analysts to resolve data related issues. They work with City to resolve loading errors and reload the appropriate tenants.
Organizational Change & Training Lead	The Organizational Change & Training (OC&T) Lead is focused on defining strategy, establishing plans, and driving execution of change management and end-user

	training activities. He or she provides guidance to the relevant counterparts on the City's OC&T team and guides the work stream through the specific methodology at each stage throughout the project, as defined in the project scope. The OC&T Lead is also responsible for the administration of the workstream, including timeline management and status reporting as defined by the overall project management team.
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Workday Roles

Workday core responsibilities include:

Team Member	Description of Role
Delivery Assurance Group	Comprised of Workday Implementation Specialists, the Delivery Assurance Group works with the Client towards the implementation of the Workday solution. The Delivery Assurance Group conducts a series of quality assurance reviews at major project milestones, when the group reviews project documentation, product configuration, and business processes. The Delivery Assurance Group is responsible for the development and enhancement of the Workday implementation methodology and works closely with Product Strategy and Development in helping steer product direction.

Appendix B – Integrations and Custom Reports

Integrations

The following integrations are in Scope. Please refer to the column labeled “Owner” to identify if the integration is Client assigned or CSLLC assigned.

Phase One (1) Financials

ID #	Integration Name	Third-Party Vendor	Functional Area	Integration Data Type	Tool	Hours	Owner	Cloud Connector Name	Notes
INT001	Cartegraph Maintenance Tracking Outbound	Cartegraph	Financials	Accounting Journals Inbound Custom	Studio	100	CSLLC		
INT002	Foreup Golf Management System Outbound	Foreup	Financials	Accounting Journals Inbound Cloud Connect	CC	50	CSLLC	Core Connector: Accounting Journal Inbound	Assumes can accept CC output
INT003	HDL Prime Inbound	HDL Prime	Financials	Accounting Journals Inbound Cloud Connect	CC	50	CSLLC	Core Connector: Accounting Journal Inbound	Assumes can accept CC output
INT004	Streamline Outbound	Streamline	Financials	Accounting Journals Inbound Cloud Connect	CC	50	CSLLC	Core Connector: Accounting Journal Inbound	Assumes can accept CC output
INT005	Tyler Energov Cashiering	Energov	Financials	Accounting Journals Inbound Custom	Studio	100	CSLLC		
INT006	Energov Inbound	Energov	Financials	Accounting Journals Inbound Custom	Studio	100	CSLLC		
INT007	US Bank Credit Card	US Bank	Financials	Credit Cards Masked Inbound Cloud Connect	CC	50	CSLLC	Core Connector: Accounting Journal Inbound	Assumes can accept CC output
INT008	US Financials ACH CCD/CTX Payment Outbound	Wells Fargo	Financials	ACH NACHA Payment Outbound Cloud Connect	CC	40	CSLLC	WPN - ACH CCD Payment (Enhanced Performance)	Assumes can accept CC output
INT009	Bank Statement Inbound (Cloud Connect)	Wells Fargo	Financials	Bank Statement Inbound Cloud Connect	CC	50	CSLLC	Import BAI2 Bank Statement	One integration per bank in scope for financials payments
INT010	1099 Electronic e-Filing	IRS	Financials	Electronic Filing 1099 Outbound Cloud Connect	CC	20	CSLLC	Electronic Filing 1099	
INT011	Financial Check Print Layout	N/A	Birt	Payroll Check Custom Check Layout_Medium	BIRT	60	CSLLC		One per Bank Low Complexity - e.g. preprinted check stock with MICR already on stock Medium Complexity - e.g. blank check stock, MICR printing alignment High Complexity - e.g Medium Complexity but with Remittance Advice Overflow
INT012	LibCal Cash Receipts Inbound	LibCal	Financials	Accounting Journals Inbound Cloud Connect	CC	50	CSLLC	Core Connector: Accounting Journal Inbound	Assumes can accept CC output
INT013	Transworld Systems Outbound	Transworld	Financials	Other Outbound Custom	EIB/DTS	90	CSLLC		
INT014	US Financials Positive Pay Outbound	Wells Fargo	Financials	Positive Pay without Voids Outbound Custom	EIB/DTS	50	CSLLC		
INT015	Standard SSO/SAML Configuration		Security	Basic SSO SAML Setup Outbound Custom	Setup	30	CSLLC		
INT016	Worker Inbound		Recruiting	ATS Hires and Job Changes Inbound Custom	Studio	160	CSLLC		
INT017	Neighborly Journals Inbound	Neighborly	Financials	Accounting Journals Inbound Cloud Connect	CC	50	CSLLC	Core Connector: Accounting Journal Inbound	
INT018	Procurement Supplier Punchout Catalog Cloud Connect	TBD	Financials	Procurement Supplier Punchout Catalog Cloud Connect	CC	40	CSLLC		
INT019	Procurement Supplier Punchout PO Outbound Cloud Connect	TBD	Financials	Procurement Supplier Punchout PO Outbound Cloud Connect	CC	40	CSLLC		
INT020	Procurement Supplier Punchout Supplier Invoice Inbound Cloud Connect	TBD	Financials	Procurement Supplier Punchout Supplier Invoice Inbound Cloud Connect	CC	50	CSLLC		

Phase Two (2) HCM

ID #	Integration Name	Third-Party Vendor	Functional Area	Integration Data Type	Tool	Hours	Owner	Cloud Connector Name	Notes
INT001	Active Directory Outbound	TBD	HCM	Active Directory Outbound Custom	EIB/DTS	70	Customer		
INT002	Active Directory Inbound	TBD	HCM	Active Directory Inbound Custom	Studio	60	CSLLC		
INT003	Standard SSO/SAML Configuration	TBD	Security	Basic SSO SAML Setup Outbound Custom	Setup	30	CSLLC		Adjustments for HCM
INT004	Retirement Savings Demographic Outbound	TBD	Benefits	Retirement Savings Financials Outbound Cloud Connect	CC	50	CSLLC	TBD	Assumes CC solution
INT005	Medical Demographic Outbound	TBD	Benefits	Medical Or Dental Or Vision Or Rx Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT006	Dental Demographic Outbound	Cigna	Benefits	Medical Or Dental Or Vision Or Rx Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT007	Vision Demographic Outbound	VSP	Benefits	Medical Or Dental Or Vision Or Rx Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT008	Life Insurance Demographic Outbound	Standard	Benefits	Life Or ADandD Outbound Custom	EIB/DTS	70	CSLLC		No CC solution
INT009	FSA Demographic Outbound	TBD	Benefits	FSA Or HSA Or Transit Or Parking Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT010	HSA Demographic Outbound	TBD	Benefits	FSA Or HSA Or Transit Or Parking Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT011	Cobra Events Outbound	Navia	Benefits	COBRA Events Outbound Cloud Connect	CC	50	CSLLC	WEX COBRApoint: COBRA (Qualifying Events)	Assumes CC solution
INT012	Cobra Initial Rights Outbound	Navia	Benefits	COBRA Initial Rights Outbound Cloud Connect	CC	50	CSLLC	WEX COBRApoint: COBRA (Initial Rights)	Assumes CC solution
INT013	ACA Tax Filing Outbound	TBD	Benefits	ACA Outbound Cloud Connect	CC	20	CSLLC	ACA Information Returns 2020	
INT014	Background Check Bidirectional	TBD	Recruiting	Employment Screening WD Software Partner Bidirectional Custom	Setup	30	CSLLC		Assumes WD Software Partner Solution
INT015	Job Board Aggregator	TBD	Recruiting	Job Advertising Outbound Custom	EIB/DTS	90	Customer		Often screen scrape
INT016	E-Verify	DHS	HCM	eVerify Outbound Cloud Connect	CC	20	CSLLC	E-Verify - Employment Verification	
INT017	US Payroll ACH PPD Outbound	Wells Fargo	Payroll	ACH NACHA Payment Outbound Cloud Connect	CC	40	CSLLC	WPN - ACH PPD Payment (Enhanced Performance)	
INT018	US Payroll Positive Pay Outbound	Wells Fargo	Payroll	Positive Pay without Voids Outbound Custom	EIB/DTS	70	Customer		Does not include Voids
INT019	US Payroll Check Layout	Wells Fargo	Birt	Payroll Check Custom Check Layout_Medium	BIRT	60	CSLLC		Optional - Low if preprinted check stock with MICR already on stock
INT020	US Garnishments	TBD	Payroll	Garnishments Disbursement File ADP Smart Connect Outbound Custom	Setup	30	CSLLC		Assumes ADP SmartConnect solution
INT021	US Tax Filing Quarterly	TBD	Payroll	Tax Filing Quarterly Outbound Cloud Connect	CC	10	CSLLC	TBD	Assumes ADP SmartConnect solution
INT022	US Tax Filing Periodic	TBD	Payroll	Tax Filing Periodic Outbound Cloud Connect	CC	10	CSLLC	TBD	Assumes ADP SmartConnect solution
INT023	Retirement Savings Deferrals/Loans Inbound	TBD	Benefits	Retirement Savings Inbound Cloud Connect	CC	50	CSLLC	TBD	Assumes CC solution
INT024	Retirement Savings Contributions Outbound	TBD	Benefits	Retirement Savings Financials Outbound Cloud Connect	CC	50	CSLLC	TBD	Assumes CC solution
INT025	FSA Contributions Outbound	TBD	Benefits	FSA Or HSA Or Transit Or Parking Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT026	HSA Contributions Outbound	TBD	Benefits	FSA Or HSA Or Transit Or Parking Outbound Cloud Connect	CC	40	CSLLC	TBD	Assumes CC solution
INT027	DocuSign	DocuSign	Security	DocuSign Cloud Connect	CC	20	CSLLC	DocuSign Integration Template	
INT028	InTime Demographics Outbound	InTime	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT029	InTime Time Keeping Data Inbound	InTime	Payroll	Pay Input Inbound Custom	Studio	80	CSLLC		
INT030	Laserfiche Outbound	Laserfiche	HCM	Worker Documents Outbound Custom	EIB/DTS	120	Customer		
INT031	Neighborhood Demographics Outbound	Neighborhood	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT032	Neighborhood Loans Inbound	Neighborhood	Payroll	401K Loans/Deferrals Inbound Custom	Studio	70	CSLLC		
INT033	Origami Workers Compensation Outbound	Origami	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT034	Origami Workers Compensation Inbound	Origami	Payroll	Pay Input Inbound Custom	Studio	80	CSLLC		
INT035	Target Solutions Demographics Outbound	Target Solutions	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT036	Telestaff Demographics Outbound	Telestaff	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT037	Telestaff Time Keeping Data Inbound	Telestaff	Time_Track	Time Tracking Inbound Custom	Studio	150	CSLLC		Scheduling and Absence
INT038	Transworld Systems Outbound	Transworld	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT039	TimeClock Plus Outbound	TimeClock Plus	HCM	Demographic Outbound Custom	EIB/DTS	80	Customer		
INT040	TimeClock Plus Inbound	TimeClock Plus	Payroll	Pay Input Inbound Custom	Studio	80	CSLLC		
INT041	Learnt Training History Inbound	Learnt	Learning	Course Completion Inbound Custom	Studio	100	CSLLC		
INT042	CalPers Retirement Health Enrollment Outbound Studio		Benefits	Other Outbound Custom Studio	Studio	120	CSLLC		
INT043	CalPers Payroll Deductions Outbound Studio		Payroll	Other Outbound Custom Studio	Studio	120	CSLLC		
INT044	CalPers Health Enrollment Inbound		Benefits	Demographics Or Enrollment Inbound Custom	Studio	100	CSLLC		
INT045	CalPERS Id Inbound		HCM	Demographic Inbound Custom	Studio	70	CSLLC		

Key:

BIRT = Business Intelligence Reporting Tools

NACHA = National Automated Clearing House Association

ACH = Automated Clearing House

FSA = Flexible Spending Accounts

HSA = Health Savings Account

TBD = To Be Determined

Integration Type Key:

- EIB/DTS = Enterprise Interface Builder/Document Transformation Service
- CC = Cloud Connect
- Studio = Workday Studio
- Other = Web Services or Integration system user setup

The interfaces/integrations required for this project include:

- **Cloud Connect (CC)** – CC provides Workday customers with the same level of support as they would receive in the core Workday application. Such Workday integrations are (i) part of the Workday hosted application Service and (ii) provided with ongoing support by Workday in accordance with Workday's then-current Support and Service Availability Policy. While Workday integrations are designed and developed as part of the subscription license, CSLLC anticipates some amount of time dedicated to configure and test the integrations during the implementation.
- **Custom Integrations** – Custom integrations are developed by CSLLC or Client using Workday's tools such as Report Writer, EIB, DTS, or Studio.

Reports

No specific custom reports are in Scope for this project. Phase One (1) - Financials, includes the recommended reports listed below:

Financial Custom Reports Included		
<u>Report Name</u>	<u>Area</u>	<u>Description</u>
Data Audit - Funds	Financial Accounting	Listing of the funds in the tenant and the hierarchy structure for those funds.
Data Audit - Cost Centers	Financial Accounting	Listing of the cost centers in the tenant as well as the cost center manager assignments, hierarchy structure and related worktags established for those cost centers.
Data Audit - Programs	Financial Accounting	Listing of the programs in the tenant and the hierarchy structure for those programs.
Data Audit - Locations	Financial Accounting	Listing of all locations showing usage, type, hierarchy structure and address information.

Data Audit - Grants	Financial Accounting	Listing of all grants in the tenant as well as the grant manager assignments, hierarchy structure and related worktags established for those grants.
Data Audit - Revenue Categories	Financial Accounting	Listing of all the revenue categories in the tenant as well the hierarchy structure.
Data Audit - Spend Categories	Financial Accounting	Listing of all the spend categories in the tenant as well as their usages and hierarchy structure.
Find Projects	Projects	A custom copy of the Find Projects report that has additional data about the projects.
Find Journal Lines with Worktag Details	Financial Accounting	A copy of the delivered Find Journal Lines report with the worktags broken out into their own columns for easier viewing and reporting.
View Plan Lines	Budget	Report showing all budget lines entered with details about the plan, entry type, status and all worktag detail.
Balance Sheet by Fund	Financial Accounting	Custom balance sheet report displaying ledger account balances by fund.
Income Statement by Fund	Financial Accounting	Custom income statement displaying revenue and spend amounts by fund for the report period, current Year-To-Date (YTD) and prior YTD.
Financial Budget versus Actuals by Fund	Budget/Financial Accounting	This report is designed to show the overall financial budgets by fund and is intended to be used by the central Budget staff for an overall picture to determine where they need to pay attention or drill into the details using other reports.
Budget versus Actuals by Cost Center	Budget/Financial Accounting	This report is designed to show the overall budget of a fund by cost centers and is intended to be used primarily by the central Budget staff to look at the top cost center hierarchy and get an overall picture to determine where they need to pay attention or drill into the details using other reports.

Budget versus Actuals for Cost Center	Budget/Financial Accounting	<p>This report is designed to show the detailed budget versus actuals for one (1) cost center or a cost center hierarchy.</p> <p>If the user is looking for the details for just one (1) cost center, he or she can choose to repeat the columns by either Fund or Program and can then use the other parameters to limit the view further as appropriate.</p> <p>If the user would like to see the data for a cost center hierarchy, he or she can choose to repeat by Cost Center and can then use the other parameters to limit the view to particular funds, programs or other worktags as appropriate.</p>
Budget versus Actuals for Program	Budget/Financial Accounting	<p>This report is designed to show the detailed budget versus actuals for one (1) program or a program hierarchy.</p> <p>If the user is looking at the details for one (1) program, he or she can choose to repeat the columns by either Fund or Cost Center and can then use the other parameters to limit the view further as appropriate.</p> <p>If the user would like to see the data for a program hierarchy, he or she can choose to repeat by Program and can then use the other parameters to limit the view to particular funds or cost centers as appropriate.</p>
Budget versus Actuals by Project	Projects/Budget/Financial Accounting	<p>This report is designed to show a life to date overview of the budget and actuals for all projects within a hierarchy and is used primarily by users who are managing multiple projects within a project hierarchy or by the central Budget/Finance team to get an overview of all projects. From here, users can determine where they need to pay attention or drill into the details using other reports.</p>
Budget versus Actuals for Project	Projects/Budget/Financial Accounting	<p>This report is designed to show the detailed life to date budget versus actuals for one (1) project at a time.</p>

Budget versus Actuals by Award	Grants/Budget/Financial Accounting	This report is designed to show a life to date overview of award budgets and is used primarily by the central Budget and Finance staff to look at the top grant hierarchy and get an overall picture of the award budgets. From here, users can determine where they need to pay attention or drill into the details using other reports.
Budget versus Actuals by Grant	Grants/Budget/Financial Accounting	This report is designed to show the detailed life to date budget versus actuals for one (1) grant.
Find Assets	Assets	Custom copy of the delivered Find Assets report that adds in relevant fields and reorders columns to be more practical.
Time Off Liability with Worktags	Financial Accounting	Custom version of the Time Off Liability report that includes worktag detail for cost center, fund, etc.
Payroll Accounting Details	Financial Accounting	A report that returns payroll General Ledger (GL) entries by worker with worktag details.
Project Remaining Budget for Rollover	Budget	Report for budget team to use when evaluating project budgets at the end of a fiscal year and determining the amount of budget to be rolled to the next fiscal year.
Trial Balance with Worktags	Financial Accounting	Custom trial balance report used for exporting trial balance data to auditors or other programs.
Cash Balance by Fund	Financial Accounting	A report detailing the Client's reportable cash balance by fund.
Payroll Deductions	Financial Accounting	A report detailing the payroll liability amounts withheld from each payroll.
Depreciation Expense by Function	Assets/Financial Accounting	Depreciation expense detailed by function for annual reporting purposes.
Statement of Net Position	Financial Accounting	Government-wide statement for annual financial report.
Statement of Activities	Financial Accounting	Government-wide statement for annual financial report.
Schedule of Expenditures of Federal Awards	Grants/Financial Accounting	Designed to report award expenditures for annual financials.

Up to three (3) formatted fund financial statements for annual report	Financial Accounting	Fund financial statements for annual financial report.
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Additionally, one hundred seventy-one (171) hours are delivered as a bucket of hours to be used for custom reporting support in Phase Two (2). This is inclusive of design discussions, requirements gathering, configuration, testing and knowledge transfer.

Appendix C – Sample Change Order Form**Project Change Order**

Client:	XYZ Client
SOW/Project Name:	Project ID # / Project Name as it exists in Workday
Change Order #:	C01 (adjust as appropriate)
Project Manager (Client):	Project Manager Name, XYZ Client
Project Sponsor (Client):	Project Sponsor Name, Title
Engagement Manager (CSLLC):	Engagement Manager Name, CSLLC
Acceptance Due Date:	The date by which the Client will need this approved in order to avoid negative timeline impact.
Change Type:	<p>Type of change. For example: <i>Integration change, request for additional functionality, change in SOW estimate based on design sessions, etc. (usually more applicable to Phase One (1) or Phase Two (2) projects.)</i></p> <p>Select one (1):</p> <p>Contract Extension (zero (0) budget add)</p> <p>Contract Extension (additional hours added)</p> <p>Change in Scope (additional hours added)</p> <p>Change in Scope (no addition hours added)</p> <p>Other (detail in request description)</p>
Impact Assessed by:	List those assessing the impact. Normally the CSLLC EM, CSLLC Functional or Integrations Consultant, and possibly someone on the Client side.
Priority:	High, Medium, or Low based on need for the change.
Billing	<p>Select one (1):</p> <p>Bill under current project</p> <p>Bill separately under current project</p> <p>Bill separately under new project</p>
Contract Line Type	Describe the billing basis. For example: <i>Time & Materials, Fixed Fee Installment/Milestone, Prepaid, Subscription</i>
Is new PO# required?	<p>Select one (1):</p> <p>New PO# (insert PO#)</p> <p>PO# to be created after receiving countersigned documents</p> <p>No new PO# needed</p>

Request Description

<<Describe the change and why it is needed. It is important to describe why this wasn't estimated correctly in the SOW or where the change occurred. For example:

Adding a new integration for Aetna, COBRA, qualifying event. Original integration listed on the SOW addressed only Aetna PPO/HMO, did not specify COBRA. Additional forty (40) hours added to cover COBRA QE.>>

If this Change Order is for an extension, please include the # of hours and budget remaining on current project.

Business Purpose / Reason for Change

<<Describe the purpose/reason for change and be sure to explain the impact to NOT doing the change. For example:

Client offers COBRA coverage for any employees eligible for a COBRA qualifying event; this was not included in the original SOW estimate. If we do not approve this change, we will not be able to provide COBRA coverage.>>

Impact Assessment

Project Activities Affected:	Describe the additional work which needs to be done. For example: <i>Create one (1) additional integration or three (3) new performance templates need to be configured, etc.</i>			
Deliverables Affected:	Describe deliverables affected, for example: <i>One (1) additional interface file to be delivered to Aetna will be produced.</i>			
Project Schedule Impact:	Describe schedule impact, if any. For example: <i>Architect stage will be extended by one (1) week to complete all integrations.</i> Include the original end date and new end date, if extending expiration date of SOW.			
Estimated Effort and Costs:	The following is the change in effort and cost estimate:			
	Role	Rate	Hours	Cost
	Executive			
	Strategy Manager			
	Senior Functional Architect (Consulting Director)			
	Engagement Director (Portfolio Director)			
	Engagement Manager			
	Functional Architect			
	Senior Principal Consultant			
	Principal Consultant			
	Consultant			

	Analyst			
	Total		<<total>>	

Payment Terms – *If the Client is adding hours*

- This Change Order will be billed monthly based on actual usage (Time and Materials) at the rate prescribed in the SOW and shown in the Estimated Effort and Cost table above.
- This Change Order will be invoiced as pre-pay at the rate prescribed in the SOW and shown in the Estimated Effort and Cost table above.

Assumptions

- Describe any new Assumptions different from the SOW. For example:
Client will provide the requirements for the new integration.
- If not different from the SOW, add “All Assumptions from the SOW dated December XX, XXXX apply to this Change Order”, otherwise, if there are new Assumptions different from the SOW, list them here.

Authorization

Client Authorization Signature	Collaborative Solutions, LLC Authorization Signature
Name	Name
Title	Title
Date	Date

SAMPLE – DO NOT SIGN

Appendix D – Detailed Functionality

As the project progresses, there will be a review of the overall Scope after Alignment sessions. If the intended Scope is outside of this SOW, a Change Order will be required which may affect overall cost (level of effort) and timeline.

Workday Foundational elements such as dashboards, reporting, analytics, Business Process Framework and employee self-service are built into every Workday module.

During Client deployment, the following elements will be in Scope:

- **Modifiable Business Processes:** Assumption of one (1) standard business process (no rule based) for those identified below with no more than twenty (20) steps. Up to one (1) parallel stage per process where applicable. Unused steps within a process will not apply to alternate business processes. Includes up to two (2) consolidated templates for applicable processes. Includes up to two (2) Staffing Field Default condition rules total. Client will leverage Workday system capabilities and change business practices where possible to keep system maintenance for complex exception-based scenarios to a minimum. CSLLC will adjust/update and configure a specific number of business processes by Function outlined in the Scope table below. All other business processes will be delivered with CSLLC Delivered Configuration and will be the responsibility of the Client to update during end-to-end testing if needed.
- **Guided Tours:** Guided Tours are assumed Out-of-Scope unless OC&T is in Scope and Guided Tours are explicitly identified in the Scope.
- **Tenant Branding:** Workday delivered tenant branding with up to one (1) condition rule and one (1) upload of images. Any changes to images uploaded will be completed by the Client through Knowledge Transfer.
- **Dashboards:** Workday delivered dashboards for the functional Scope below will be configured with Workday delivered reports unless custom reports are included in Scope in Appendix B.
- **Translations:** Translations conversion is not in Scope. Client is responsible for providing translated values.
- **Scheduled Reports & Alerts:** Scheduled Reports, Task Alerts, and Business Process Alerts are not in Scope. General report-based alerts are defined within the Scope in Appendix B.
- **Setup Values:** Values, including organizations, are assumed to be current values only (no historical loads) unless needed to support the data conversion Scope described in Appendix E.
- **Documents:** Documents are assumed to be attachment only. Generated Documents and/or Documents enabled for Adobe Esign or DocuSign are assumed out-of-Scope unless defined within Scope below. Templates do not include logos or any specialized formatting unless identified as a Business Intelligence Reporting Tools (BIRT) layout in the Reporting Scope.
- **Request Framework:** Request Framework is assumed out-of-Scope unless identified below.

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
Limited HCM to support Financials Deployment	<p>Required information only to support Phase One (1):</p> <ul style="list-style-type: none"> Organizations (Supervisory, Location) and associated hierarchies. Generic Worker Types, Event Reasons and Categories Basic Employee information hired into a single job profile Delivered Security Groups/Roles The following business processes with steps removed (simple) <ul style="list-style-type: none"> Hire Terminate Change Organization Assignments 	Y	
HCM: Core	Organization hierarchy structure per organization type (supervisory, company, cost center, region, custom, and location hierarchy) (not including Organization Studio)	Y	Two (2)
	Physical location(s) where workers perform job functions (not including Workspaces)	Y	
	Matrix Organization Tracking	N	
	Job Catalog (not including loading qualifications)	Y	
	Staffing Model used to manage headcount	Y	One (1)
	Worker Profile for detailed worker information tracking (not including Purging)	Y	
	Worker Document(s)	Y	Up to fifteen (15) (up to ten (10) document security segments with associated segment-based security groups)
	Regulatory Reporting: Establishments and applicable Workday delivered Compliance Reports	Y	
	Employee Contract(s)	N	
	Probation Period Tracking	Y	Up to four (4) probation period defaulting rule(s) per country in Scope
	Notice Period Tracking	N	

	Contingent Worker Tracking	N	
	Retiree Functionality	N	
	Union(s)	Y	Up to nine (9)
	Collective Bargaining agreement(s)	Y	Up to nine (9)
	Additional (Multiple) Jobs	Y	
	International Assignment Tracking	N	
	Position Budgeting	N	
	Onboarding	Y	
	<ul style="list-style-type: none"> Onboarding Setup Template(s) 		Up to three (3)
	<ul style="list-style-type: none"> Additional Worker Documents 		Up to twenty (20)
	<ul style="list-style-type: none"> Bulletin Worklets 		Up to three (3)
	Form I-9 Tracking	Y	
	Basic HCM Asset Tracking	N	
	Reference Letter Template(s)	N	
	Safety Incident Tracking	N	
	Committees Tracking	N	
	Workday Assistant	Y	
	Workday Today	Y	
	Custom Security Groups	Y	Up to three (3) (up to one (1) intersection security group)
	Custom Questionnaire(s)	Y	Up to two (2) (up to twenty-five (25) questions per questionnaire)
	Modifiable Business Processes	Y	<ul style="list-style-type: none"> Hire Employees Contract Contingent Worker Onboarding Onboarding Setup Change Job End Contingent Worker Contract Create Position Terminate Employee Report Safety Incident Up to three (3) additional

			configurable business processes
Compensation: Core	Compensation packages	Y	Up to one (1)
	Currency Rate Tracking	N	
	Compensation grades tied to job profiles	Y	Up to twenty-five (25) Compensation Grades and Grade Profiles Combined
	Compensation grade steps	Y	Up to twenty-five (25)
	Compensation Plans (Types can include: Salary, Hourly, Period Salary, non-Reimbursable Allowance, Commission, basic Stock, and basic Bonus)	Y	Up to six (6)
	One-time payment plans	Y	Up to ten (10) (up to three (3) profiles per plan)
	Severance Packages	N	
	Custom Compensation bases	N	
	Custom Total Rewards Template(s)	N	Workday Delivered Only
	Wage Theft Prevention Template(s)	Y	
	Compensation Survey Management Survey(s)	N	
	Custom Security Groups	N	
	Modifiable Business Processes	Y	<ul style="list-style-type: none"> Request Compensation Change Up to one (1) additional configurable business process
Benefits	Benefit plans	Y	Up to forty-eight (48) (up to one (1) benefit rate type each)
	Benefit credit(s) and/or surcharge(s)	N	
	Benefit group(s)	Y	Up to four (4)
	Benefit Job(s)	Y	
	Dependents and beneficiaries tracking	Y	

	Benefit Enrollment Event(s) (including Passive Events)	Y	Up to sixteen (16) Benefit Events (Plus Conversion Events)
	Open Enrollment enablement for the current benefit plan year, referencing existing or in Scope plans	Y	
	Enrollment Event Rule(s)	Y	Up to one (1)
	Workday delivered COBRA Eligibility Processing to third-party administrator	Y	
	Affordable Care Act (ACA) Measurement Period Tracking	Y	
	1094/1095-C Reporting	Y	
	Medicare Tracking	N	
	Dependent verification functionality through use of custom IDs	N	
	Custom Security Groups	N	
	Modifiable Business Processes	Y	<ul style="list-style-type: none"> • Change Benefits for Life Events Review Process • Dependent Event • Change Benefits • Passive Event • Up to one (1) additional configurable business processes
Talent & Performance Management	Worker Profile and Skills: Accomplishments, Awards and Activities, Certifications, Education, Internal Projects, Job History, Languages, Professional Affiliations, Publications, Talent Pools, and/or Talent Statements	Y	
	Workday Skills Cloud	N	
	Talent Marketplace	N	
	Competencies: <ul style="list-style-type: none"> • Proficiency scales • Standard (non-level based) behaviors 	Y Y Y	Up to fifteen (15) One (1) One (1)
	Career Development Tracking: Career Interests, Job Interests, Relocation Preferences, Travel Amounts	Y	
	Mentoring Relationships Tracking	N	

	Check-Ins	N	
	Talent review template(s)	N	
	Nine-Box (9-Box) Talent Calibration Program(s)	N	
	Succession Planning for Positions & Pools	Y	
	Potential, readiness, retention and loss impact tracking	N	
	Custom talent card layout(s)	N	
	Feedback Enablement Template(s)	N	
	Organization and personal goals management	Y	Up to one (1) rating scale & one (1) completion scale
	Performance Review Template(s)	Y	Up to one (1) (up to one (1) rating scale)
	Performance Review Calibration (Ratings Normalization) Program(s)	N	
	Development Plan Template(s)	N	
	Performance Improvement Plan Template(s)	Y	Up to one (1)
	Disciplinary Action Template(s)	Y	Up to one (1)
	Custom Security Groups	N	
	Modifiable Business Processes	Y	<ul style="list-style-type: none"> • Manage Education • Start Performance Review • Complete Manager Evaluation for Performance Review • Give Feedback • Manage Goals • Manage Job History • Complete Self Evaluation for Performance Review • Import Professional Profile • Set Review Content for Performance Review • Manage Competencies

			<ul style="list-style-type: none"> • Manage Succession Plan • Up to one (1) additional configurable business processes
Recruiting	Job Requisitions	Y	
	Evergreen (Pipeline) Job Requisitions	Y	
	Confidential Job Requisitions	N	
	Internal career site(s)	Y	Up to one (1)
	External career site(s)	Y	Up to one (1)
	Job posting template(s)	Y	Up to two (2)
	Referral program(s)	N	
	Background check package(s)	Y	Up to five (5)
	Non-Integrated Assessment Test(s)	N	
	Candidate self-scheduling enablement (not including calendar setup)	N	
	Outlook Office 365 or Google Calendar Scheduling Integration	N	
	Masked Candidate Screening	Y	Up to two (2) segmented security group(s)
	Offer letter template(s)	Y	Up to one (1) (up to four (4) conditional text blocks per each)
	Employment agreement Template(s)	N	
	Recruiting Agencies	N	
	Additional Custom Notifications	Y	Up to five (5)
	Custom Questionnaires	Y	Up to two (2)
	Candidate Documents	Y	Up to two (2)
	Custom Security Groups	Y	Up to two (2) (up to one (1) intersection security group)
	Modifiable Business Processes	Y	<ul style="list-style-type: none"> • Job Application (up to one (1) Dynamic Workflow) – maximum of one (1) label override per stage • Job Requisition • Offer

			<ul style="list-style-type: none"> Up to one (1) additional configurable business processes
Learning Management	Extended Enterprise Enablement	N	
	Standalone Lesson Enablement	Y	
	Course Enablement	Y	
	<ul style="list-style-type: none"> Expiration rule(s) 	Y	Up to three (3)
	<ul style="list-style-type: none"> Content Highlight rule(s) 	Y	Up to two (2)
	<ul style="list-style-type: none"> Course Reminder(s) 	Y	Up to three (3)
	Course/Program Costing and/or Pricing	N	
	Video(s) enabled for Media Interaction(s)	N	
	Course Offering Enablement	Y	
	Programs Enablement	Y	
	Prerequisites and/or Equivalency Rule(s)	N	
	Campaigns Enablement	Y	Up to two (2) audiences with up to four (4) condition rules each (as a custom report or filtered search)
	Workday Content Cloud Configuration	N	
	Topic or Course Security Segment(s)	Y	Up to five (5)
	External Instructor Enablement	N	
	Custom Security Groups	Y	Up to three (3) (up to one (1) intersection security group)
	Modifiable Business Processes	Y	<ul style="list-style-type: none"> Enroll In Content Drop Learning Enrollment Manage Course Up to one (1) additional configurable business processes
Absence Management	Absence Countries		Up to one (1)
	Accruals	Y	Up to six (6)
	Time Off's	Y	Up to eighteen (18)
	Purchase or Sale of Time off (PTO, Annual Leave, Vacation?)	Y	

	Holiday Calendars	Y	Up to two (2)
	Leave Types with an entitlement	Y	Up to four (4)
	Leave of Absence Validations	Y	Up to four (4)
	Leave Types without an entitlement	Y	Up to eight (8)
	Self-Administration of leave of absence	Y	
	Work schedule calendars with eligibility rules	Y	Up to one (1)
	Work schedule calendars without eligibility rules	N	
	Leave segment security groups	Y	Up to three (3)
	Modifiable business processes	Y	Request Time Off Correct Time Off Request Leave of Absence Request Return from Leave of Absence <ul style="list-style-type: none"> Up to four (4) total process steps Up to four (4) notifications Absence Calendar No steps or notifications
Time Tracking	Time Tracking Countries	Y	Up to one (1)
	Time entry codes	Y	Up to five (5)
	Time calculations	Y	Up to six (6)
	Time entry validations	Y	Up to five (5)
	Time tracking templates	Y	Up to three (3)
	Configurable alerts, including reports required to build necessary alerts	Y	Up to three (3)
	Time Tracking aligned Period schedules	Y	Up to two (2)
	Custom Security Groups	Y	Up to two (2) Intersection security groups to support employee and manager self-service
	Modifiable business processes	Y	Enter Time

			<ul style="list-style-type: none"> Up to four (4) total process steps Up to four (4) notifications <p>Reported Time Batch Event</p> <ul style="list-style-type: none"> Up to one (1) total process step <p>Up to two (2) notifications</p>
Payroll	Pay Groups	Y	Up to two (2)
	Earning and Deduction Codes	Y	Up to one hundred fifty (150) Pay Components (Earnings and Deductions)
	Federal Identification Numbers (FEIN)	Y	Up to four (4)
	States/Provinces	Y	
	State/Provincial and local tax authorities	Y	
	Pay frequencies	Y	Up to two (2)
	Payroll period schedules	Y	Up to two (2)
	Configure payroll calculation rules	Y	
	Configure Workday on-cycle and on-demand paycheck template	Y	One (1)
	Configure payment elections with payment election rules	Y	Up to one (1) Payment Election Rule
	Garnishments	Y	
	Bank depository and source bank accounts	Y	Up to one (1)
	Configure pay slips	Y	One (1) per country
	Establish payroll accounting to generate and review payroll accounting data	Y	One (1)
	Establish comparison rules and audit components	Y	
	Settlement rules	Y	
	Third-Party Payroll provider provides tax, garnishment, check, and deposit advices	Y	

	Configure retroactive payroll processing	Y	
	Configure Fair Labor Standards Act (FLSA) calculations – using delivered Workday functionality	Y	
	Custom Security Groups	Y	Up to one (1) (up to one (1) intersection security group)
	Modifiable Business Processes	Y	Up to five (5) configurable business processes
	Custom Payroll Calculations (Value Compare, Instance Set, Conditional, etc.) as needed to support CSLLC best practice configuration	Y	
	Payroll Standard Dashboards: <ul style="list-style-type: none"> • Pay Cycle Command Center • Year End • Payroll Compliance 	Y	
	Worker Costing Allocations	Y	Single Dimension
Core Financial Management, Accounting and Finance	One (1) Currency (USD)	Y	
	<ul style="list-style-type: none"> • Companies (legal entities) • Cost centers • Custom organizations 	Y Y Y	Up to five (5) companies organized in up to three (3) company hierarchies Up to two hundred (200) cost centers organized in up to two (2) independent hierarchy structures with up to four (4) hierarchy levels in each Up to one (1) custom organization if needed with a hierarchy structure
	Locations	Y	Up to two hundred (200) Business Asset and Ship-To Locations and up to three hundred (300) Inventory Locations organized in a hierarchy structure with up to four (4) levels of hierarchy

	Custom Security Groups	Y	Up to two (2)
Financial Accounting	FDM design and utilizing Workday worktags for analytics	Y	
	Account sets (parent-child relationship)	Y	Up to one (1) Account set
	Ledger account summaries	Y	One (1) ledger account summary structure with up to five (5) levels
	Configure standard/delivered account posting rules <ul style="list-style-type: none"> Including spend and revenue categories and account posting rules for operational transactions 	Y Y	Up to one (1) Posting Rule Set
	Categories	Y	Revenue Categories with one (1) hierarchy structure containing up to four (4) levels Spend Categories with one (1) hierarchy structure containing up to four (4) levels
	Custom worktags	Y	Up to one (1)
	Custom reports to support financial reporting for Generally Accepted Accounting Principles (GAAP) and regulatory reporting requirements, Workday financial statements for external reporting, and internal management reports	Y	
	Allocations	Y	Up to ten (10)
	Fiscal schedule (Fiscal Year)	Y	Up to one (1)
	Fiscal summary schedule(s)	Y	Up to four (4) summary fiscal schedules
	Custom validation(s)	Y	Up to one hundred (100) custom validations
Banking and Settlement	Financial Institutions	Y	Four (4) Financial Institutions
	Configure check printing modifications and electronic bank integrations (type of electronic payments, wire payments and positive pay, unique by company)	Y	Check printing configured for one (1) Financial Institution
	Cash position	N	

	Bank reconciliation automation and integrations	Y	Up to one (1) bank account
	Supplier settlement via check or electronic payments	Y	Electronic payment automation and integrations configured for One (1) Financial Institution
	Custom Security Groups	N	
	Punch out(s)	Y	Up to One (1)
	Purchase order layout	Y	Configuration of up to one (1) Custom Purchase Order Layout
	Receiving and matching	Y	
	Supplier Portal functionality	Y	
	Request for Quotation (RFQ) processes	Y	
	Purchase orders	Y	Convert open purchase orders at time of go-live
	Open Supplier Contracts	Y	Convert open supplier contracts at time of go-live
Budget	Structures (Financial and Award)	Y	Up to four (4) with the use of a parent-child structure set up for financial plans
	Position Budget Structures	N	
	Ledgers for encumbrances	Y	Two (2)
	Budget checking for operational, Grants, and project budgets	Y	
	Payroll Commitment Accounting	N	
Supplier Accounts	Suppliers including payment terms, attributes for payments and 1099 reporting	Y	Up to ten thousand (10,000) suppliers active in the past two (2) years
	Supplier categories	Y	Up to fifty (50) Supplier Categories and Groups
	Check or electronic payments for supplier settlement(s)	Y	
Business Assets	Companies for processing business assets	Y	Configuration of Business Asset Processing for up to four (4) Companies
	Tax books, excluding actuals	N	
	Custom Security Groups	N	

	Conversion of Assets	Y	Conversion of up to one thousand (1,000) active trackable assets (Non-Work in Progress (WIP) Related Assets Only)
	Depreciation Profiles	Y	Up to six (6) Depreciation Profiles
	Asset Books	Y	Up to two (2) Asset books
Expenses	Worker expense preferences (e.g., Employee travel card – American Express)	Y	
	Expense policy security groups	Y	Up to five (5) Expense Policy Security Groups
	Expense items	Y	Configuration of up to one hundred (100) Expense Items
	Expense item groups	Y	Configuration of up to ten (10) Expense Item Groups
	Business purposes	Y	Up to ten (10) Business Purposes
	Custom Security Groups	N	
Customer Accounts	Customer attributes for billing and collection through aging reports and collection disputes	Y	Up two hundred (200) Active Customers
	Invoice layout(s)	Y	Up to one (1) Custom Customer Invoice Layout
	Statement layout(s)	Y	Up to One (1)
	Custom Security Groups	N	
Project Management	Projects of medium complexity including: <ul style="list-style-type: none"> Project phases Project tasks Project worker roles/talent pools Project groups Basic projects 	Y Y Y Y Y Y	Up to five hundred (500) projects active at the time of or one (1) year prior to go-live with attributes.
	Delivered Workday Capital project functionality	Y	
	Delivered Workday billable project functionality	N	
	Project hierarchies	Y	One (1) primary and one (1) optional project hierarchy structure with

			up to four (4) levels in each.
	Project templates (project, project plan, or a combination thereof)	Y	Up to three (3) project templates
	Custom Security Groups	N	
Grants Management	Grants: hierarchies, security, business processes, and Award Cost Processing (ACP)	Y	Up to five hundred (500) Active Grants organized into one (1) hierarchy structure with up to four (4) levels.
	Awards	Y	Up to fifty (50)
	Sponsors	Y	Up to fifty (50)
	Award Proposals	Y	Up to five (5)
	Custom Security Groups	N	
Mobile Solutions	Configure mobile-specific tenant settings	Y	
	Security to allow mobile access	Y	
	Access for iPhone, iPad, and Android	Y	
Employee Self-Service	Employee Self-Service for all Workday functionality specified above	Y	
Manager Self-Service	Manager Self-Service for all Workday functionality specified above	Y	

Adaptive Insights Scope

Function:	Functionality Scope	In Scope (Y/N)
General	<ul style="list-style-type: none"> • Ability to create annual plan • Ability to reforecast monthly • (1) Single Chart of Accounts structure across organization • (1) Single Fiscal calendar across organization • (1) Single Currency for planning (USD) 	Y
Planning Models	Expense Planning: <ul style="list-style-type: none"> • One (1) expense model to capture non-personnel related expenses • Up to five (5) supporting schedules • Total calculations not to exceed twenty (20) 	Y
	Revenue Planning: <ul style="list-style-type: none"> • One (1) revenue model to capture multiple revenue/funding streams • Up to (3) supporting schedules to build bottom-up revenue plan • Total calculations not to exceed twenty (20) 	Y
	Capital Planning: <ul style="list-style-type: none"> • Capital sheet will allow managers to plan for new assets and straight-line depreciation will be calculated based on in service date and useful life. • Forecasted depreciation expense for existing assets will be imported from Workday. 	Y
	Cost of Labor: <ul style="list-style-type: none"> • Up to two (2) Employee Types planned down to the individual • Salary and hourly assumptions, as well as merit increases • Splits of individuals across departments • Fringe Benefits and Tax Rates • Bonuses 	Y

	<ul style="list-style-type: none"> Calculate total cost burden by employee/position Calculations may vary dependent upon union affiliation. Up to (8) eight unions Total calculations not to exceed forty (40) 	
Data Imports	<p>Workday Data Management:</p> <ul style="list-style-type: none"> Import GL trial balance from Workday (up to one (1) year historical) Import metadata from Workday (up to ten (10) dimensions) Import personnel roster from Workday for existing and open positions. Configure User-Sync with Workday 	Y
Reports	<p>Reporting:</p> <ul style="list-style-type: none"> Maximum of (5) Adaptive HTML reports Maximum of (5) Office Connect reports Maximum of (5) KPI performance metrics. 	Y
	<p>Knowledge Transfer and Training:</p> <ul style="list-style-type: none"> Adaptive Insight's implementation methodology involves knowledge transfer and testing after and during every model End to end process knowledge transfer sessions will be conducted during the deploy phase to train the trainer along with client specific process documentation Provide template for testing scenarios and training material 	Y
Out of Scope	Allocations	N
	Third-party Integrations	N

Appendix E – Data Conversion

In Scope person population(s) which are active at time of the Go-Live conversion extract will be included in the conversion process. Clients' workers who were terminated in the current year based on the final extract date will be included in the data conversion to Workday to support rehires and reporting.

Function	Scope
Limited HCM to support Financials Deployment	<ul style="list-style-type: none"> Up to six hundred fifty (650) Active Full-Service Equivalent (FSE) Employees or Contingent Workers Current Organization Assignments (Supervisory, Location, Cost Center, Company)
Human Capital Management	
Active Employees	<ul style="list-style-type: none"> Up to six hundred fifty (650) Active Full-Service Equivalent (FSE) Employees or Contingent Workers Including Current Associated Personal Data and Current Job Record Current data records and job details for all active employees using their current data record Compensation – Current Compensation information only Job and Compensation History - Unlimited "History from Previous System" Attachment of Third-Party Documents out-of-Scope No Transactional History
Terminated Employees	<ul style="list-style-type: none"> Terminated workers who received payment in the current year (Using Worker Object) Terminated workers will be converted to a Workday organization specified for terminated workers rather than the historical organization structure. Only a terminated worker's data at time of termination (i.e., last data record) No History loaded
Benefits	<ul style="list-style-type: none"> Current Benefit Elections Medical History for Current Year for ACA Reporting ACA Worker Hours and Wages Dependents & Beneficiaries Benefit Annual Rates Worker Wellness and Tobacco Usage
Absence Management	<ul style="list-style-type: none"> Time off Balance Conversion Included Active Leaves for the previous twelve (12) Months (Balance as of go-live date, not daily balance conversion) Time Off Event Conversions Excluded
Time Tracking	<ul style="list-style-type: none"> Excluded from the Scope for go-live
Recruiting	<ul style="list-style-type: none"> Up to one hundred (100) Open Job Requisitions and Corresponding Open Positions Prospect Conversion Excluded Open Positions Not Associated with Job Requisitions Excluded
Performance & Development	<ul style="list-style-type: none"> No Transactional History Two (2) years Performance Review Ratings

Function	Scope
	<ul style="list-style-type: none"> One (1) year of Overall Rating History for Performance Review if Advanced Compensation is in Scope. Note that this includes simplified templates with only the rating value (not entire performance review) No Goal History
Succession Planning	<ul style="list-style-type: none"> Excluded from Scope
Payroll	<ul style="list-style-type: none"> Year-To-Date (YTD) wages and payroll tax data, including taxable wages and subject wages for federal, state, and local taxes reconciled to tax returns Worker Tax Elections Withholding Orders Excluded (active orders to be manually entered by Client) Worker Payment Elections Costing Allocations Excluded
Learning	<ul style="list-style-type: none"> Up to forty (40) Instructor Assignments Up to twenty (20) standalone lessons Courses: Up to fifty (50) active Digital and/or Blended courses with up to five (5) lessons each Course Offerings: Up to twenty (20) with up to five (5) lessons each (referencing existing or in Scope blended courses) Programs: Up to five (5) programs with up to five (5) components each (referencing existing or in Scope lessons or courses) Campaigns: Up to five (5) campaigns with up to five (5) components each (referencing existing or in Scope lessons, courses, or programs) and up to two (2) reminders each Historical Records: course title, pass/fail/score, and date Historical Courses: Excluded External Instructors & Learners: Excluded
Financial Management	
Financial Accounting	<ul style="list-style-type: none"> Single Summarized Journal for Each Company Per Period with a Maximum of One (1) Year Plus Current YTD - Prior Year Ending Balance Company Base Currency Only Transactional/Detailed Journals are out-of-Scope and will not be included
Banking & Settlements	<ul style="list-style-type: none"> Beginning Balance Unreconciled Open items
Budgets	<ul style="list-style-type: none"> Current Year Budget Data
Customer Accounts	<ul style="list-style-type: none"> Customers with Activity Within six (6) Months Prior to Go-Live Open Account Receivables Items in Transaction Currency
Customer Contracts	<ul style="list-style-type: none"> The Remaining Balance of two hundred fifty (250) Active Customer Contracts and Open Fixed Fee Customer Contract Line Types in Base Currency of the Company Will be Converted.
Supplier Accounts	<ul style="list-style-type: none"> Suppliers and Supplier Connections for those suppliers with activity within two (2) years prior to go-live. Open Accounts Payable Items as previously listed

Function	Scope
Business Assets	<ul style="list-style-type: none"> Active Capitalized Assets (Reconciled to Balance Sheet) Tracked Expensed Assets (No Cost)
Expenses	<ul style="list-style-type: none"> Worker Payment Elections for Expense Payments
Procurement	<ul style="list-style-type: none"> Open Approved Purchase Orders Open Supplier contracts Receipt for Open Approved Purchases Orders
Projects	<ul style="list-style-type: none"> Active Projects
Grants	<ul style="list-style-type: none"> Grants/Grant Hierarchies, Roles Assignments, Default Worktags Sponsors associated to Active Awards Subrecipients/Suppliers Award Contracts active at Go-Live Award Life to Date Billed Balances via Award Historical Cumulative Lines for Active Awards at Go-Live Award Life to Date Expenditure and/or Revenue Balances for Active Awards at Go-Live Letter of Credits Active at Go-Live Award Budgets for Active Awards at Go-Live Open Sponsor Invoice Balances

Functionality as requested in the RFP and responded to by Collaborative/Workday has been included as an attachment to the SOW:



City of San Mateo
Requirements ERP Re

City of San Mateo, CA
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#	Business Area	Functional Area	Use Case	Requirement	Measure of Gap	Measure of Impact	Availability	Required Product(s)	Cost	Comments
1	Finance	Accounts Payable	Maintain a Vendor File	Ability to set a vendor preference for separate checks (not combining invoices into a single payment), and system will automatically generate the separate checks when processing payments to that vendor.	3	4	Y - Yes	Workday Core Financials - AP and Payments		In Workday, one can set up a vendor to allow separate payments. This is done using the vendor record's 'Always Separate Payments' option.
2	Finance	Accounts Payable	Maintain a Vendor File	Ability to annually archive inactive vendors based upon flexible, user-generated parameters.	3	3	Y - Yes	Workday Core Financials - AP and Payments		Inactive Vendors can be purged however there is no limitation from a storage/space perspective within Workday to retain the data.
3	Finance	Accounts Payable	Maintain a Vendor File	Ability to assign a vendor number to a one-time vendor that has multiple payments and move historical transactions to this vendor number.	3	3	Y - Yes	Workday Core Financials - AP and Payments		Workday has Vendor Categories and also a Vendor Classification from One-Time to Full Time use.
4	Finance	Accounts Payable	Maintain a Vendor File	Ability to assign classifications to vendors (i.e. Regular, One-Time, Employee, EFT, Payroll, etc.) and the ability to limit access for updating vendor information based on vendor classification.	3	3	Y - Yes	Workday Core Financials - AP and Payments		In Workday, vendors can be assigned to Categories and also Groups. Additionally, You can use segmented security to restrict access to designated suppliers and visibility into important vendor information. Workers who don't have access to a security segment can only view transaction details and can't : <ul style="list-style-type: none">• Select suppliers that they don't have access to when creating, editing, reporting, or searching for transactions.• View search results for vendors. Workday masks the supplier name with asterisks and doesn't display other information.• Print or view supplier documents, such as invoices, contracts, or purchase orders. During requisitioning, workers can select from only the goods and services they're secured access to, based on the segment-based security groups to which they belong.
5	Finance	Accounts Payable	Maintain a Vendor File	Ability to create foreign address with a minimum of 6 lines.	2	3	Y - Yes	Workday Core Financials - AP and Payments		In Workday you can have at least six potential address lines with Country, Region, Postal District and Postal Code available as potential choices.
6	Finance	Accounts Payable	Maintain a Vendor File	Ability to create multiple addresses per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.	3	3	Y - Yes	Workday Core Financials - AP and Payments		Yes, in Workday one can connect multiple addresses to a vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.
7	Finance	Accounts Payable	Maintain a Vendor File	Ability to create multiple vendor names per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.	3	3	Y - Yes	Workday Core Financials - AP and Payments		One can connect multiple addresses to a vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.
8	Finance	Accounts Payable	Maintain a Vendor File	Ability to designate which City bank account a vendor will be paid from.	3	5	Y - Yes	Workday Core Financials - AP and Payments		In Workday, one can create bank settlement setup and bank routing rules which will determine which bank account will be used in any particular circumstance when using more than one bank account. Also, Workday's unique object model enables you to share a bank account(s) across multiple organizations, simplifying bank account administration and reconciliation.
9	Finance	Accounts Payable	Maintain a Vendor File	Ability to enter all needed vendor bank information for EFT payments (ABA number, bank account number, bank name, etc.) with necessary security provided.	2	5	Y - Yes	Workday Core Financials - AP and Payments		The ability for a user to enter banking information for vendors is controlled by Workday's security model. While most systems are simply role based, Workday's configurable security model allows different groups of users to have different levels of access to the system. These groups are called security groups. While Workday certainly supports role-based security, the Workday security model is much more flexible and easier to maintain. Unlike traditional role-based security that requires a significant effort to maintain, Workday security groups can be associated with users through a variety of methods, such as organization, organizational role (manager, HR partner), business site (locale), job (CFO), system assigned (employee, contingent worker, applicant), etc. Security groups and policies are delivered or can be created based on an organization's unique access requirements. This provides a more flexible and manageable way of controlling access to all aspects of the Workday solution. All of the security functionality above is employed with the vendor banking/EFT information.
10	Finance	Accounts Payable	Maintain a Vendor File	Ability to establish a control to avoid vendor profile duplication; but allow multiple physical locations.	3	5	Y - Yes	Workday Core Financials - AP and Payments		Supported. Workday will alert a user if a duplicate supplier name is used. The user will be prompted to select a Business Entity Name that isn't already in use for a supplier. Workday also supports multiple alternate supplier connection names for a single supplier, enabling you to process payments for suppliers with different remit-to locations, payment types, and unique remit-to names. This will reduce the need to create remit-to child suppliers and increase efficiency.

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11	Finance	Accounts Payable	Maintain a Vendor File	Ability to establish security for limited access to social security numbers/FEIN on vendor file.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Workday security can be extremely granular, allowing close control over all data in the system. In particular, due to the sensitive nature of the information, social security numbers/FEIN are secured as an item within a security domain. Only those employees who require access for a legitimate business purpose would be granted access to social security numbers/FEIN.
12	Finance	Accounts Payable	Maintain a Vendor File	Ability to notify requestor when a vendor is setup.	3	4	Y - Yes	Workday Core Financials - AP and Payments	Supported. Setting up a supplier in Workday is part of our Business Process Framework. As the cornerstone of many applications, Workday business processes route tasks and notifications to authorized users. In this way the supplier requestor can be notified as a newly requested supplier is routed through the 'Create Supplier' business process until completion.
13	Finance	Accounts Payable	Maintain a Vendor File	Ability to provide controls around the vendor information recorded in order to minimize duplicate entries of the same vendor providing warnings to system users of duplicates.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday will alert a user if a duplicate supplier name is used. The user will be prompted to select a Business Entity Name that isn't already in use for a supplier. Workday, also supports multiple alternate supplier connection names for a single supplier, enabling you to process payments for suppliers with different remit-to locations, payment types, and unique remit-to names. This will reduce the need to create remit-to child suppliers and increase efficiency.
14	Finance	Accounts Payable	Maintain a Vendor File	Ability to search one-time payments by classification.	3	3	Y - Yes	Workday Core Financials - AP and Payments	In Workday, one time payments and ad hoc payments and their corresponding payment lines can be searched by various dimensions and can also be reported on.
15	Finance	Accounts Payable	Maintain a Vendor File	Ability to search one-time payments by vendor name/tax id.	1	3	Y - Yes	Workday Core Financials - AP and Payments	In Workday, one time payments and ad hoc payments and their corresponding payment lines can be searched by various dimensions and can also be reported on - including searching by the vendor name or by using 'tax id' as a reporting element.
16	Finance	Accounts Payable	Maintain a Vendor File	Ability to set up alternate or multiple remit to vendors for payment i.e. payment to IRS rather than vendor.	1	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	<p>Workday supports multiple alternate supplier connection names for a single supplier, enabling you to process payments for suppliers with different remit-to locations, payment types, and unique remit-to names. This will reduce the need to create remit-to child suppliers and increase efficiency.</p> <p>As far as withholding taxes for vendors, Workday provides the ability to specify withholding tax code on supplier invoice, which calculates and records withheld amount upon settlement of supplier invoice. Withheld tax amount is reported on the delivered <i>Supplier Settlement Run</i> report and <i>Supplier Payment</i> report. With Workday, you will be able to deduct and post to a dedicated ledger account the withheld tax amount from supplier payment according to the rate selected in supplier invoice.</p> <ul style="list-style-type: none"> • Calculate and post withholding tax on supplier transactions based upon tax point: net, gross, and tax. • Provide multiple tax IDs per organization and supplier to enhance control per country-specific rules. • Enhanced configuration and withholding tax rules with defaults. <p>Workday will enable you to configure tax defaulting rules with additional logic criteria to intelligently handle a greater variety of transaction uses cases. This will minimize manual selection of appropriate transaction tax rates and decrease the risk of mistakes in computing transaction taxes while entering taxable documents into Workday.</p>

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17	Finance	Accounts Payable	Maintain a Vendor File	Ability to track and report on all changes to the vendor master record.	2	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. All actions and changes in Workday, including the vendor master, are fully auditable and track the who, what, when, and why of every change made to the system including: <ul style="list-style-type: none"> • Transaction entry and approval such as journal entries and supplier invoices • Reference data such as customers, cost centers, and expense types • Hierarchy/organization structures • Business process/workflow definitions • Edit and validation rules • Security definition and role assignment In addition to audit of all transactions and processes, Workday provides an audit of all metadata attributes used in the financial and HR application to ensure appropriate control and visibility over things such as the Vendor or Item Primary records, companies, organizational structures, account roll-ups, etc. Unlike other Vendors, you do not need to turn auditing on for certain areas. With Workday, auditing is always on.
18	Finance	Accounts Payable	Maintain a Vendor File	Ability to track and search on vendor file address fields including name, address (multiple), phone (multiple), fax and email, contact info, number, type, status (active/inactive), tax ID & type, commodity code (multiple).	2	5	Y - Yes	Workday Core Financials - AP and Payments	.All of the fields mentioned are elements of Workday's 'Supplier' object which is used for the numerous supplier reports already available for searching vendors in Workday. In addition, within Workday, a business user can easily create ad hoc supplier reports. All reports created are drillable to the detail and underlying transactions. Additionally, with one click, tabular reports can easily be converted to drillable charts. Reports and charts can be saved, published to a dashboard, and even shared with others. Information in the reports will be determined by the worker's security. So ultimately one could create any number of reports based on the 'supplier' object.
19	Finance	Accounts Payable	Maintain a Vendor File	System allows authorized users to enter a one-time vendor that will not be accessible as a normal vendor for future purchases.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	In Workday, a one -time vendor or payee can be created using Ad Hoc payments. Ad Hoc Payments enable you to process payment requests without setting the payee up as a supplier by including the payee information in the payment request. The payee information can include the tax information required to support 1099 reporting. As with all Workday transactions, you can configure the business process/workflow for approving ad hoc payments. Additionally, Miscellaneous Payment Requests are operational transactions that enable you to request payments with less up-front information compared to other payment categories, such as ad hoc payments. Miscellaneous payment requests enable you to: <ul style="list-style-type: none"> • Create single-use miscellaneous payees that automatically inactivate after settlement, streamlining your supplier process. • Request payments without information such as company bank account details and payment date, improving efficiency. • Resettle miscellaneous payments with a <i>Canceled</i> or <i>Returned</i> status without having to create a new settlement run, saving you time and effort. • Set up self-service users who can create and manage the payees and payment requests they set up, decentralizing these tasks.
20	Finance	Accounts Payable	Maintain a Vendor File	System allows users to submit a request for adding a new vendor that goes through an electronic approval workflow.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	Supported. Workday delivers a supplier request process which enables authorized users to enter information about a new supplier. The system then routes the request internally for approval and enrichment or to the supplier directly for information through the Supplier portal, all according to the business process you configure. Workday also delivers a configurable external website in which Suppliers can self-register, creating a new Supplier request in Workday with the entered information, routed to appropriate internal teammates for review and approval. This same process can be used to support the import of suppliers from third-party systems.
21	Finance	Accounts Payable	Maintain a Vendor File	System can automatically assign a unique vendor ID number.	1	5	Y - Yes	Workday Core Financials - AP and Payments	Yes, Workday can automatically assign a unique vendor ID number.

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22	Finance	Accounts Payable	Maintain a Vendor File	System can mark vendor data fields as restricted, which only allows authorized users to view those fields.	1	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday solutions are grouped into distinct functional areas. Each functional area is further divided into domains and business processes. A domain is a predefined set of related securable items (reports, tasks, instance sets, report fields, and data sources). Although you cannot change the securable items comprising a domain, you can control access to a domain through its domain security policy. The domain security policy is used to link a domain with any Workday security groups that should have access to the domain. When you link a security group to a domain through the domain's security, you specify whether the security group has View or Modify access to the domain. Secured items may be included in more than one domain security policy. Workers with different levels of access in different domains receive the least restrictive access.
23	Finance	Accounts Payable	Maintain a Vendor File	System can require sales tax on items purchased with a vendor designated as a taxable vendor.	2	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday provides the ability to specify withholding tax code on supplier invoice, which calculates and records withheld amount upon settlement of supplier invoice. Withheld tax amount is reported on the delivered <i>Supplier Settlement Run</i> report and <i>Supplier Payment</i> report. With Workday, you will be able to deduct and post to a dedicated ledger account the withheld tax amount from supplier payment according to the rate selected in supplier invoice. <ul style="list-style-type: none"> Calculate and post withholding tax on supplier transactions based upon tax point: net, gross, and tax. Provide multiple tax IDs per organization and supplier to enhance control per country-specific rules. Enhanced configuration and withholding tax rules with defaults. Workday will enable you to configure tax defaulting rules with additional logic criteria to intelligently handle a greater variety of transaction uses cases. This will minimize manual selection of appropriate transaction tax rates and decrease the risk of mistakes in computing transaction taxes while entering taxable documents into Workday.
24	Finance	Accounts Payable	Maintain a Vendor File	System can store discount information (fixed amount or percentage) based on payment type, payment terms, etc. by vendor or invoice.	3	4	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	Supported. You can create custom payment terms for a supplier or supplier groups that you can then apply to all their procurement documents. You can configure: <ul style="list-style-type: none"> Discounts. Payment due dates and grace periods. Rewards for early payment. You can define, at the supplier contract level, a discount percentage applicable on the supplier catalog. When creating a purchase order, the price will be derived from the contract, including the discount. For prompt payment, discounts may be calculated using Payment Terms. Discounts may also be entered as a negative value (-) for specific lines within the purchase order.
25	Finance	Accounts Payable	Maintain a Vendor File	System can store insurance information for vendors, including expiration date of coverage.	3	4	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	Supported. The Workday supplier business object, has fields for tracking Certificate of Insurance Dates and other insurance related fields
26	Finance	Accounts Payable	Maintain a Vendor File	System can store preferred payment method for each vendor (ACH, check, etc.).	1	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. A default payment type can be specified for each supplier (vendor)
27	Finance	Accounts Payable	Maintain a Vendor File	System can verify TIN matches IRS database.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	A custom integration would be needed to be built to the IRS in order to validate against the Taxpayer Identification Number (TIN)

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28	Finance	Accounts Payable	Maintain a Vendor File	System maintains history of all vendor information changes (e.g. when an address is updated, users can see effective date of new address and still see old address details).	3	5	Y - Yes	Workday Core Financials - AP and Payments	Workday provides the ability to view audits of transactions and it is "always on". Auditing can't be turned off. For some data, Workday uses effective dating to track transaction history. Auditors can view audit history in reports, but can't make changes in the system. Workday's non-destructive updates prevent data from being destroyed or overwritten, providing a complete audit trail of every change ever made in our business services. When data is updated, the Workday business service records these changes in the secure Workday database. Only users in the Auditor security group can access this data. Workday records the details of every user-made change, including the new value, the old value, the name of the user who submitted the change, and a time stamp. Workday adds these details to the top of a stack of changes, enabling you to retrace the history of that value all the way back to the original data entry.
29	Finance	Accounts Payable	Maintain a Vendor File	System tracks KPIs of vendor performance including complaints and resolution.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	In Workday there are ways to track suppliers (vendors) and areas to put notes and comments about suppliers (vendors).
30	Finance	Accounts Payable	Maintain a Vendor File	Users can attach certifications to a vendor record.	3	4	Y - Yes	Workday Core Financials - AP and Payments	Supported. Documents can be attached to a Supplier and a comment can be added.
31	Finance	Accounts Payable	Maintain a Vendor File	Users can combine multiple vendors into a single record while maintaining the complete history of all vendors.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. This is achieved with the use of Parent/Child relationships.
32	Finance	Accounts Payable	Maintain a Vendor File	Vendors can be designated as a local vendor.	3	3	Y - Yes	Workday Core Financials - AP and Payments	Yes, a Supplier could be designated as a local vendor, using a dimension.
33	Finance	Accounts Payable	Maintain a Vendor File	Vendors can be designated as a minority owned business.	3	3	Y - Yes	Workday Core Financials - AP and Payments	Yes, one could use a dimension in Workday to track minority-owned businesses.
34	Finance	Accounts Payable	Maintain a vendor file	System maintains history of all vendor information changes (e.g. when an address is updated, users can see effective date of new address and still see old address details).	3	5	Y - Yes	Workday Core Financials - AP and Payments	Workday provides the ability to view audits of transactions and it is "always on". Auditing can't be turned off. For some data, Workday uses effective dating to track transaction history. Auditors can view audit history in reports, but can't make changes in the system. Workday's non-destructive updates prevent data from being destroyed or overwritten, providing a complete audit trail of every change ever made in our business services. When data is updated, the Workday business service records these changes in the secure Workday database. Only users in the Auditor security group can access this data. Workday records the details of every user-made change, including the new value, the old value, the name of the user who submitted the change, and a time stamp. Workday adds these details to the top of a stack of changes, enabling you to retrace the history of that value all the way back to the original data entry.
35	Finance	Accounts Payable	Maintain a vendor file	Vendors can be designated as a 1099 vendor.	1	5	Y - Yes	Workday Core Financials - AP and Payments	Yes, suppliers can be designated as 1099 suppliers.
36	Finance	Accounts Payable	Maintain a vendor file	Vendors can be designated as a minority owned business.	3	4	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	Yes, in the supplier business object there is a designation for both Minority Owned or Woman Owned business.
37	Finance	Accounts Payable	Maintain a vendor file	Ability to have a free text area where comments about a vendor may be attached to the vendor file record.	1	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. In Workday there is a free text area for each supplier (vendor).
38	Finance	Accounts Payable	Maintain a vendor file	Ability to change 1099 status without losing prior history.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Yes. It is possible to change 1099 status without losing history.
39	Finance	Accounts Payable	Maintain a vendor file	Ability to identify vendors who do not meet government or state regulations (i.e. Debarment, OSHA, EEO).	3	4	Y - Yes	Workday Core Financials - AP and Payments	A custom integration would be needed to be built to validate against a prohibited supplier list.
40	Finance	Accounts Payable	Maintain a vendor file	System allows authorized users to enter a one-time vendor that will not be accessible as a normal vendor for future purchases.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. In Workday, one can use Ad-Hoc payments to facilitate the payment of a one time vendor.
41	Finance	Accounts Payable	Maintain a vendor file	System tracks KPIs of vendor performance including complaints and resolution.	3	3	Y - Yes	Workday Core Financials - AP and Payments	In Workday there are ways to track suppliers (vendors) and areas to put notes and comments about suppliers (vendors).
42	Finance	Accounts Payable	Maintain a vendor file	System can automatically assign a unique vendor ID number.	1	5	Y - Yes	Workday Core Financials - AP and Payments	Yes, Workday can automatically assign a unique vendor ID number.
43	Finance	Accounts Payable	Maintain a vendor file	Users can combine multiple vendors into a single record while maintaining the complete history of all vendors.	3	5	Y - Yes	Workday Core Financials - AP and Payments	This is achieved with the use of Parent/Child relationships.
44	Finance	Accounts Payable	Maintain a vendor file	Vendors can be designated as a local vendor.	3	3	Y - Yes	Workday Core Financials - AP and Payments	
45	Finance	Accounts Payable	Maintain a vendor file	Users can request a new vendor via a workflow.	3	4	Y - Yes	Workday Core Financials - AP and Payments	Supported. If a supplier you want to provide a good or service is not available in your instance of Workday, you can request that it be added using our Create Supplier task. The supplier onboarding request will be routed for review and approval according to the business process you configure.

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46	Finance	Accounts Payable	Maintain a vendor file	System can store insurance information for vendors, including expiration date of coverage.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. The Workday supplier business object, has fields for tracking Certificate of Insurance Dates and other insurance related fields
47	Finance	Accounts Payable	Maintain a vendor file	System can require sales tax on Items purchased with a vendor designated as a taxable vendor.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday provides the ability to specify withholding tax code, including sales tax, on supplier invoice, which calculates and records withheld amount upon settlement of supplier invoice. Withheld tax amount is reported on the delivered <i>Supplier Settlement Run</i> report and <i>Supplier Payment</i> report. With Workday, you will be able to deduct and post to a dedicated ledger account the withheld tax amount from supplier payment according to the rate selected in supplier invoice. <ul style="list-style-type: none"> Calculate and post withholding tax on supplier transactions based upon tax point: net, gross, and tax. Provide multiple tax IDs per organization and supplier to enhance control per country-specific rules. Enhanced configuration and withholding tax rules with defaults.
48	Finance	Accounts Payable	Maintain a vendor file	System can detect and prevent potential duplicate vendors before they are added to the vendor file.	3	4	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday will alert a user if a duplicate supplier name is used. The user will be prompted to select a Business Entity Name that isn't already in use for a supplier.
49	Finance	Accounts Payable	Maintain a vendor file	Ability to allow vendor data changes without affecting the vendor information on historical transactions.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Yes, this can be done in Workday with a Create supplier change task.
50	Finance	Accounts Payable	Enter invoices	Ability for authorized users to make edits and revisions to unposted invoice transactions prior to posting with appropriate workflow.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Yes, authorized users with the appropriate security can make edits and revisions to unposted invoice transactions prior to posting, with a Workday business process. There can also be approval steps with the business process if desired.
51	Finance	Accounts Payable	Enter invoices	Ability to access information, including attached documents, from the referenced purchase order line item(s) during invoice entry.	2	5	Y - Yes	Workday Core Financials - AP and Payments	
52	Finance	Accounts Payable	Enter invoices	Ability to default purchase order information on the invoice during invoice entry with source transaction information.	2	4	Y - Yes	Workday Core Financials - AP and Payments	
53	Finance	Accounts Payable	Enter invoices	Ability to designate "separate check" on an invoice transaction, so this payment is not combined with other payments to the same vendor.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
54	Finance	Accounts Payable	Enter invoices	Ability to distribute invoice payments by item or total into multiple general ledger accounts, department, activities, funds and cost categories, project codes, etc.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
55	Finance	Accounts Payable	Enter invoices	Ability to enter credit amount against a PO.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	
56	Finance	Accounts Payable	Enter invoices	Ability to enter invoices in batch (or one at a time) providing control totals reconcilable by user.	1	4	Y - Yes	Workday Core Financials - AP and Payments	
57	Finance	Accounts Payable	Enter invoices	Ability to enter up to 99 line items on an invoice.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
58	Finance	Accounts Payable	Enter invoices	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. You can configure spend categories to populate on order invoice lines based on the supplier. enable this feature to reduce the processing and reviewing time spent on invoices and reduce errors in supplier invoice processing.
59	Finance	Accounts Payable	Enter invoices	Ability to identify capitalized items, based on account and dollar amount, as invoices are processed and prompt user to enter fixed assets related details.	1	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Core Financials - Asset Management	Supported. Workday has a business process that can be routed to the appropriate person on your accounting staff who can then decide whether a potential business asset will be depreciated as a fixed asset or expensed.
60	Finance	Accounts Payable	Enter invoices	Ability to identify invoice type, including: Blanket Purchase Order.	3	4	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday has a variety of invoice types, including Blanket Purchase Order.
61	Finance	Accounts Payable	Enter invoices	Ability to identify invoice type, including: Credit/Debit Memo.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday has a variety of invoice types, including Credit and Debit memos.
62	Finance	Accounts Payable	Enter invoices	Ability to identify invoice type, including: Manual Payment.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday has a variety of invoice types, including Manual Payment.
63	Finance	Accounts Payable	Enter invoices	Ability to identify invoice type, including: Regular Purchase Order.	3	4	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday has a variety of invoice types, including a Regular Purchase Order.
64	Finance	Accounts Payable	Enter invoices	Ability to perform data validation in real time during invoice entry.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
65	Finance	Accounts Payable	Enter invoices	Ability for a user to make a correction to an invoice entry while it is in the approval queue. The corrected amount can go through the approval queue without re-entering the entire invoice.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
66	Finance	Accounts Payable	Enter invoices	Ability to process one invoice or multiple invoices from one purchase order (or encumbrance) and/or for one purchase order line item.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
67	Finance	Accounts Payable	Enter invoices	Ability to require follow-up actions before processing payments if the amount due on the vendor invoice exceeds the current encumbrance by more than a tolerable threshold (i.e., contact vendor, determine reason for difference, and obtain necessary workflow approvals).	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. Workday, has the ability for any number of customizable business processes to interact in conjunction with three or four matching invoice matching.
68	Finance	Accounts Payable	Enter invoices	Ability to support creation of templates for recurring invoices.	1	4	Y - Yes	Workday Core Financials - AP and Payments	

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69	Finance	Accounts Payable	Enter invoices	An electronic copy of the invoice can be attached to the invoice record.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
70	Finance	Accounts Payable	Enter invoices	Invoice data can be added via scanning an invoice and the system scrapping data from the scan via OCR or similar method.	3	5	Y - Yes	Workday Core Financials - AP and Payments		
71	Finance	Accounts Payable	Enter invoices	System automatically detects potential duplicate invoices and notifies the user when this occurs.	1	4	Y - Yes	Workday Core Financials - AP and Payments		
72	Finance	Accounts Payable	Enter invoices	System allows invoice date to be different than the transaction date when entering an invoice.	1	3	Y - Yes	Workday Core Financials - AP and Payments		
73	Finance	Accounts Payable	Allow employees to submit expense reimbursements requests	Employees can submit an expense reimbursement request that is automatically routed for approval based on the department.	1	5	Y - Yes	Workday Expenses		
74	Finance	Accounts Payable	Allow employees to submit expense reimbursements requests	Expense requests can be approved in advance, with the payment made to the employee.	1	5	Y - Yes	Workday Expenses		
75	Finance	Accounts Payable	Allow employees to submit expense reimbursements requests	System allows users to submit receipts after expenses have occurred for final approval of the transactions.	1	5	Y - Yes	Workday Expenses		
76	Finance	Accounts Payable	Allow employees to submit expense reimbursements requests	System can calculate amount owed to the City if the submitted expenses are less than the initial advance payment and transfer to the miscellaneous billing module (or otherwise request payment).	3	5	Y - Yes	Workday Expenses		
77	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	Ability to configure a price tolerance for PO matching, based on set dollar amount or percentage of purchase order.	3	5	Y - Yes	Workday Procurement		
78	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	Ability to designate certain purchase order types to always require a 3-way match (e.g., regular and blanket purchase orders) and others to only require a 2-way match based on the purchase order type and dollar amount. Ability to route workflows for approval based on 3-way or 2-way matching requirements.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		Supported. Workday gives you the ability to create different types of matching rules (2.3.4 etc.), which can depend on the source of the transaction and/or the cost center associated with the transaction.
79	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	Ability to enter multiple invoices against a blanket purchase order.	1	4	Y - Yes	Workday Core Financials - AP and Payments		
80	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	System allows each department/division to have different approval workflows with different thresholds for each approval step.	1	5	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
81	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	System allows partial completion of purchase order if the quantity received is less than the total quantity of the purchase order.	1	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
82	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	System automatically routes invoice for approval based on combination of department and dollar amount.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
83	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	System automatically verifies if invoice details (vendor information, price, quantity) match purchase order.	1	4	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		
84	Finance	Accounts Payable	Pay an invoice tied to a purchase order.	System requires purchase order to be marked as received or service approved before allowing the payment.	3	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
85	Finance	Accounts Payable	Create miscellaneous payment	System allows user to allocate miscellaneous payment amount across multiple GL lines.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
86	Finance	Accounts Payable	Create miscellaneous payment	System allows user to submit request for payment that is not tied to a purchase order.	1	5	Y - Yes	Workday Core Financials - AP and Payments		Workday, has an ad-hoc payment feature that could be used in this circumstance.
87	Finance	Accounts Payable	Create miscellaneous payment	System can calculate total purchases made to a vendor, by department, by year, and deny payment request that increase the total to over a defined dollar threshold.	1	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		Supported. One way to do this in Workday would be to define a "Supplier Contract" for the maximum amount.
88	Finance	Accounts Payable	Create a recurring payment	System can create a recurring payment for a set amount to a vendor (e.g. monthly lease payment).	3	4	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		
89	Finance	Accounts Payable	Approve an invoice via an electronic workflow	Approval workflows can be set up based on department and dollar thresholds.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
90	Finance	Accounts Payable	Create payment batch	Ability for user-defined check and check stub formatting, including ability to modify without requiring assistance from the software vendor.	1	5	Y - Yes	Workday Core Financials - AP and Payments		Supported. Workday has the ability to easily edit the check report design.
91	Finance	Accounts Payable	Create payment batch	Ability of the system to have an option of printing or not printing checks that are below a defined threshold (i.e. does not print zero-dollar checks).	1	5	Y - Yes	Workday Core Financials - AP and Payments		Supported. Checks for \$0.00 can be suppressed so that they are not printed in a check run.
92	Finance	Accounts Payable	Create payment batch	Ability of the system to provide for mid-cycle restart of check forms during check run.	3	5	Y - Yes	Workday Core Financials - AP and Payments		
93	Finance	Accounts Payable	Create payment batch	Ability to allow selected items to be paid and items to be withheld or deleted from payment for a particular check run.	3	5	Y - Yes	Workday Core Financials - AP and Payments		Supported. Workday has the ability to schedule the creation of the settlement run, but saves it as a draft. After the scheduled date and time, you can find the settlement run, review, make edits, and manually launch the process when ready, including and excluding payments as desired.

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94	Finance	Accounts Payable	Create payment batch	Ability to define the check number to restart on, when using blank stock, for a mid-cycle restart.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported. When you set up a bank account, you enter the last used check number. Workday updates the check number as it generates checks through normal settlement processing. When the check number in Workday and the number on your check stock are out of sync, you can reassign check numbers and reprint checks and advices.
95	Finance	Accounts Payable	Create payment batch	Ability to generate manual checks on-demand locally.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
96	Finance	Accounts Payable	Create payment batch	Ability to have check stock control numbers included with check data.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
97	Finance	Accounts Payable	Create payment batch	Ability to issue checks or EFT payment out of various bank accounts, including providing detailed email notification (include information which would have been on check stub) to vendor of EFT transmittal.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
98	Finance	Accounts Payable	Create payment batch	System does not restrict the number of digits for the check number.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
99	Finance	Accounts Payable	Create payment batch	Ability to notify the user when a check is to be printed that exceeds a user-defined maximum check amount.	2	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Core Financials - Cash Management and Banking	Supported. Workday has bank routing rules and one can elect to select the "greater than amount" option. Once this option has been selected, expense account payments greater than the amount entered will require payment approval. A business process can then be used to route that approval to the appropriate individual, who can then approve or decline the payment.
100	Finance	Accounts Payable	Create payment batch	Ability to print a non-negotiable copy of all checks.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
101	Finance	Accounts Payable	Create payment batch	Ability to print from multiple bank accounts in the same check run.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
102	Finance	Accounts Payable	Create payment batch	Ability to print checks on plain paper stock.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
103	Finance	Accounts Payable	Create payment batch	Ability to process check runs at any time.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
104	Finance	Accounts Payable	Create payment batch	Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
105	Finance	Accounts Payable	Create payment batch	Ability to restrict payments for manual checks greater than a user-defined threshold to require a physical signature on the check.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
106	Finance	Accounts Payable	Create payment batch	Ability to restrict the reuse of a check number.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
107	Finance	Accounts Payable	Create payment batch	Ability to select vouchers for check processing based upon various parameters (i.e. regular, express, one-time, EFT, employee, workers comp, etc.).	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported, in Workday, one can create custom filters that will control what types of items are processed during a settlement run.
108	Finance	Accounts Payable	Create payment batch	Ability to store and use the next sequential check number to be used for each bank's checking account.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
109	Finance	Accounts Payable	Create payment batch	System can automatically add payment to check run based on discount terms (e.g. invoice eligible for discount if paid within 15 days will be added to meet that deadline).	3	5	Y - Yes	Workday Core Financials - AP and Payments	
110	Finance	Accounts Payable	Create payment batch	System can automatically add payments to check run based on payment due date.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
111	Finance	Accounts Payable	Create payment batch	System detects fraudulent activities using Positive Pay security, ACH Positive Pay, Reverse Positive Pay, and ACH Debit Block.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
112	Finance	Accounts Payable	Create payment batch	System monitors available cash balance to see available funds for paying invoices.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Supported
113	Finance	Accounts Payable	Process a payment	Ability to maintain unique identifiers for individual ACH payments.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking	
114	Finance	Accounts Payable	Process a payment	Ability to automatically produce payments for garnishments from Payroll data.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
115	Finance	Accounts Payable	Process a payment	Ability to insert/apply a code to payables prior to printing checks that must be grouped/printed together for special mailing/distribution.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
116	Finance	Accounts Payable	Process a payment	Ability to pre-note when establishing a new bank account.	3	5	Y - Yes	Workday Core Financials - AP and Payments	
117	Finance	Accounts Payable	Process a payment	Payment of invoice releases encumbrance and lowers actual budget balance.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
118	Finance	Accounts Payable	Process a payment	System allows users to withhold retainage from an invoice payment, and tracks the withheld amount for future reporting.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
119	Finance	Accounts Payable	Process a payment	System can automatically add retainage amounts to GL holding account.	3	5	Y - Yes	Workday Core Financials - AP and Payments	Yes, with Workday's retainage functions in conjunction with Workday's account posting rules.
120	Finance	Accounts Payable	Process a payment	System generates payment of correct type (check, EFT, wire) based on defined vendor settings stored in the vendor file.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
121	Finance	Accounts Payable	Void a payment	A system with the ability to generate a notification when payments have been reversed. The workflow notification process must provide an audit trail of approvals that are stored with the transaction. .	1	5	Y - Yes	Workday Core Financials - AP and Payments	

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122	Finance	Accounts Payable	Void a payment	Ability for check cancellation to provide the option of restoring funds back to the appropriate encumbering document, or back into the appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
123	Finance	Accounts Payable	Void a payment	Ability to cancel a prior year check.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking, Workday Core Financials - AP and Payments		
124	Finance	Accounts Payable	Void a payment	Ability to manage the escheating process with the state.	3	5	Y - Yes	Workday Core Financials - AP and Payments		Workday provides functionality to manage escheat payments.
125	Finance	Accounts Payable	Void a payment	Ability to provide full check cancellation, where the vendor master file, general ledger distributions, outstanding checks, and accounts payable detail files are reversed in the general ledger to accommodate cancelled check.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
126	Finance	Accounts Payable	Void a payment	Ability to void and replace checks by: individual check, block of checks or entire check run.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
127	Finance	Accounts Payable	Void a payment	Ability, on cancelled checks, to either issue a replacement check or cancel the check with no replacement with a comment field.	1	5	Y - Yes	Workday Core Financials - AP and Payments		Checks are generated from the Workday settlement engine. Assuming the check has not been reconciled, the check could be voided/cancelled or escheated.
128	Finance	Accounts Payable	Generate 1099 forms	Ability to access at least five calendar years of 1099 information in the system.	1	5	Y - Yes	Workday Core Financials - AP and Payments		"Client Name" can access 7 years of Employer level 1099 data - Ar
129	Finance	Accounts Payable	Generate 1099 forms	Ability to calculate and deduct backup withholding for vendors that are subject to backup withholding.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
130	Finance	Accounts Payable	Generate 1099 forms	Ability to default 1099 codes based on the general ledger account code.	3	5	Y - Yes	Workday Core Financials - AP and Payments		Yes via ADP SmartCompliance
131	Finance	Accounts Payable	Generate 1099 forms	Ability to generate necessary analysis reporting for 1099 generation purposes (summary and invoice detail history sorted by tax ID, Report combining multiple vendors with same tax ID).	3	5	Y - Yes	Workday Core Financials - AP and Payments		
132	Finance	Accounts Payable	Generate 1099 forms	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	3	5	Y - Yes	Workday Core Financials - AP and Payments		
133	Finance	Accounts Payable	Generate 1099 forms	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount.	3	5	Y - Yes	Workday Core Financials - AP and Payments		Yes via ADP W2 Management Services
134	Finance	Accounts Payable	Generate 1099 forms	Ability to process different types of 1099 forms.	1	5	Y - Yes	Workday Core Financials - AP and Payments		ADP can process 1099R, 1099M and 1099 -NEC
135	Finance	Accounts Payable	Generate 1099 forms	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		
136	Finance	Accounts Payable	Generate 1099 forms	Vendor provides updates to annual 1099 forms, IRS file formats, etc. with the annual software maintenance agreement at no additional cost.	1	5	Y - Yes	Workday Core Financials - AP and Payments		ADP's internal legal teams and compliance groups remain current o
137	Finance	Accounts Payable	Generate 1099 forms	Ability to track all required information for 1099 reporting purposes with ability to make corrections (i.e. 1099 payments versus non-1099 payments, vendor information, etc.) and electronically transmit to the IRS for reporting purposes.	1	5	Y - Yes	Workday Core Financials - AP and Payments		Yes via ADP Employment Tax Service.
138	Finance	Accounts Payable	Generate 1099 forms	Ability to view a 1099 report that identifies vendors that have been associated with a 1099 status but do not have complete 1099 information.	1	5	Y - Yes	Workday Core Financials - AP and Payments		No "Client Name" will need to managed within Workday or other A
139	Finance	Accounts Payable	Generate 1099 forms	System can automatically generate 1099 forms for vendors that are designated as 1099 vendors.	1	5	Y - Yes	Workday Core Financials - AP and Payments		ADP will generate, print and distribute 1099 forms to Employee(s)
140	Finance	Accounts Payable	Provide vendor self-service functionality	Vendors can submit an invoice through a vendor self-service portal.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		
141	Finance	Accounts Payable	Provide vendor self-service functionality	Vendors can view the status of their invoice through a vendor self-service portal.	3	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		
142	Finance	Accounts Payable	Provide vendor self-service functionality	Registered vendors can attach documents to their vendor record (e.g. insurance documents, certifications, etc.).	3	5	Y - Yes	Workday Core Financials - AP and Payments		
143	Finance	Accounts Payable	Provide vendor self-service functionality	Registered vendors can inquire on their payment history via a self-service portal.	3	5	Y - Yes	Workday Procurement		
144	Finance	Accounts Payable	Provide vendor self-service functionality	Vendors can identify services they provide (commodity codes) via a self-service portal.	3	3	Y - Yes	Workday Core Financials - AP and Payments		Vendors can identify the services they provide when registering and/or submitting an invoice via self-service portal.
145	Finance	Accounts Payable	Provide vendor self-service functionality	System can create and maintain vendor registration files with the following information: Name(s) and Address(es) including dba's.	3	3	Y - Yes	Workday Core Financials - AP and Payments		
146	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Payment Method.	1	5	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
147	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Local Preference.	1	3	Y - Yes	Workday Procurement		Yes, this will be possible with a custom field.
148	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Tax Identification/Social Security Number, Exempt/Non-Exempt.	1	3	Y - Yes	Workday Procurement		
149	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: System generated vendor # with validation by Accounts Payable.	1	3	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		

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150	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: License Type (Permit, Registration, Contractor, Professional).	1	5	Y - Yes	Workday Procurement		
151	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: License Number (If applicable).	3	5	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		Yes, can also be done with a custom field if necessary.
152	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: NIGP Commodity Code(s).	3	3	Y - Yes	Workday Procurement		Supported. In Workday, you can customize fields in external supplier sites for supplier self-registration.
153	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Duns Number (If available or applicable).	3	3	Y - Yes	Workday Procurement		In Workday one can use the supplier portal to enable suppliers to maintain their own data, such as addresses and settlement banking information, and to submit their own updates. Suppliers can also: <ul style="list-style-type: none"> • View their purchase orders. • View and load catalogs. • View and respond to request for quotes (RFQs). • View and create invoices from PO. • View payments. • View remittance files. • View consigned inventory. This streamlines invoice processing and payment activity, and improves supplier maintenance. You can enable users to make changes to these areas on the supplier portal: <ul style="list-style-type: none"> • Contact information. • Settlement bank accounts. • Alternate names. • Classifications, spend category hierarchies.
154	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Preferred remittance option and remittance instructions.	1	5	Y - Yes	Workday Procurement		Yes, Supported. Workday allows suppliers (vendors) to submit new, and updated supplier settlement bank accounts for review and approval.
155	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Website (If available).	3	3	Y - Yes	Workday Procurement		Supported. In Workday, you can customize fields in external supplier sites for supplier self-registration.
156	Finance	Accounts Payable	Provide vendor self-service functionality	System allows vendors to review and submit updates for the following information: Independent Contractor Status.	1	5	Y - Yes	Workday Procurement		In Workday one can use the supplier portal to enable suppliers to maintain their own data, such as addresses and settlement banking information, and to submit their own updates. Suppliers can also: <ul style="list-style-type: none"> • View their purchase orders. • View and load catalogs. • View and respond to request for quotes (RFQs). • View and create invoices from PO. • View payments. • View remittance files. • View consigned inventory. This streamlines invoice processing and payment activity, and improves supplier maintenance. You can enable users to make changes to these areas on the supplier portal: <ul style="list-style-type: none"> • Contact information. • Settlement bank accounts. • Alternate names. • Classifications, spend category hierarchies. Lastly, in Workday, you can customize fields in external supplier sites for supplier self-registration.
157	Finance	Accounts Payable	Provide vendor self-service functionality	Ability to allow vendor to attach electronic documents such as W-9, certificate of liability insurance, additional insured endorsement, licenses, and etc.	1	5	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		Supported. In Workday, you can customize fields in external supplier sites for supplier self-registration. There is an option to allow document attachments.
158	Finance	Accounts Payable	Provide vendor self-service functionality	Vendor registrations and information changes are sent via a workflow for approval by purchasing staff.	1	5	Y - Yes	Workday Procurement		
159	Finance	Accounts Payable	Provide vendor self-service functionality	Ability to alert vendors that they already registered (e.g. search by TIN, SSN, address, commodity code and other fields) and then suspend further entry.	3	0	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
160	Finance	Accounts Payable	Provide vendor self-service functionality	Ability to restrict addition of a vendor unless the vendor profile/application is complete with all required and applicable information including automated W-9 verification and insurance (as required) documentation.	3	4	Y - Yes	Workday Procurement		
161	Finance	Accounts Payable	Provide vendor self-service functionality	Ability to restrict vendors from changing City-specified information.	3	5	Y - Yes	Workday Procurement		Yes, in Workday, you can control which fields suppliers (vendors) will have the ability to enter and/or change.
162	Finance	Accounts Payable	Provide vendor self-service functionality	Ability to view bid tabulation results online.	3	3	Y - Yes	Workday Procurement		
163	Finance	Accounts Payable	Provide vendor self-service functionality	Vendors can set a preference for email or mailed purchase orders.	3	5	Y - Yes	Workday Procurement		Supported. In Workday, you can customize fields in external supplier sites for supplier self-registration.
164	Finance	Accounts Payable	Provide vendor self-service functionality	Ability to utilize vendor self-service to send purchase orders to vendors.	3	5	Y - Yes	Workday Procurement		

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165	Finance	Accounts Payable	Provide vendor self-service functionality	Communications can be sent via the self-service portal to all vendors listed on a bid list.	3	5	Y - Yes	Workday Procurement		
166	Finance	Accounts Payable	Create AP reports	Ability to track and report payments by department, vendor, account distribution, check or ACH number, date and amount.	3	5	Y - Yes	Workday Core Financials - AP and Payments		
167	Finance	Accounts Payable	Create AP reports	Ability to drill-down from summary level reports to detail levels for vendor, encumbrance and invoice/payment information.	3	4	Y - Yes	Workday Core Financials - AP and Payments		
168	Finance	Accounts Payable	Create AP reports	Ability to automatically generate performance measures on the AP process (e.g., number of errors on invoice entry, time to process an invoice, etc.).	3	5	Y - Yes	Workday Core Financials - AP and Payments		As a part of the Business Process, authorized users (supervisors) can review/edit/approve enter invoices. All invoice entry is done on an individual invoice basis and not in a batch.
169	Finance	Accounts Payable	Create AP reports	Ability to define specific search criteria (summary and detail) and limits while performing an inquiry.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
170	Finance	Accounts Payable	Create AP reports	Ability to print a Capital Asset Expenditure report which includes daily reporting from Accounts Payable to show those assets that were coded towards capital accounts.	3	4	Y - Yes	Workday Core Financials - AP and Payments		
171	Finance	Accounts Payable	Create AP reports	Ability to provide document history retrieval linking requisitions to purchase orders, invoices, and checks.	3	4	Y - Yes	Workday Core Financials - AP and Payments		
172	Finance	Accounts Payable	Create AP reports	Ability to view a check register for multiple accounts, which contains a cumulative list of all checks issued, including those later canceled.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking		
173	Finance	Accounts Payable	Create AP reports	System can update check register based on data received from the bank.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking		
174	Finance	Accounts Payable	Create AP reports	Ability to view a check register for multiple payment methods i.e. garnishments, welfare.	1	4	Y - Yes	Workday Core Financials - Cash Management and Banking, Workday Core Financials - AP and Payments		
175	Finance	Accounts Payable	Create AP reports	Ability to view check register daily to certify check funds..	1	4	Y - Yes	Workday Core Financials - Cash Management and Banking		
176	Finance	Accounts Payable	Create AP reports	Ability to view check register that includes voided checks, including voided amount.	1	4	Y - Yes	Workday Core Financials - Cash Management and Banking		
177	Finance	Accounts Payable	Create AP reports	System updates other modules based on AP payments (e.g. paying an invoice related to a project updates data in the project module).	3	5	Y - Yes	Workday Core Financials - AP and Payments		
178	Finance	Accounts Receivable	Create an Invoice	Ability to create one-time invoices (i.e., one-time customers for miscellaneous sales).	1	3	Y - Yes	Workday Core Financials - AP and Payments		
179	Finance	Accounts Receivable	Create an Invoice	System allows for decentralized invoice entry that will be sent to finance for final approval of the invoice before it's sent to the customer.	1	3	Y - Yes	Workday Core Financials - AP and Payments		
180	Finance	Accounts Receivable	Create an invoice	System can track receivables and generate statements that aggregate all outstanding charges for a customer.	4	4	Y - Yes	Workday Core Financials - AR and Collections		
181	Finance	Accounts Receivable	Create an invoice	Ability to establish a series of department specific bill types for various charges.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		
182	Finance	Accounts Receivable	Create an invoice	Ability to accommodate various bill calculation methods using rate tables (e.g., flat rate, unit charge, flat rate plus a unit charge, etc.).	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		Additional information is required to fully respond to requirements. Workday allows you to set up specific Sales Items with pricing per unit of measure. We can also accommodate time billing - with rate tables - in Project Billing.
183	Finance	Accounts Receivable	Create an invoice	Ability to establish bill types and rate tables and schedules for each with the ability for authorized users to change these default rates on invoices.	2	2	Y - Yes	Workday Core Financials - AP and Payments, Workday Core Financials - Billing & Invoicing		This depends greatly on the level of complexity of your rates and rate tables. Workday can support up to a point, but is not designed to be a Utility Billing System.
184	Finance	Accounts Receivable	Create an invoice	System has a user configurable invoice template.	2	3	Y - Yes	Workday Core Financials - Billing & Invoicing		
185	Finance	Accounts Receivable	Create an invoice	Users can create recurring invoice that will be automatically sent at user defined intervals.	1	5	Y - Yes	Workday Core Financials - AP and Payments		
186	Finance	Accounts Receivable	Create an invoice	System can store attachments with an invoice.	1	5	Y - Yes	Workday Core Financials - Billing & Invoicing		
187	Finance	Accounts Receivable	Create an invoice	Users can configure whether attachments print with an invoice or are stored internally.	1	5	Y - Yes	Workday Core Financials - Billing & Invoicing		
188	Finance	Accounts Receivable	Create an invoice	System has the ability to set up charge codes for common items, with specific dollar amounts and GL accounts tied to each code.	2	2	Y - Yes	Workday Core Financials - Billing & Invoicing		
189	Finance	Accounts Receivable	Create an invoice	Ability to record billing line items as deferred revenue.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		Supported. In Workday, when you approve billable transactions, you can accrue revenue by generating revenue installments using either of these tasks: • Create Revenue Installments for Billable Transactions • Schedule Revenue Installments for Billable Transactions
190	Finance	Accounts Receivable	Create an invoice	Ability to establish payment terms (number of days until due) based on bill type.	2	4	Y - Yes	Workday Core Financials - Billing & Invoicing		
191	Finance	Accounts Receivable	Maintain customer file	System can have parent/child relationships between customer records (e.g. link owner of building to tenants).	4	4	Y - Yes	Workday Core Financials - Billing & Invoicing		
192	Finance	Accounts Receivable	Maintain customer file	System allows users to enter notes in customer file that other users can view when pulling up the customer record.	2	4	Y - Yes	Workday Core Financials - Billing & Invoicing		

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193	Finance	Accounts Receivable	Maintain customer file	System can restrict access to who can view certain data fields.	2	2	Y - Yes	Workday Core Financials - AR and Collections		
194	Finance	Accounts Receivable	Maintain customer file	System can track physical address and mailing address separately.	4	4	Y - Yes	Workday Core Financials - AR and Collections		
195	Finance	Accounts Receivable	Maintain customer file	System stores customer data such as account number, name, payment history etc.	2	4	Y - Yes	Workday Core Financials - Revenue Management		
196	Finance	Accounts Receivable	Maintain customer file	System allows users to view payment history and all outstanding charges for a customer.	2	4	Y - Yes	Workday Core Financials - Billing & Invoicing		
197	Finance	Accounts Receivable	Maintain customer file	System can detect and prevents potential duplicate entries when a user attempts to create a new customer record.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		
198	Finance	Accounts Receivable	Maintain customer file	Customer records can be merged into a single record while maintaining the complete history of the original record.	2	5	Y - Yes	Workday Core Financials - Billing & Invoicing		Workday does not merge destructively, but allows you to link existing vendor records to gather to maintain history and support consolidated reporting records.
199	Finance	Accounts Receivable	Maintain customer file	System can integrate with GIS system, so property owner records stored in GIS can be used to update customer records in the customer file.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday can be integrated to any third-party system using Workday's delivered web services and robust integration tools assuming the third-party software has some technical ability to integrate. If an integration to a 3rd party system or solution is not available, our customers can create their own integrations at liberty without additional licensing costs as the Workday Integration Cloud and the associated tooling are included in your Workday Service Subscription.
200	Finance	Accounts Receivable	Maintain customer file	Users can inactivate a customer account, which restricts transactions from being posted to that account.	2	2	Y - Yes	Workday Core Financials - Billing & Invoicing		
201	Finance	Accounts Receivable	Send invoices to customers	Ability to reprint billings/invoices.	2	2	Y - Yes	Workday Core Financials - Billing & Invoicing		
202	Finance	Accounts Receivable	Send invoices to customers	Ability to generate one statement for all bill types being billed to same customer.	4	4	Y - Yes	Workday Core Financials - Billing & Invoicing		
203	Finance	Accounts Receivable	Send invoices to customers	Ability to email invoices to a customer.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing		
204	Finance	Accounts Receivable	Send invoices to customers	Ability to print invoices.	2	2	Y - Yes	Workday Core Financials - AR and Collections, Workday Core Financials - Billing & Invoicing		
205	Finance	Accounts Receivable	Send invoices to customers	System can automatically print or email an invoice based on preference defined in the customer file.	3	5	Y - Yes	Workday Core Financials - AR and Collections, Workday Core Financials - Billing & Invoicing		Supported. You can print an invoice to mail to a customer or the system can automatically create a PDF formatted version and send it to the customer as an attachment via email. You can include one or more attachments with the customer invoice email along with the Workday Customer Invoice PDF file, enabling you to send additional billing information to your customers, such as a detailed billing statement. Additionally, Workday also provides the ability to automatically attach expense report receipts to a customer invoice, when customers require such support for project related expense reimbursement. Workday also allows you to BOTH email and mail customer invoices to multiple recipients.
206	Finance	Accounts Receivable	Process a customer payment	System can identify returned or non-sufficient funds checks and create an associated fee.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing, Workday Core Financials - AR and Collections		You can return customer payments that a bank has rejected or returned due to various errors such as non-sufficient funds. Payment returns are different from refunds. You can create a refund only when there's a credit adjustment or on-account balance for a customer payment.
207	Finance	Accounts Receivable	Process a customer payment	System supports direct debit functionality, so customers can sign up for auto-payments of invoices.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing		
208	Finance	Accounts Receivable	Process a customer payment	System can generate a payment plan for an outstanding receivable and track the status of individual payments.	5	5	Y - Yes	Workday Core Financials - AR and Collections		
209	Finance	Accounts Receivable	Process a customer payment	System can prevent duplicate payments from being applied to an invoice after it has been fully paid.	2	2	Y - Yes	Workday Core Financials - AP and Payments		Yes, Workday can use validation rules to prevent AP duplicate payments.
210	Finance	Accounts Receivable	Process a customer payment	Ability to apply overpayment amounts to other invoices for a customer.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		
211	Finance	Accounts Receivable	Process a customer payment	Ability to process refunds against customer credit balance from overpayment.	5	5	Y - Yes	Workday Core Financials - AR and Collections		
212	Finance	Accounts Receivable	Apply late fees and penalties	System can calculate interest and penalties using a percentage of bill amount.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		Supported. Workday provides users the ability to automatically calculate and create invoices for interest and/or late fees related to past-due customer invoices. These invoices are natively associated with the original invoice, reducing manual effort and saving time. Users also are able to print and report on finance charge invoices.
213	Finance	Accounts Receivable	Apply late fees and penalties	System can calculate interest and penalties using a flat fee.	3	3	Y - Yes	Workday Core Financials - Billing & Invoicing		

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214	Finance	Accounts Receivable	Adjust invoices	System allows users with proper authority to adjust outstanding receivables.	2	2	Y - Yes	Workday Core Financials - AR and Collections	Supported. You can create an invoice adjustment referenced to the original invoice to change the amount due from the customer and create the required accounting. You can decrease the amount due as a credit memo (e.g. for returns, damaged merchandise, price adjustments, and so forth). You can also increase the amount due as a debit memo. You can also write-off customer invoices and adjustments and generate the required accounting entries.
215	Finance	Accounts Receivable	Manage outstanding receivables	System can generate an accounts receivable aging based on user criteria.	2	2	Y - Yes	Workday Core Financials - AR and Collections	
216	Finance	Accounts Receivable	Manage outstanding receivables	System allows users to create a list of invoices to be written off, and send list for approval via a workflow.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing	Supported. Workday provides several search filters to help you identify those invoices most likely to be written off. Once identified you have the ability to write-off different amounts of an invoice for different reasons (reasons are configurable). For example, you could write-off \$1000 for a quality issue and \$150 for bad debt on the same invoice. Additionally, Workday gives you the ability to manage and write-off multiple invoices at the same time. For example, if you wanted to write-off a group of invoices for the same reason, you would simple enter a header write-off reason, select the invoices you want to write off, and the system will default that write-off reason onto all the invoices selected, making it easy and saving you time. Workday automatically creates accounting entries for written-off debt. Workday delivers a business process to implement approvals, notifications, and audit of write-offs.
217	Finance	Accounts Receivable	Manage outstanding receivables	System can track which invoices have been sent to collections.	4	4	Y - Yes	Workday Core Financials - AR and Collections	
218	Finance	Accounts Receivable	Manage outstanding receivables	System can automatically generate listing of overdue receivables once they have passed a certain threshold (e.g. list of all invoices over 30 days past due), and send list to a designated user.	5	5	Y - Yes	Workday Core Financials - AR and Collections	
219	Finance	Accounts Receivable	Manage outstanding receivables	Ability to flag if an invoice is being disputed on the customer record.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing	Workday helps you identify and manage disputed invoices, invoices in collection, and invoices on hold. Invoices can be marked as on hold, in dispute, in collection, or as any combination. For invoices in dispute, you can assign one or more dispute reasons, amount, date, payment amount promised, follow-up date, and any notes you want to capture on the invoice in dispute. Reason code lets you classify contested invoices into categories such as quality issue, duplicate charge, or not satisfied, for further analysis. Likewise, you can assign a collection code, amount, date, payment amount promised, and follow-up date, and any notes you want to capture on the invoice in collection. Collection code enables you to track invoices in collection, capturing attributes such as first and final notice, partial payment plan, and collection agency. When you view a customer invoice, you have visibility into all hold, collection, and dispute information. Workday provides a Customer Invoices Requiring Action report that enables you manage invoices that may require action and only displays invoices that are late, on hold, in collection, or in dispute (drilldown and action can be taken from this report). This report can be used as the basis for custom reports that meet your specific criteria for invoices that require attention.
220	Finance	Accounts Receivable	Report on outstanding receivables	Users can specify a date range and system will show them all outstanding invoices created during that time.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing	
221	Finance	Accounts Receivable	Report on outstanding receivables	Users can run an aging report to view outstanding receivables, by due date, by department.	4	4	Y - Yes	Workday Core Financials - AR and Collections	
222	Finance	Accounts Receivable	Process write-offs	System can generate listing of write-offs of uncollectable accounts based on user criteria and process entry with workflow approval.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing	Workday provides several search filters to help you identify those invoices most likely to be written off. Once identified you have the ability to write-off different amounts of an invoice for different reasons. For example, you could write-off \$1000 for a quality issue and \$150 for bad debt on the same invoice. Additionally, Workday gives you the ability to manage and write-off multiple invoices at the same time. For example, if you wanted to write-off a group of invoices for the same reason, you would simple enter a header write-off reason, select the invoices you want to write off, and the system will default that write-off reason onto all the invoices selected, making it easy and saving you time. Workday delivers a business process to implement approvals, notifications, and audit of write-offs.

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223	Finance	Accounts Receivable	Process write-offs	System can write-off all line items on an invoice at one time.	5	5	Y - Yes	Workday Core Financials - Billing & Invoicing		An invoice may have multiple lines that are credited to multiple departments. However, each individual invoice line will only generate one line of GL distribution.
224	Finance	Accounts Receivable	Generate Receivables based on grant reimbursements	System can generate a receivable based on pending reimbursements from the grants module.	5	5	Y - Yes	Workday Grants Management		
225	Finance	Bank Reconciliation	Integrate with bank	System will accommodate an automatic posting of cash and/or investment accounts from data file sent by bank on a daily or other user defined schedule (example: wire transfers in/out, ACH transfers in/out, bank charges, interest and investment earnings etc.	5	3	Y - Yes	Workday Core Financials - Cash Management and Banking		
226	Finance	Bank Reconciliation	Integrate with bank	System will download bank activity and balances and reconcile to recorded receipts and disbursements and cash flow forecast.	5	3	Y - Yes	Workday Core Financials - Cash Management and Banking		Basic Cash forecasting - utilizing input from procurement and other systems - is standard Workday functionality.
227	Finance	Bank Reconciliation	Integrate with bank	Ability to import a list of cleared checks from the bank for each account.	3	2	Y - Yes	Workday Core Financials - Cash Management and Banking		
228	Finance	Bank Reconciliation	Integrate with bank	Ability to accept paid check image file from bank which will update the appropriate sub-system (check register) in the relevant area.	5	2	Y - Yes	Workday Core Financials - Cash Management and Banking		This may be technically feasible but is not standard Workday functionality.
229	Finance	Bank Reconciliation	Reconcile transactions	System can automatically detect matching transactions from the bank and provide list of exceptions to the user performing the reconciliation.	5	4	Y - Yes	Workday Core Financials - Cash Management and Banking		
230	Finance	Bank Reconciliation	Reconcile transactions	System will provide detail on outstanding checks and reconcile to bank activity.	3	2	Y - Yes	Workday Core Financials - Cash Management and Banking		
231	Finance	Bank Reconciliation	Reconcile transactions	System can reconcile multiple bank accounts.	5	2	Y - Yes	Workday Core Financials - Cash Management and Banking		
232	Finance	Bank Reconciliation	Reconcile transactions	Users can drill down from entry in reconciliation screen to corresponding transaction in the sub-ledger to see transaction details.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking		
233	Finance	Bank Reconciliation	Reconcile transactions	Reconciliation can be completed by one user and sent for approval to another user via workflow.	5	2	Y - Yes	Workday Core Financials - Cash Management and Banking		
234	Finance	Bank Reconciliation	Reconcile transactions	Ability to separately deposit and reconcile credit cards by Visa/MasterCard/Discover and American Express.	4	4	Y - Yes	Workday Core Financials - Cash Management and Banking		May require creation/inclusion of a unique Worktag or other identifier on imported transactions.
235	Finance	Bank Reconciliation	Reconcile transactions	Ability to manually indicate that a check has been cashed and make corrections with an audit trail. .	3	3	Y - Yes	Workday Core Financials - Cash Management and Banking		
236	Finance	Bank Reconciliation	Reconcile transactions	Ability to track manual check issues, voids, and replacements and original dollar amount of voided check.	3	3	Y - Yes	Workday Core Financials - Cash Management and Banking		
237	Finance	Bank Reconciliation	Reconcile transactions	Ability to notify, track, and monitor the resolution of adjustments that need to be made as a result of an error identified within bank reconciliation.	5	4	Y - Yes	Workday Core Financials - Cash Management and Banking		
238	Finance	Bank Reconciliation	Reconcile transactions	Ability to enter adjustments through a journal voucher with proper authorization.	3	2	Y - Yes	Workday Core Financials - Cash Management and Banking		
239	Finance	Bank Reconciliation	Reconcile transactions	Ability to track user performing the reconciliation.	5	2	Y - Yes	Workday Core Financials - Cash Management and Banking		
240	Finance	Bank Reconciliation	Reconcile transactions	Ability to track check status including outstanding, cleared, stale-dated, replaced, returned, and voided.	4	3	Y - Yes	Workday Core Financials - Cash Management and Banking		
241	Finance	Bank Reconciliation	Reconcile transactions	Ability to execute a process to remove stale dated checks from the list of outstanding checks and create the corresponding journal entry.	5	2	Y - Yes	Workday Core Financials - Cash Management and Banking		

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242	Finance	Budget	Create a budget	Budgets can be created on a two-year basis.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	<p>You can define as many budget structures as you require. Examples of budget structures are budget, forecast, and latest estimate. In addition, each budget structure can have associated templates that define year and version. Workday supports multiple-company and multiple currency budget entry.</p> <p>Workday also supports parent and child relationships between budgets allowing you to control and report on high-level budget amounts while maintaining child budgets at a more granular level. With Workday, you can create budgets using project phases or tasks, enabling you to develop a more granular view of project costs and identify budget variances in more detail. Workday also delivers the ability to do budgeting and forecasting as well as import budgets and forecasts from external tools.</p>
243	Finance	Budget	Create a budget	Budgets can be created for multiple separate entities (City, Fire, Public Financing Authority).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	<p>You can define as many budget structures as you require. Examples of budget structures are budget, forecast, and latest estimate. In addition, each budget structure can have associated templates that define year and version. Workday supports multiple-company and multiple currency budget entry.</p> <p>Workday also supports parent and child relationships between budgets allowing you to control and report on high-level budget amounts while maintaining child budgets at a more granular level. With Workday, you can create budgets using project phases or tasks, enabling you to develop a more granular view of project costs and identify budget variances in more detail. Workday also delivers the ability to do budgeting and forecasting as well as import budgets and forecasts from external tools.</p>
244	Finance	Budget	Create a budget	Ability to require budgets made at the object level of the COA.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	<p>You can define as many budget structures as you require. Examples of budget structures are budget, forecast, and latest estimate. In addition, each budget structure can have associated templates that define year and version. Workday supports multiple-company and multiple currency budget entry.</p> <p>Workday also supports parent and child relationships between budgets allowing you to control and report on high-level budget amounts while maintaining child budgets at a more granular level. With Workday, you can create budgets using project phases or tasks, enabling you to develop a more granular view of project costs and identify budget variances in more detail. Workday also delivers the ability to do budgeting and forecasting as well as import budgets and forecasts from external tools.</p>
245	Finance	Budget	Create a budget	Users can submit budget requests for approval.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	Supported. Workday's business process framework is integral to the way the system operates. All budget in the system can be reviewed and approval required, based on the business process configuration. This includes both budgets as they are created in Workday Adaptive Planning or in budgets generated in third party applications and loaded in, depending on the desired behavior.
246	Finance	Budget	Create a budget	Users can attach supporting documentation to budget requests.	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	

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247	Finance	Budget	Create a budget	Users can submit "decision packages", that contain multiple expense/revenue line items, as part of their budget request. The system will allow the approver to accept or deny each package separately as part of the budget approval process.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	In Workday, enter or upload plan or budget values. On the plan or budget structure, select the option to require approvals and amendments. Configure the <i>Plan Event</i> business process and corresponding security policy. You can review a company's plan or budget to ensure that it's complete, then submit for approval. You can use the approved plan or budget in financial reporting and budget checking during various transactions. Access the Submit Plan task, and select the Plan Structure and Company for the plan or budget that requires approval. For a true parent-child plan hierarchy, Workday issues a validation upon submission if the linked child amounts exceed the parent amounts. You can then adjust the amounts and resubmit. If you configured custom validations for plan lines, Workday issues those validations upon submission. You can access the Plan Lines with Custom Validations report to view plan lines with validation errors and warnings. Workday initiates the <i>Plan Event</i> business process and sends an inbox item to the reviewer to approve or deny the plan or budget. Once approved, you can only change the plan or budget values with amendments.
248	Finance	Budget	Create a budget	Decision packages can include a description, funding amount by GL account, and labor distributions.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	All description fields in Workday are free-form and can accept very large amounts of text. (2000+ Characters)
249	Finance	Budget	Create a budget	Users can view their previously denied budget requests.	1	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
250	Finance	Budget	Create a budget	Budget requests can be zero based or based on prior year budget, actuals, or forecast.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
251	Finance	Budget	Create a budget	System allows users to choose to copy previous year's budget request into the new request by each line item.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
252	Finance	Budget	Create a budget	System copies notes associated with line items copied from the previous budget.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
253	Finance	Budget	Create a budget	System allows users to calculate line item request by taking a percentage of the previous year's budget.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
254	Finance	Budget	Create a budget	System can maintain a requested, recommended, and approved budget.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
255	Finance	Budget	Create a budget	Users can link specific expenditures to specific revenue sources in their budget requests.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
256	Finance	Budget	Create a budget	Users can see previous years' labor history (hours by code by department or individual staff) to facilitate chargebacks to departments.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
257	Finance	Budget	Create a budget	Users can create detailed line item descriptions for each budget line.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
258	Finance	Budget	Create a budget	Ability to maintain at least 5 budget versions per fiscal year: (requested, proposed, current, approved, amended, projected/forecast).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
259	Finance	Budget	Create a budget	Ability to maintain multiple stages of budget development before the final recommended version. (i.e. Department requested, reduction scenarios, etc.).	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
260	Finance	Budget	Create a budget	Ability to maintain, track, and report up to 5 discrete budget request types per fiscal year: (department recurring, department non-recurring, etc.).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
261	Finance	Budget	Create a budget	Ability to allow for departmental budget entry in an account listing style, such as by account, functional area, etc.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
262	Finance	Budget	Create a budget	Ability to view progress by departments in budget preparation, as defined in user setup.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
263	Finance	Budget	Create a budget	Ability to approve all requested budget amounts at the same time, or all requests for a defined department or account range.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
264	Finance	Budget	Create a budget	Ability to configure security access to budget development and view based on department and organization.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	

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265	Finance	Budget	Create a budget	Ability to customize budget scenarios based on specific department scenarios and global scenarios.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
266	Finance	Budget	Create a budget	Ability to perform budget preparation global changes (e.g. fringe benefits, merit increases, inflation).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
267	Finance	Budget	Create a budget	Ability to allocate costs globally or to individual departments based upon percentage increase/decrease.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
268	Finance	Budget	Create a budget	Ability to allow for users to input and view internal review comments per budget item/line.	1	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
269	Finance	Budget	Create a budget	Ability to allow for configuration of which accounts require line item detail with the budget request.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
270	Finance	Budget	Create a budget	Ability to identify capital items in the budget with a capital item descriptor, specific to accounts.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
271	Finance	Budget	Create a budget	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		This is best handled with Workday Optional SKU: Adaptive Insights.
272	Finance	Budget	Create a budget	Ability to limit changes within the unadopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
273	Finance	Budget	Create a budget	Ability to limit user entry of specific accounts vs. central office budget planning (salaries).	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
274	Finance	Budget	Create a budget	Ability to perform multiple methods of departmental budget entry (e.g. departmental account listing, one account at a time, etc.).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
275	Finance	Budget	Create a budget	Ability for each department to customize their budget entry view, including the option to show previous two years actuals, current year estimated to date, current year actuals to date, and budget to actual variances.	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
276	Finance	Budget	Create a budget	Ability to set a default budget entry view.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
277	Finance	Budget	Create a budget	Ability to allow departments to customize their budget entry view, including the ability to see the following: two previous year actuals, current year estimated to date, current year actuals to date, current year budget vs. actual (variances).	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
278	Finance	Budget	Create a budget	Ability for users to directly inquire by account on current and prior years actual activity during budget entry (i.e. drilldown on financial detail).	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
279	Finance	Budget	Create a budget	Ability to import developed budget information, developed in Excel, into the budget planning system. Users can use the upload process for some line items and enter other line items via budget entry screen.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
280	Finance	Budget	Create a budget	Ability to generate budget schedules from the system, with support for multiple groupings (i.e., Function, activities, revenue source).	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
281	Finance	Budget	Create a budget	Ability to plan future-dated transfers or change of positions between departments/funds.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
282	Finance	Budget	Create a budget	Ability to enter a total budget amount and designate a method for the system to spread (e.g. equal amounts over 12 months).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
283	Finance	Budget	Create a budget	Ability to budget by month. System should allow budget to be zero in some months.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
284	Finance	Budget	Create a budget	Ability for users to choose to enter a budget by month for a particular line item or allow the system to automatically spread the annual line item budget across all months.	2	3	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
285	Finance	Budget	Create a capital budget	Users can submit requests for capital projects to be included in the 5-year CIP.	3	5	Y - Yes	Workday Projects		
286	Finance	Budget	Create a capital budget	Capital budgets can be prepared on a 5-year rolling basis.	3	5	Y - Yes	Workday Projects		
287	Finance	Budget	Create a capital budget	Ability to generate a project charter / scope document from the capital project budget data, similar to a budget book but for CIP budgets.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		The data can be stored in Workday and reports can be configured.
288	Finance	Budget	Create a capital budget	Users can specify expected funded sources when submitting capital project requests.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		For Capital Projects, Funding Sources are maintained via a relationship of funding sources to projects.
289	Finance	Budget	Create a capital budget	Ability to integrate with Fixed Asset module to assist with analyzing equipment replacement (including replacement criteria).	5	4	Y - Yes	Workday Core Financials - Asset Management		

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290	Finance	Budget	Create a capital budget	Ability to classify capital project requests and provide reporting by classification or type (City can configure the categories).	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
291	Finance	Budget	Create a capital budget	Ability to enter CIP general information and project categorization (e.g. description, map reference, notes).	2	4	Y - Yes	Workday Projects		
292	Finance	Budget	Create a capital budget	Ability to rank CIP projects based on selected criteria and score against this criteria.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		In Workday this best achieved, using optional SKU Workday: Adaptive Insights.
293	Finance	Budget	Create a capital budget	Ability to apply inflation factors to costs of CIP projects in years beyond the budget years.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
294	Finance	Budget	Create a capital budget	Ability to track budget and expense by project, sub-project, and phase.	2	4	Y - Yes	Workday Projects		
295	Finance	Budget	Budget for personnel	System can maintain record of positions that are currently vacant and allow for these positions to be included in the budget without assigning a person.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
296	Finance	Budget	Budget for personnel	System will allow one or more funding sources to be identified to cover the cost of an individual position and allow for a user-defined allocation by each funding source.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with Optional SKU: Workday Adaptive Planning.
297	Finance	Budget	Budget for personnel	Users can submit new position requests as part of the budget process.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
298	Finance	Budget	Budget for personnel	System can calculate position costs (wages and benefits) based on incumbent.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes with, Optional SKU Workday Adaptive Planning.
299	Finance	Budget	Budget for personnel	System allows positions to be budgeted by a total dollar amount, FTE percentage, or total number of hours.	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
300	Finance	Budget	Budget for personnel	System can calculate expected cost of new position based on position premium code and bargaining unit.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, Workday HCM in conjunction with optional SKU Workday: Adaptive Planning.
301	Finance	Budget	Budget for personnel	System can calculate position cost for employee that is moving to a new position by including the salary of the new position and maintaining the employee's current benefit election costs.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
302	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: number of pay periods for upcoming budget year.	1	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with Workday Adaptive Planning.
303	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: Medicare calculation based on wages.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
304	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: retirement system calculation based on wages.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with Workday Adaptive Planning.
305	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: workers' comp calculation based on the combination of wages and a fixed rate.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
306	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: health insurance costs.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with Workday Adaptive Planning.
307	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: scheduled merit increases.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
308	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: scheduled cost of living adjustment (COLA).	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
309	Finance	Budget	Budget for personnel	Ability to enter globally or provide calculation-only fields for: other pay factors as identified by City.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
310	Finance	Budget	Budget for personnel	Ability to perform position budgeting that includes the calculation of benefits specific to the type of position being budgeted. (i.e. benefits for new hire over 30 hours per week).	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
311	Finance	Budget	Budget for personnel	System has integrated position budgeting functionality with the Payroll and HR modules.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
312	Finance	Budget	Budget for personnel	System can calculate new budget implications of live payroll changes (e.g. raises & transfers) performed during the budget development cycle.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
313	Finance	Budget	Budget for personnel	Ability to calculate preliminary salary and benefits for unapproved/requested positions.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
314	Finance	Budget	Budget for personnel	Ability to budget for hourly and seasonal partial-year positions and other non-full time positions.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		

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315	Finance	Budget	Budget for personnel	Ability to budget for fixed term and limited term positions.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
316	Finance	Budget	Create budget forecast	Users can create revenue estimates based on prior year actuals and percentage change.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU Workday Adaptive Planning.
317	Finance	Budget	Create budget forecast	System can store multiple budget forecasts.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU: Workday Adaptive Planning.
318	Finance	Budget	Create budget forecast	System maintains history of previous years' budget forecasts to facilitate comparisons between forecasted amounts and actual expenditures/revenues.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Supported. After entering or uploading budget and/or forecast data, you can generate reports comparing budget/forecast to actual across comparable years or periods. When entering or uploading budget/forecast data, you have all the dimensions available. This supports multi-dimensional comparison of budget/forecast to actual amounts.
319	Finance	Budget	Create budget forecast	System can generate multi-year expenditure forecasts based on budget data and user inputs (e.g. percentage increase from previous year, flat increase, etc.).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU: Workday Adaptive Planning.
320	Finance	Budget	Create budget forecast	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments at an employee, position, or organization-wide level.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU: Workday Adaptive Planning.
321	Finance	Budget	Create budget forecast	Ability to provide forecast intervals for short-term (1-2 years), intermediate (3-4 years), and long-term (5 years) for the entire City as well as by object and department.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU: Workday Adaptive Planning.
322	Finance	Budget	Create budget forecast	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments by either percentage, flat rate, or other variable to salaries and/or benefits provided by position, department, start and end date, or for other groups/all employees.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, with optional SKU: Workday Adaptive Planning.
323	Finance	Budget	Create non-financial performance measures	Ability to develop tables to accommodate input of performance measures (e.g., transactions per, number of staff/customer, etc.).	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Entry sheets and calculations can be created to use statistical data.
324	Finance	Budget	Create non-financial performance measures	Ability to establish non-financial strategic objectives and track actual performance against these objectives.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		In Workday Custom Objects could be employed to track strategic objectives. Workday Prism is another option too.
325	Finance	Budget	Create non-financial performance measures	Ability to import files with defined file formats from other external systems into the performance budgeting system to reflect actual performance tracked in other external systems.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
326	Finance	Budget	Create non-financial performance measures	Ability to associate performance indicators and metrics to chart of accounts segments.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
327	Finance	Budget	Create budget book	System can create a budget book document using the approved budget data and historical data.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
328	Finance	Budget	Create budget book	System can create charts and graphs for the budget book using a connection to system data. If the data in the system is updated, the charts and graphs will automatically update.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
329	Finance	Budget	Create budget book	System can store multiple versions of the budget book.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
330	Finance	Budget	Control expenditures to remain within budget	System will allow budget control at varying levels and combinations of the chart of accounts (e.g., 3rd level of fund; 2nd level of organization, 1st level of general ledger account).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
331	Finance	Budget	Control expenditures to remain within budget	System can control the budget by department by fund (e.g. department A can spend a total of \$100,000 in fund 1 and \$200,000 in fund 2).	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
332	Finance	Budget	Control expenditures to remain within budget	System can create alerts when a user will exceed a budgeted line item amount, but allow a transaction if it is under the budget control level threshold.	1	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
333	Finance	Budget	Control expenditures to remain within budget	Ability to perform funds availability checking at the project level or account level, based on configuration or if a project string is entered for a transaction.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
334	Finance	Budget	Control expenditures to remain within budget	Ability to perform funds availability checking by WBS/Phases/Tasks (sub-units of project).	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
335	Finance	Budget	Control expenditures to remain within budget	Ability to validate project budgets and prevent them from being overspent when an employee submits a timesheet charging time to a project.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis, Workday Projects		
336	Finance	Budget	Control expenditures to remain within budget	Ability to view available budget during requisition/purchase order entry for any type of purchase order, journal entry, or accounts payable invoice transaction.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		This would require the user to manually "inquire" on the budget. The budget "edit", and subsequent display of exact budget shortfall - will not occur until the transaction is entered and submitted.

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337	Finance	Budget	Control expenditures to remain within budget	Ability to support budget control rules by account (e.g. payroll accounts can be overspent).	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
338	Finance	Budget	Control expenditures to remain within budget	Ability to support budget control rules by user defined account segment within the chart of accounts.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
339	Finance	Budget	Control expenditures to remain within budget	Ability to support budget warnings at the account level and project level.	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
340	Finance	Budget	Control expenditures to remain within budget	Ability to support budget checking and warnings performed on all system transactions (requisitions, purchase orders, journal entries, budget change requests, etc.).	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
341	Finance	Budget	Control expenditures to remain within budget	Ability to restrict transfers to/from specific accounts (e.g. Payroll).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Can be achieved using validations and conditions within the Business Process Flow.
342	Finance	Budget	Control expenditures to remain within budget	Ability to restrict budget transfer requests to specific accounts by user or department.	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
343	Finance	Budget	Adjust the budget	Users can request a transfer of budgeted funds between accounts, with workflow approval.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
344	Finance	Budget	Adjust the budget	System maintains a history for all budget adjustments, so users can see the original budget and all amended budgets.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
345	Finance	Budget	Adjust the budget	Ability to identify a budget adjustment as one-time (this year only) or permanent (affect future base budgets).	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
346	Finance	Budget	Adjust the budget	Ability to provide extended comments with budget revision requests. Define the maximum character count in comments.	2	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
347	Finance	Budget	Adjust the budget	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
348	Finance	Budget	Adjust the budget	Ability to record and track multiple different budget amendment types during the year and inquire on the adjustments after the fact (one-time vs. recurring, Board Letter, etc.).	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
349	Finance	Budget	Rollover the budget	System supports budget rollover process at the end of the year to roll forward unspent budget to the next budget year.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
350	Finance	Budget	Rollover the budget	User can select transactions to rollover to the next year and submit for approval via a workflow.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
351	Finance	Budget	Rollover the budget	Ability to view rollover encumbrance balances separate from current year budgeted amounts for an account.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday clearly separates "rolled-forward" encumbrances from current year encumbrances. There is no need to change the coding on the original transactions. Workday would require more information on current practices to understand the desired functionality.
352	Finance	Budget	Rollover the budget	Ability to liquidate a rollover encumbrance while restricting the liquidated amount from being added to the current year budgeted amount (e.g., cancel an outstanding purchase order from a previous year that has an encumbered balance remaining).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
353	Finance	Budget	Report on the budget	Users can view budget to actuals by category, department, or fund.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
354	Finance	Budget	Report on the budget	System can create year-end estimations of expenses and revenues based on actual year to date amounts.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
355	Finance	Budget	Report on the budget	A report that shows each employee's salaries, benefits, and total cost for all employee types (per diem, full-time, etc.).	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
356	Finance	Budget	Report on the budget	Ability to report on any budget version or type.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
357	Finance	Budget	Report on the budget	Ability to provide a public portal for disseminating budget information.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
358	Finance	Budget	Report on the budget	Ability to drill down from an expenditure or revenue to the associated budget assumption.	3	3	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
359	Finance	Budget	Create a budget	Ability to have workflow approvals sent to a group of approvals, where any one approver can approve the request.	1	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		

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360	Finance	Budget	Create a budget	Ability to copy budget from previous year.	1	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
361	Finance	Cash Receipting	Process payments	Ability to quickly access a menu of receivable/charge code types when accepting payments over-the-counter.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
362	Finance	Cash Receipting	Process payments	Ability to filter the list of AR and charge codes when processing a payment based on the user's location or department.	3	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
363	Finance	Cash Receipting	Process payments	Ability to restrict payment to cash only as directed by customer alerts.	5	3	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
364	Finance	Cash Receipting	Process payments	Ability to calculate the amount of change due back from amount tendered.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
365	Finance	Cash Receipting	Process payments	Cashier can scan customer invoice, so system will automatically associate the payment with that invoice.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
366	Finance	Cash Receipting	Process payments	System identifies/flags duplicate payments for AR transactions at time of entry.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller. Invoice payments are posted in real-time, so subsequent duplicate payments are evident and can be applied to alternate invoices or to the customer directly.
367	Finance	Cash Receipting	Process payments	System will allow cashiers to apply payments to more than one outstanding payment across departments.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
368	Finance	Cash Receipting	Process payments	System will allow cashiers to collect payment in multiple forms of payment (cash, check, credit, etc.) in a single transaction.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
369	Finance	Cash Receipting	Process payments	System will flag payments received for which no match to an invoice has been determined (pre-payments, duplicates).	2	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
370	Finance	Cash Receipting	Process payments	Payments files can be imported from multiple 3rd party payment organizations (e.g. lockbox, online payments, Kiosks, etc.).	4	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
371	Finance	Cash Receipting	Process payments	Once a payment is entered on an account, staff across the organization can see the pending payment on the account.	1	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
372	Finance	Cash Receipting	Process payments	Ability to take receipts offline in the system when the main system is non-operational (down for maintenance, etc.) and upload after the fact.	3	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller. Yes, Teller can continue to operate if the main Financial system is unavailable, and receipts can be applied to Financial invoices after the fact.
373	Finance	Cash Receipting	Process payments	System allows transactions to be voided and refunded if user has proper authority.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
374	Finance	Cash Receipting	Process payments	System allows cashier to select a pre-set transaction type for common transactions in the City.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
375	Finance	Cash Receipting	Process payments	System allows cashier to record transactions for both San Mateo Consolidated Fire Department and the City (two separate entities) without logging out of the system.	3	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller. Note that the fee is most commonly added by the City's credit processor. However, Teller can also be set up to add a fee directly in Cashiering.
376	Finance	Cash Receipting	Process payments	System can automatically add a credit card fee to a transaction.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
377	Finance	Cash Receipting	Process payments	System can maintain different credit card fee percentages for each credit card provider.	3	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
378	Finance	Cash Receipting	Process payments	System can process direct debit transactions.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
379	Finance	Cash Receipting	Process payments	System allows authorized user to refund a transaction.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
380	Finance	Cash Receipting	Process payments	Ability to designate whether a transaction was post-marked on-time to remove potential interest/fees that may be applied to the bill associated with that payment (e.g., use of effective dates).	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.
381	Finance	Cash Receipting	Process payments	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	2	4	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller. Via business rules from software application
382	Finance	Cash Receipting	Process payments	Ability to assign each transaction a unique receipt number which is auto-generated by the system.	1	5	Y - Yes	Workday Core Financials - Cash Management and Banking		Cashiering functionality would be handled by our 3rd party partner Teller.

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383	Finance	Cash Receipting	Process payments	Ability to accept full or partial payments and payments without prior bill.	1	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
384	Finance	Cash Receipting	Process payments	Ability to enter internal comments at time of transaction.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
385	Finance	Cash Receipting	Process payments	Ability to prompt user at time of entry/scan that the account being receipted to has had a history of bad checks/credit card chargebacks based on user defined rules.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Via business rules from software application
386	Finance	Cash Receipting	Process payments	Ability to enter in a cash receipt that does not have pre-defined codes where the clerk will have to enter in the GL account(s) manually.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
387	Finance	Cash Receipting	Process payments	Ability to select from standard reason codes when canceling any payment.	2	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
388	Finance	Cash Receipting	Process payments	Ability to support credit card refunds.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Yes, details of how refunds are handled dependant on credit processor.
389	Finance	Cash Receipting	Process payments	System will allow documents to be attached to transactions.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
390	Finance	Cash Receipting	Print a receipt	System can generate a receipt showing the amount paid for each item/service in the transaction.	1	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
391	Finance	Cash Receipting	Print a receipt	Cashier can re-print a receipt for a transaction.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
392	Finance	Cash Receipting	Print a receipt	Cashier can opt not to print a receipt for a transaction.	1	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
393	Finance	Cash Receipting	Print a receipt	Cashier can choose to print on normal paper or receipt paper, depending on equipment available to them.	2	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Note that receipt style is set up by System (department)
394	Finance	Cash Receipting	Print a receipt	Ability to print configurable comments and messages on the receipt.	2	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
395	Finance	Cash Receipting	Print a receipt	Ability to have an unlimited number of detail lines per receipt.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
396	Finance	Cash Receipting	Print a receipt	Cashier can email a receipt to the customer.	5	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
397	Finance	Cash Receipting	Hold a transaction	Ability to place receipts on "hold" for subsequent release by authorized staff.	5	3	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
398	Finance	Cash Receipting	Hold a transaction	Ability to release "held" receipts based on user authorization.	5	3	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Teller enables some methods of putting receipts on hold, but full implementation to occur later this year.
399	Finance	Cash Receipting	Hold a transaction	Ability to define security between users who are allowed to place receipts on "hold" and those that are allowed to "post" receipts.	5	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Teller enables some methods of putting receipts on hold, but full implementation to occur later this year.
400	Finance	Cash Receipting	Balance cash receipts	System supports maintaining and balancing multiple cash registers.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Teller enables some methods of putting receipts on hold, but full implementation to occur later this year.
401	Finance	Cash Receipting	Balance cash receipts	System will balance daily cash receipts to a bank deposit.	3	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
402	Finance	Cash Receipting	Balance cash receipts	Ability to edit and correct transaction errors prior to posting with proper authorization.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
403	Finance	Cash Receipting	Create deposits	Ability to print a deposit ticket with appropriate deposit tracking code.	4	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
404	Finance	Cash Receipting	Create deposits	Ability to assign a bank bag number to each deposit slip.	5	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
405	Finance	Cash Receipting	Create deposits	Ability to provide end-of-day check list by user detailing each check included in a deposit.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.

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406	Finance	Cash Receipting	Manage cash batches	System imports (by batch) automated cash receipts and collections data from remote sites/third party systems (credit card processor, online banking, etc.).	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Note that we have included 5 batches in scope; these interfaces can be performed to Teller or to the Financial software directly.
407	Finance	Cash Receipting	Manage cash batches	System has the ability to create manual batches (e.g. drop box or mail-in payments).	3	4	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
408	Finance	Cash Receipting	Manage cash batches	System allows back-dating the effective dates of batches.	1	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
409	Finance	Cash Receipting	Manage cash batches	System allows a batch to be closed with a negative balance (e.g. when transactions were made as adjustments).	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
410	Finance	Cash Receipting	Manage cash batches	System allows a batch to be closed with net zero balance.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
411	Finance	Cash Receipting	Manage cash batches	System allows users to change the description of a transaction during the batch review process.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller. Teller's Revenue Submission module (optional) allows departments to create Cash Receipt submissions for review and approval by Finance.
412	Finance	Cash Receipting	Manage cash batches	System allows batches to be entered and closed by a department and sent to finance via a workflow for final edits, approval, and posting.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
413	Finance	Cash Receipting	Manage cash batches	Ability to accommodate numerous P.O.S. terminals throughout the City and consolidate all P.O.S. terminal receipts at day's end.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
414	Finance	Cash Receipting	Manage customer accounts	Ability to view customer's unpaid balance for all outstanding receivables.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
415	Finance	Cash Receipting	Manage customer accounts	System supports tracking of customer deposits.	3	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
416	Finance	Cash Receipting	Provide customer portal	Customers can create an account on a customer portal that will allow them to pay invoices online.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Supported. Workday includes a customer portal to simplify communication between you and your customers. With the customer portal, customer contacts can view information related to open invoices, invoice adjustments, customer statements, recent payments, invoices in dispute, and invoices in collection. Customer contacts can also download and print your invoices and statements through the Customer Portal. Customers also have the ability to pay their outstanding invoices through the customer portal using a credit card, with the use of a 3rd party payment provider. As the Security Administrator, you can mass create login accounts for customer contacts to give them access to the Customer Portal. Cashiering functionality would be handled by our 3rd party partner Teller.
417	Finance	Cash Receipting	Provide customer portal	Customers can view prior invoice and payment history via the portal.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Supported. Workday includes a customer portal to simplify communication between you and your customers. With the customer portal, customer contacts can view information related to open invoices, invoice adjustments, customer statements, recent payments, invoices in dispute, and invoices in collection. Customer contacts can also download and print your invoices and statements through the Customer Portal. Customers also have the ability to pay their outstanding invoices through the customer portal using a credit card, with the use of a 3rd party payment provider. As the Security Administrator, you can mass create login accounts for customer contacts to give them access to the Customer Portal. Cashiering functionality would be handled by our 3rd party partner Teller.

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418	Finance	Cash Receipting	Provide customer portal	Provide online e-payment portal and web customer account services/tools.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Supported. Workday includes a customer portal to simplify communication between you and your customers. With the customer portal, customer contacts can view information related to open invoices, invoice adjustments, customer statements, recent payments, invoices in dispute, and invoices in collection. Customer contacts can also download and print your invoices and statements through the Customer Portal. Customers also have the ability to pay their outstanding invoices through the customer portal using a credit card, with the use of a 3rd party payment provider. As the Security Administrator, you can mass create login accounts for customer contacts to give them access to the Customer Portal. Cashiering functionality would be handled by our 3rd party partner Teller.
419	Finance	Cash Receipting	Provide customer portal	System allows user to set up a recurring payment online.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Supported. Workday includes a customer portal to simplify communication between you and your customers. With the customer portal, customer contacts can view information related to open invoices, invoice adjustments, customer statements, recent payments, invoices in dispute, and invoices in collection. Customer contacts can also download and print your invoices and statements through the Customer Portal. Customers also have the ability to pay their outstanding invoices through the customer portal using a credit card, with the use of a 3rd party payment provider. As the Security Administrator, you can mass create login accounts for customer contacts to give them access to the Customer Portal. Cashiering functionality would be handled by our 3rd party partner Teller.
420	Finance	Cash Receipting	Provide customer portal	Ability to take website payments when the main system is non-operational (down for maintenance, etc.) and upload after the fact.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Supported. Workday includes a customer portal to simplify communication between you and your customers. With the customer portal, customer contacts can view information related to open invoices, invoice adjustments, customer statements, recent payments, invoices in dispute, and invoices in collection. Customer contacts can also download and print your invoices and statements through the Customer Portal. Customers also have the ability to pay their outstanding invoices through the customer portal using a credit card, with the use of a 3rd party payment provider. As the Security Administrator, you can mass create login accounts for customer contacts to give them access to the Customer Portal. Cashiering functionality would be handled by our 3rd party partner Teller.
421	Finance	Cash Receipting	Provide customer portal	Users can set up direct debit transactions.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	E-check transactions online through integrated credit processor.
422	Finance	Cash Receipting	Provide customer portal	Ability to take website payments when the main system is non-operational (down for maintenance, etc.) and upload after the fact.	4	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
423	Finance	Cash Receipting	Run cash receipting reports	System can generate report showing all transactions by payment type by day.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
424	Finance	Cash Receipting	Run cash receipting reports	System can generate report showing transactions by cash register by day.	2	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Cashiering functionality would be handled by our 3rd party partner Teller.
425	Finance	Contract Management	Create a contract	System can track pricing information, including quantity discounts, by contract.	3	5	Y - Yes	Workday Procurement	
426	Finance	Contract Management	Create a contract	System can track freight terms and shipping information for each contract.	3	5	Y - Yes	Workday Procurement	
427	Finance	Contract Management	Create a contract	System allows supporting documentation (such as quotes) to be stored with a contract.	2	5	Y - Yes	Workday Procurement	
428	Finance	Contract Management	Create a contract	System supports various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	3	5	Y - Yes	Workday Procurement	
429	Finance	Contract Management	Create a contract	System will accommodate attaching and linking all system documents that reference a contract and ability to drill down to specific documents.	3	5	Y - Yes	Workday Procurement	Documents within Workday can be viewed. Certain screens will allow link to document management system.
430	Finance	Contract Management	Create a contract	System can track vendor insurance requirements by contract.	5	5	Y - Yes	Workday Procurement	
431	Finance	Contract Management	Create a contract	Users can create a contract document using standard templates in the system.	4	5	Y - Yes	Workday Procurement	
432	Finance	Contract Management	Create a contract	Contract documents can be approved via a workflow in the system.	5	5	Y - Yes	Workday Procurement	
433	Finance	Contract Management	Create a contract	Contract module can store standard terms and conditions that can be applied to a contract.	3	5	Y - Yes	Workday Procurement	

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434	Finance	Contract Management	Create a contract	Ability to convert awarded bids to approved contract.	4	5	Y - Yes	Workday Procurement		
435	Finance	Contract Management	Create a contract	Ability to set prices on a blanket order and/or contract.	3	5	Y - Yes	Workday Procurement		
436	Finance	Contract Management	Create a contract	Ability to allow multiple vendors per contract.	4	5	Y - Yes	Workday Procurement		
437	Finance	Contract Management	Create a contract	Ability to allow for multiple phases per contract.	4	5	Y - Yes	Workday Procurement		
438	Finance	Contract Management	Create a contract	System supports use of electronic signatures.	5	5	Y - Yes	Workday Procurement		<p>Electronic signatures can be used throughout Workday within the Business Process Framework in a couple of different ways: native e-signatures, and 3rd-party integration.</p> <p>Using native e-signature functionality, you can require that employees "sign" that they have completed a task. For example, as part of the onboarding process, you may configure a processing step which routes a document (for instance, an employee handbook) to the on-boarding employee, and then requires that they acknowledge that they have read and understood the document by checking a checkbox online, or entering a written response. The text explaining this to the user is fully editable by customers, to make the context and implication of the 'signature' quite clear and this can include (or provide a link to) relevant disclaimer condition statements.</p> <p>Workday's Business Process Framework also provides the ability to capture electronic signatures through delivered 3rd-party integrations with Adobe Sign and DocuSign. Note that in this case the Workday customer must have an existing relationship with one of these third-party vendors.</p> <p>Whether using native e-signature functionality, or integration with a 3rd-party vendor, the "signature" is captured in Workday as part of the audit trail of the process.</p>
439	Finance	Contract Management	Create a contract	Ability to notify user that there is already a contract based on vendor and commodity code when you are entering a new requisition.	3	5	Y - Yes	Workday Procurement		
440	Finance	Contract Management	Link contracts to purchase orders	System links purchase orders to contracts and tracks associated expenses.	3	5	Y - Yes	Workday Procurement		
441	Finance	Contract Management	Link contracts to purchase orders	System allows multiple purchase orders to be linked to a single contract.	3	5	Y - Yes	Workday Procurement		
442	Finance	Contract Management	Manage contracts	System records and tracks contract limits or milestones at user-specified levels of detail over the life of the contract (e.g., 50% expended at half-way point in project).	4	5	Y - Yes	Workday Procurement		
443	Finance	Contract Management	Manage contracts	System can send alerts when a contract limit or milestone is reached.	5	5	Y - Yes	Workday Procurement		
444	Finance	Contract Management	Manage contracts	System will calculate and track retainage by contract.	4	5	Y - Yes	Workday Procurement		
445	Finance	Contract Management	Manage contracts	Ability to record and calculate retainage based on: deliverables/tasks.	3	5	Y - Yes	Workday Procurement		
446	Finance	Contract Management	Manage contracts	Ability to record and calculate retainage based on: percent completion.	3	5	Y - Yes	Workday Procurement		
447	Finance	Contract Management	Manage contracts	Ability to record and calculate retainage based on: dollar amount.	3	5	Y - Yes	Workday Procurement		
448	Finance	Contract Management	Manage contracts	System can notify users when insurance requirements must be renewed for a contract.	5	5	Y - Yes	Workday Procurement		
449	Finance	Contract Management	Manage contracts	Ability to track multiple releases (i.e., payments) within a blanket contract/PO.	2	5	Y - Yes	Workday Procurement		
450	Finance	Contract Management	Manage contracts	Ability to record and track contract limits (i.e. multi-year contracts) at user specified levels of detail over the life of the contract.	3	5	Y - Yes	Workday Procurement		
451	Finance	Contract Management	Manage contracts	Ability to encumber a portion of a contract based on fiscal year.	4	5	Y - Yes	Workday Procurement		Multi-year
452	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice of award.	4	5	Y - Yes	Workday Procurement		
453	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Lien notices.	5	5	Y - Yes	Workday Procurement		
454	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice to proceed.	4	5	Y - Yes	Workday Procurement		
455	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice of Substantial Completion.	4	5	Y - Yes	Workday Procurement		
456	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Notice of Final Completion.	5	5	Y - Yes	Workday Procurement		
457	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Certificates of Insurance.	5	5	Y - Yes	Workday Procurement		

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458	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Performance bonds.	3	5	Y - Yes	Workday Procurement		
459	Finance	Contract Management	Manage contracts	Ability to track the following contract information: Payment bonds.	3	5	Y - Yes	Workday Procurement		
460	Finance	Contract Management	Manage contracts	Ability to track the following contract information: DBE payment certification.	3	5	Y - Yes	Workday Procurement		
461	Finance	Contract Management	Manage contracts	Ability to track the following contract information: DBE sub-contractor commitment.	3	5	Y - Yes	Workday Procurement		
462	Finance	Contract Management	Change a contract	System has workflow approval for contract changes.	4	5	Y - Yes	Workday Procurement		
463	Finance	Contract Management	Change a contract	Ability to configure workflow approval for only certain types of contract changes (e.g. dollar amount, but not description).	3	5	Y - Yes	Workday Procurement		
464	Finance	Contract Management	Change a contract	System maintains version history when a contract is changed, so users can view the original version of the contract.	3	5	Y - Yes	Workday Procurement		
465	Finance	Contract Management	Close a contract	Ability to automatically close out contracts with final payment requests or release of retention payment.	5	5	Y - Yes	Workday Procurement		Workday provides the ability to Mass Close Procurement Documents as a part of the year end roll forward process.
466	Finance	Contract Management	Close a contract	Ability to liquidate encumbrances where balances remain.	3	5	Y - Yes	Workday Procurement		
467	Finance	Contract Management	Close a contract	Ability to place a contract on "hold" in the event of a contract dispute or termination request.	3	5	Y - Yes	Workday Procurement		
468	Finance	Contract Management	Close a contract	Ability to reinstate a closed/terminated contract done in error and flag contract administrator (via workflow).	5	5	Y - Yes	Workday Procurement		
469	Finance	Fixed Assets	Add an asset	System can accommodate workflow approval for the creation of an asset that is initiated by a purchase that is designated as a fixed asset.	3	3	Y - Yes	Workday Procurement		
470	Finance	Fixed Assets	Add an asset	Ability to default various asset accounts during asset set-up based on asset class and type.	5	4	Y - Yes	Workday Core Financials - Asset Management		
471	Finance	Fixed Assets	Add an asset	System supports mass additions with ability to add unique identifier to each asset (e.g. purchase 20 vehicles and add VIN for each vehicle).	5	1	Y - Yes	Workday Core Financials - Asset Management		
472	Finance	Fixed Assets	Add an asset	System allows assets to be categorized using user defined categories (e.g. infrastructure, land, etc.).	2	5	Y - Yes	Workday Core Financials - Asset Management		
473	Finance	Fixed Assets	Add an asset	System can flag an asset as a donated asset.	2	2	Y - Yes	Workday Core Financials - Asset Management		
474	Finance	Fixed Assets	Add an asset	System can identify potential fixed assets based on invoice dollar amount and GL account.	5	4	Y - Yes	Workday Core Financials - Asset Management		
475	Finance	Fixed Assets	Add an asset	System allows user to override potential fixed asset identified by the system if it is not a true fixed asset.	2	5	Y - Yes	Workday Core Financials - Asset Management		
476	Finance	Fixed Assets	Add an asset	System allows user to modify information from the purchase when creating an asset (e.g. removing a line item from asset value).	5	5	Y - Yes	Workday Core Financials - Asset Management, Workday Procurement		
477	Finance	Fixed Assets	Add an asset	System allows user to aggregate multiple invoices into a single fixed asset.	5	3	Y - Yes	Workday Core Financials - Asset Management, Workday Procurement		
478	Finance	Fixed Assets	Add an asset	System allows users to create an asset not tied to a purchase/invoice.	2	5	Y - Yes	Workday Core Financials - Asset Management		
479	Finance	Fixed Assets	Add an asset	Ability to mark an asset as a replacement for another asset, with a link to that specific asset record.	5	3	Y - Yes	Workday Core Financials - Asset Management		
480	Finance	Fixed Assets	Create an asset via a capital project	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset as part of a capital project (pulls data from projects module without re-entry).	5	5	Y - Yes	Workday Core Financials - Asset Management		
481	Finance	Fixed Assets	Create an asset via a capital project	A single project can be split into multiple assets.	5	3	Y - Yes	Workday Procurement		
482	Finance	Fixed Assets	Create an asset via a capital project	Multiple projects can be combined to create a single asset.	5	4	Y - Yes	Workday Core Financials - Asset Management		
483	Finance	Fixed Assets	Create an asset via a capital project	Ability to capitalize a construction project when it reaches a specified percentage complete.	5	3	Y - Yes	Workday Projects		
484	Finance	Fixed Assets	Maintain asset master file	System tracks key asset data including owner, value, acquisition date, and useful life.	2	5	Y - Yes	Workday Core Financials - Asset Management		
485	Finance	Fixed Assets	Maintain asset master file	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	2	5	Y - Yes	Workday Core Financials - Asset Management		
486	Finance	Fixed Assets	Maintain asset master file	Ability to reassign parent/child relationships.	5	5	Y - Yes	Workday Core Financials - Asset Management		
487	Finance	Fixed Assets	Maintain asset master file	Ability to track funding source (e.g. grant) for each asset.	5	1	Y - Yes	Workday Grants Management		
488	Finance	Fixed Assets	Maintain asset master file	Ability to maintain and track leased equipment.	5	1	Y - Yes	Workday Core Financials - Asset Management		
489	Finance	Fixed Assets	Maintain asset master file	Ability to attach memos, word documents, picture documents, etc. to asset file.	2	5	Y - Yes	Workday Core Financials - Asset Management		
490	Finance	Fixed Assets	Maintain asset master file	Ability to retain fully depreciated assets in the capital asset master file for inventory control purposes prior to disposition.	2	5	Y - Yes	Workday Core Financials - Asset Management		

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491	Finance	Fixed Assets	Maintain asset master file	Ability to track replacement cost/insurance value of each asset.	5	1	Y - Yes	Workday Core Financials - Asset Management		
492	Finance	Fixed Assets	Maintain asset master file	System allows users to add comments to an asset record.	2	5	Y - Yes	Workday Core Financials - Asset Management		
493	Finance	Fixed Assets	Tag assets	System can automatically calculate depreciation based on asset value and useful life and post the corresponding journal entries to the GL.	3	4	Y - Yes	Workday Core Financials - Asset Management		
494	Finance	Fixed Assets	Tag assets	Ability to reclassify assets from one type to another and effectively manage the new depreciation amount.	3	4	Y - Yes	Workday Core Financials - Asset Management		
495	Finance	Fixed Assets	Track asset depreciation	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	3	5	Y - Yes	Workday Core Financials - Asset Management		
496	Finance	Fixed Assets	Track asset depreciation	Ability to idle assets (suspend depreciation).	3	5	Y - Yes	Workday Core Financials - Asset Management		
497	Finance	Fixed Assets	Track asset depreciation	System supports barcoding labels for assets.	5	3	Y - Yes	Workday Core Financials - Asset Management		
498	Finance	Fixed Assets	Track asset depreciation	Ability to restrict the reuse of tag numbers.	5	3	Y - Yes	Workday Core Financials - Asset Management		
499	Finance	Fixed Assets	Adjust an asset	System accommodates user adjusting original asset cost/value subject to workflow/security constraints.	5	3	Y - Yes	Workday Core Financials - Asset Management		
500	Finance	Fixed Assets	Adjust an asset	System can accommodate workflow approval of the transfer of assets.	5	3	Y - Yes	Workday Core Financials - Asset Management		
501	Finance	Fixed Assets	Adjust an asset	Ability to track improvements on an existing asset and adjust the value appropriately.	3	5	Y - Yes	Workday Core Financials - Asset Management		
502	Finance	Fixed Assets	Adjust an asset	Ability to allow increases in asset values when asset lives have been extended due to asset remediation or preventive maintenance of an asset.	3	5	Y - Yes	Workday Core Financials - Asset Management		
503	Finance	Fixed Assets	Dispose of asset	System can accommodate workflow approval of the disposal of assets.	5	2	Y - Yes	Workday Core Financials - Asset Management		
504	Finance	Fixed Assets	Dispose of asset	Ability to add, transfer, or dispose of assets with retroactive dates, and "catch up" activity posts in current period.	3	5	Y - Yes	Workday Core Financials - Asset Management		
505	Finance	Fixed Assets	Dispose of asset	Ability to automatically track gain or loss on a sale of asset and determine value of acquired asset (trade-in).	5	1	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
506	Finance	Fixed Assets	Dispose of asset	Ability to reinstate disposed asset if found (stolen or lost) with appropriate accounting workflow.	5	1	Y - Yes	Workday Core Financials - Asset Management		
507	Finance	Fixed Assets	Track non-capital assets	System can maintain records of non-capitalized assets (e.g. laptop that is under capital threshold, but City wants to track).	2	5	Y - Yes	Workday Core Financials - Asset Management		
508	Finance	Fixed Assets	Create fixed asset reports	System allows reporting and inquiry of assets by department or organization unit and by asset type.	2	5	Y - Yes	Workday Core Financials - Asset Management		
509	Finance	General Ledger	Support general accounting requirements	System can maintain separate ledgers for three entities (City, Fire, Public Financing Authority).	5	5	Y - Yes	Workday Core Financials - Asset Management		
510	Finance	General Ledger	Support general accounting requirements	System supports cash, modified accrual, and accrual basis of accounting based on fund.	4	3	Y - Yes	Workday Core Financials - Asset Management		
511	Finance	General Ledger	Support general accounting requirements	System supports GAAP reporting requirements.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		The Workday reporting tool is capable of creating all the necessary reports for Statutory reporting and CAFR. Our customers utilize a variety of tools to take the data from Workday and actually create a "publishable" format.
512	Finance	General Ledger	Support general accounting requirements	System allow multiple fiscal years to be open and have transactions (including payables) processed against them simultaneously, including the ability to have related reversing entries automatically post to new year (i.e. AP, inter-fund journals, accruals).	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
513	Finance	General Ledger	Manage chart of accounts	Ability to modify and customize the chart of accounts structure with flexibility to define number of digits in segments and number of segments.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday provides an extremely flexible chart with both delivered and custom fields. We feel confident we can provide the city all the fields needed to capture required data both today and into the future!
514	Finance	General Ledger	Manage chart of accounts	Ability to establish rules to validate segments of the components of the chart of accounts.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
515	Finance	General Ledger	Manage chart of accounts	Chart of accounts setup is flexible to allow for changes and maintain history (e.g. reassign chart of accounts segments to match organizational change, department merge, etc.). Changes can be made using effective dating.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
516	Finance	General Ledger	Manage chart of accounts	System allows chart of accounts field to be renamed, and each subsequent year will automatically use the new chart of accounts field name.	4	4	Y - Yes	Workday Core Financials - Cash Management and Banking		
517	Finance	General Ledger	Manage chart of accounts	System maintains complete history and audit trail of all changes made to the chart of accounts.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
518	Finance	General Ledger	Manage chart of accounts	System restrict users from posting transactions to inactivated accounts.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		

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519	Finance	General Ledger	Manage chart of accounts	System can generate list of accounts with no activity in a user defined time period.	3	3	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
520	Finance	General Ledger	Manage chart of accounts	Ability to associate an account type (revenue, expense, fund balance, asset, liability, net assets, etc.) with each account when defining the chart of accounts.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
521	Finance	General Ledger	Manage chart of accounts	Ability to provide options for account roll-up capabilities at any level of the chart of account segments.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
522	Finance	General Ledger	Manage chart of accounts	Ability to maintain a self-balancing set of accounts for each fund including assets, liabilities, fund balance, expenditures, and revenues including the ability to automatically close to fund balance (user defined) to open the new year.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
523	Finance	General Ledger	Account Information	Ability for users to search for accounts by number or name (a portion, wild card, etc.).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
524	Finance	General Ledger	Account Information	Ability to accommodate up to a 180-character transaction description.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
525	Finance	General Ledger	Account Information	Ability to define master "account code shortcuts" (i.e. - abbreviated accounts) that cross-reference shortcut name to an account code.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
526	Finance	General Ledger	Account Information	Ability to define master "account code cross reference" that cross-reference a previous account string.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday account segments (Worktags) can be setup to default related values automatically upon entry.
527	Finance	General Ledger	Account Information	Ability to allow the user to use synonym/account names to inquire on accounts (user specific names that relate to specific account codes).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
528	Finance	General Ledger	Account Information	System is consistent between budget and accounting classifications (i.e., mapping) and can synchronize to other deliverables (i.e., CAFR, budget book, grant reporting) that may require a different mapping scheme/structure.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday provides mapping tools if needed. Most customers find the ability to use multiple hierarchies on a single chart element (Fund, Cost Center, Account, etc.) very helpful in classifying items differently for varying reporting needs.
529	Finance	General Ledger	Create Journal Entries	System has journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table (allocation percentage may change month to month based on actuals).	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
530	Finance	General Ledger	Create Journal Entries	Ability to automatically route a journal entry for approval based on a pre-defined workflow.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
531	Finance	General Ledger	Create Journal Entries	System prohibits the posting of journal entries and batches that are out of balance.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
532	Finance	General Ledger	Create Journal Entries	System can prohibit the same user from creating and posting a journal entry.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
533	Finance	General Ledger	Create Journal Entries	System restricts user from entering transactions outside of the user defined criteria (e.g. within specified department).	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
534	Finance	General Ledger	Create Journal Entries	System allows importing of General Ledger transactions from external data sources, including Excel, with validation rules.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
535	Finance	General Ledger	Create Journal Entries	System allows users to establish, save, and use journal entry templates that will allow users to easily create new journal entries using pre-saved journal entry details.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
536	Finance	General Ledger	Create Journal Entries	Ability to export cash transactions so they can be imported into a third-party Treasury system.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
537	Finance	General Ledger	Create Journal Entries	Ability for the system to automatically create necessary entries for transactions that cross funds.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
538	Finance	General Ledger	Create Journal Entries	Users can drill down from journal entry to transaction details from the module.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
539	Finance	General Ledger	Create Journal Entries	Users can attach supporting documentation to a journal entry.	2	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
540	Finance	General Ledger	Create Journal Entries	Ability to process automated/recurring journal entries.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		

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541	Finance	General Ledger	Create Journal Entries	System can create journal entry lines to support using pooled cash accounts.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis, Workday Core Financials - Cash Management and Banking		
542	Finance	General Ledger	Create Journal Entries	Ability to automate recurring inter-departmental charges.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
543	Finance	General Ledger	Create Journal Entries	Ability to process system-generated transactions, such as automated accruals, closing entries, cost assignment transactions, and recurring payments.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
544	Finance	General Ledger	Create Journal Entries	Ability to journal in batches.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
545	Finance	General Ledger	Create Journal Entries	Ability to allow entries to unlimited accounts with one journal entry (one credit and multiple debits, multiple debits and multiple credits, etc.) with validation of all transactions being in balance.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
546	Finance	General Ledger	Create Journal Entries	Ability to summarize distributions to the same account (e.g., cash) or show details of every transaction (i.e., multiple cash disbursements are displayed/stored online as a single, summary cash disbursement and shows the details of the balancing disbursements) based on user definition.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis, Workday Core Financials - Cash Management and Banking		
547	Finance	General Ledger	Create Journal Entries	Ability to make adjusting entries that do not affect the GL but allow for necessary reclassifications for financial reporting.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
548	Finance	General Ledger	Create Journal Entries	Ability to create an automated system posting to the specified GL Cash account as the other side of a journal entry within the same fund.	4	3	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
549	Finance	General Ledger	Track financial audit trail	Provide for traceability of changes made to previously posted transactions (i.e. provide audit trails that identify document input, change, approval, and deletions by journal entry originator).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
550	Finance	General Ledger	Track financial audit trail	Ability to track all workflow components. (i.e., creator, approver, attachments, date and time, status, changes).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
551	Finance	General Ledger	Track financial audit trail	Provide audit trails to trace transactions from source documents, original input, other systems, system-generated transactions, and internal assignment transactions.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday uses non-destructive updates, and previous data values are never overwritten. Workday's audit strategy is to always audit everything (including transactions down to the source document, the user ID, date, time, and any workflow approvals of the source transaction), and to retain this immutable audit data log in perpetuity. Our unique architecture allows us to do this with zero impact on system performance. This enables customers to access a complete audit history of any attribute or transaction within the Workday environment without the need for any third-party tools. Other vendors have audit turned off by default or can only audit a subset of fields because of the potential performance impact. Also, other vendors sometimes rely on application middleware to handle workflow, and as a result, often have extremely limited capabilities when auditing workflow transactions.
552	Finance	General Ledger	Track financial audit trail	Ability to drill down into fund/department/account/PO/expenditure/check issued/receipt detail.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
553	Finance	General Ledger	Track financial audit trail	Provide audit trails to trace source documents and transactions through successive levels of summarization to the financial statements and the reverse.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
554	Finance	General Ledger	Track financial audit trail	Provide audit trails to identify changes made to system parameters and tables that would affect the processing or reprocessing of any financial transaction.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
555	Finance	General Ledger	Perform period end close	Ability to record recurring accruals and the related reversing journal entries in the next period or next year.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
556	Finance	General Ledger	Perform period end close	System allows the rolling of specified balance sheet accounts to user specified destination accounts in conjunction with the year-end closing process (e.g. fund balance accounts are combined and rolled to a beginning fund balance).	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
557	Finance	General Ledger	Perform period end close	System facilitates a closing process at the end of month or quarter.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		As long as interest is captured either via bank transaction input or as an integration from another system. Interest can be allocated using Workdays allocation engine.

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558	Finance	General Ledger	Perform period end close	Ability to move prior year cancelled encumbrances to unencumbered fund balance.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
559	Finance	General Ledger	Perform period end close	Ability to move balance sheet accounts, unexpended available balances, and unreleased encumbrances over to a new year.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
560	Finance	General Ledger	Perform period end close	Ability to suppress roll forward of appropriations and encumbrances at fund level, department level, and/or the grant/project level based on user defined roll forward criteria.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
561	Finance	General Ledger	Perform period end close	Ability to start processing against any open period in the new fiscal year prior to close of last fiscal year. Retroactive transactions only to open periods are allowed.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
562	Finance	General Ledger	Perform period end close	Ability for authorized users to reopen closed periods.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
563	Finance	General Ledger	Perform period end close	Ability to provide year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
564	Finance	General Ledger	Perform period end close	Ability to process journals in multiple months simultaneously.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
565	Finance	General Ledger	Perform period end close	Ability to automatically reverse year end accruals.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
566	Finance	General Ledger	Perform period end close	Ability to have the last payroll of the year post across two years.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
567	Finance	General Ledger	Perform period end close	System supports pooled cash functionality.	4	4	Y - Yes	Workday Core Financials - Cash Management and Banking		
568	Finance	General Ledger	Perform period end close	System supports 13th month accounting period.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday provides the capability to close periods for transactions, while leaving the period open for adjustments. This allows for organizations to avoid the need for additional 'adjustment-only' periods. For example, when users change the ledger period status from Open to Close in Progress for Operational Accounting, users can't post journals from operational activities. Users can still record accounting journals, recurring journals, and depreciation. Over time users can continue to lock down the activity that can occur by progressing through the various ledger period statuses.
569	Finance	General Ledger	Perform period end close	System supports 14th month accounting period.	2	2	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday provides the capability to close periods for transactions, while leaving the period open for adjustments. This allows for organizations to avoid the need for additional 'adjustment-only' periods. For example, when users change the ledger period status from Open to Close in Progress for Operational Accounting, users can't post journals from operational activities. Users can still record accounting journals, recurring journals, and depreciation. Over time users can continue to lock down the activity that can occur by progressing through the various ledger period statuses.
570	Finance	General Ledger	Perform period end close	System supports 15th month accounting period.	2	2	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Workday provides the capability to close periods for transactions, while leaving the period open for adjustments. This allows for organizations to avoid the need for additional 'adjustment-only' periods. For example, when users change the ledger period status from Open to Close in Progress for Operational Accounting, users can't post journals from operational activities. Users can still record accounting journals, recurring journals, and depreciation. Over time users can continue to lock down the activity that can occur by progressing through the various ledger period statuses.
571	Finance	General Ledger	GL Reporting	Provide dashboard tools to define/report on key metrics of financial information, specific to the various department heads.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
572	Finance	General Ledger	GL Reporting	Ability to drill down from account balance to transaction details.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
573	Finance	General Ledger	CAFR Creation	System has CAFR builder functionality.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
574	Finance	General Ledger	Create Financial Reports	Ability to create financial reports for any set of dates, including overlapping fiscal years.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		

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575	Finance	General Ledger	Create Financial Reports	Ability to save templates of financial statements such as income statements, performance measures, and yearly reports.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
576	Finance	General Ledger	Create Financial Reports	Ability to generate a report on-demand that indicates those accounts with an abnormal balance (e.g., asset with a credit balance).	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
577	Finance	General Ledger	Create Financial Reports	Ability to prepare preliminary financial statements before period and year-end close.	3	3	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
578	Finance	General Ledger	Create Financial Reports	Ability to run historical General Ledger reporting across fiscal and calendar years with a minimum of current and two previous years simultaneously.	3	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
579	Finance	General Ledger	Create Financial Reports	Ability to populate trend information for user-defined activity and time periods.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
580	Finance	General Ledger	Create Financial Reports	Ability to provide an option to list all detailed accounts that are combined into each line of the financial reports for verification of accounting accuracy.	5	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
581	Finance	General Ledger	Create Financial Reports	Ability to generate a trial balance, by fund and fund rollup (detail and summary) by account. Description field should display full description for fund and account. Total should be generated for total assets and total liabilities & fund balance, revenue, expense, and other financing sources and uses.	3	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
582	Finance	General Ledger	Create Financial Reports	Ability to download data to Excel or Access.	4	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
583	Finance	Grant and Project Accounting	Track grant application process	System can track grant applications and status.	4	5	Y - Yes	Workday Grants Management		
584	Finance	Grant and Project Accounting	Track grant application process	System can track grant application dates and milestones and notify user when key dates are approaching.	4	5	Y - Yes	Workday Grants Management		
585	Finance	Grant and Project Accounting	Track grant application process	Workflow can be configured to be dependent upon grant attributes (e.g. grantor, grant type, dollar amount, user-flagged).	5	5	Y - Yes	Workday Grants Management		
586	Finance	Grant and Project Accounting	Grant/Project Set Up	System allows for grants/projects to have a fiscal year different from the City's fiscal year.	3	5	Y - Yes	Workday Grants Management		
587	Finance	Grant and Project Accounting	Grant/Project Set Up	System can support projects with multiple funding sources.	1	5	Y - Yes	Workday Grants Management		
588	Finance	Grant and Project Accounting	Grant/Project Set Up	System can track and report on sub-recipients of grants.	5	5	Y - Yes	Workday Grants Management		
589	Finance	Grant and Project Accounting	Grant/Project Set Up	System can track phases, tasks, and sub-tasks within a project/grant. Each can have its own budget.	1	5	Y - Yes	Workday Grants Management		
590	Finance	Grant and Project Accounting	Grant/Project Set Up	System can track projects that are for reporting purposes only (e.g. all expenses charged to non-project GL accounts, but total project costs are tracked).	1	5	Y - Yes	Workday Projects		
591	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to set a project contingency budget that is either encumbered or not encumbered.	3	5	Y - Yes	Workday Projects		
592	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to associate projects and sub-projects with grants, with the ability to link multiple grants to a project and multiple projects to a grant.	1	5	Y - Yes	Workday Grants Management		
593	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to associate a new project with one or more existing assets in the fixed assets module.	3	5	Y - Yes	Workday Grants Management		
594	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to designate whether or not projects are to be capitalized.	3	5	Y - Yes	Workday Projects		
595	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to capitalize only part of a project and expense the rest of the project.	5	5	Y - Yes	Workday Projects		
596	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to have multi-level project/grant roll up.	3	5	Y - Yes	Workday Grants Management		
597	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to require attaching budget approval documents, with ability to drill down from project to supporting documentation.	1	5	Y - Yes	Workday Grants Management		
598	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to set grant-specific criteria in the system and create a checklist to ensure all requirements are met.	4	5	Y - Yes	Workday Grants Management		
599	Finance	Grant and Project Accounting	Grant/Project Set Up	Ability to automatically create project numbers with user-defined segments (e.g. first 2 digits are the year, next digit is the function, next is the project/grant designation, next is the sequential number, etc.).	3	5	Y - Yes	Workday Projects		
600	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Department (responsible for the project or grant).	2	5	Y - Yes	Workday Grants Management		
601	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Status (e.g. fully funded, partially funded, non-funded).	2	5	Y - Yes	Workday Projects		
602	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Key dates (Approval date, start date, end date, extension date, date of last draw, final performance report).	3	5	Y - Yes	Workday Projects		
603	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Council Order number and date.	3	5	Y - Yes	Workday Projects		Yes, with either with custom object or a custom field.

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604	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Granting agency number.	2	5	Y - Yes	Workday Grants Management		
605	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Pass-through grant indicator and entity and grant #.	2	5	Y - Yes	Workday Grants Management		
606	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Sub-grantee.	3	5	Y - Yes	Workday Procurement		Yes, with either with custom object or a custom field.
607	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Contract number(s) for projects and grants—could have multiple contracts for each.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
608	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Catalog of Federal Domestic Assistance (CFDA), if applicable.	2	4	Y - Yes	Workday Grants Management, Workday Projects		Yes, with either with custom object or a custom field.
609	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Amendments (dates, dollars, activity being amended) and allows for multiple amendments.	2	5	Y - Yes	Workday Grants Management		
610	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Contractor(s) name associated with grants and projects e.g., who is performing the tasks for the grant, project, subproject, activities/task).	3	5	Y - Yes	Workday Grants Management		
611	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Detail on contractor (name, contact, address, certifications, Fed ID number, EEO).	3	5	Y - Yes	Workday Projects		Yes, with either with custom object or a custom field.
612	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Payments and balance available.	1	5	Y - Yes	Workday Grants Management, Workday Projects		
613	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Budget detail per grant, project, subproject, activities/task, objective.	1	5	Y - Yes	Workday Grants Management		
614	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Activity/Task.	1	5	Y - Yes	Workday Projects, Workday Grants Management		
615	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Objective.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
616	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Function.	3	4	Y - Yes	Workday Projects, Workday Grants Management		Yes, with either with custom object or a custom field.
617	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Designation.	3	4	Y - Yes	Workday Projects, Workday Grants Management		
618	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Grant or project manager assigned with contact information from the Payroll/Personnel module for validation.	3	4	Y - Yes	Workday Grants Management		
619	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Project/grant type.	1	5	Y - Yes	Workday Grants Management		
620	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Relevant GL accounts (for revenues and expenditures).	1	5	Y - Yes	Workday Projects, Workday Grants Management		
621	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Retainage requirements, with the ability to adjust and track history.	4	5	Y - Yes	Workday Projects, Workday Grants Management		

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622	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Accounting basis (e.g. cash vs. accrual).	2	5	Y - Yes	Workday Grants Management, Workday Projects	Supported. Virtually all enterprises fall under the jurisdiction of different authorities which require accounting and reporting according to different principles for the same business events. Multi-book gives you the ability to maintain multiple books, so that your organizations can prepare financial statements and simultaneously report financial results for different authorities (such as IFRS, GAAP, and Management reporting) based on a single set of source events. Using Workday's multi-book capabilities, you can: • Capture adjustments and create different reports based on the requirements of each authority. • Run financial reports within Workday for any book. • Define unlimited book codes and configure books that include one or more book codes. • Share a common book through the use of a blank book code. • Record journals to any book code. • Run any delivered or user-defined financial report by book. • Define a manager report profile to reference a book so that organization managers can see their financial reporting results from a management perspective. • Define and run an advanced financial report that references book code by report line. • Create and run custom financial reports that reference book using Journals Report Data Sources. • Reference book code in journal web services. • Use the delivered Book and Book Code web services to manage your configuration.
623	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Indicator of whether or not there is Grant matching.	2	5	Y - Yes	Workday Grants Management	
624	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Scope, including changes and approvals of those changes.	1	5	Y - Yes	Workday Projects, Workday Grants Management	
625	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: EEOC and Davis/Bacon information.	3	4	Y - Yes	Workday Projects, Workday Grants Management	
626	Finance	Grant and Project Accounting	Track key project/grant data points	System can track the following data points for each project/grant: Minority requirements.	3	3	Y - Yes	Workday Projects, Workday Grants Management	
627	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to designate projects/grants as multi-year or single-year.	3	5	Y - Yes	Workday Projects, Workday Grants Management	
628	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to track the total budget for a multi-year project/grant, but also assign estimated values for each fiscal year that can automatically be input into the annual budget.	3	5	Y - Yes	Workday Projects, Workday Grants Management	
629	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to automatically carry over project balances as well as project set-up information between fiscal years, unless flagged as closed.	1	5	Y - Yes	Workday Grants Management	
630	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to notify designated staff (by grant/project) a defined number of days prior to expiration.	3	5	Y - Yes	Workday Grants Management	
631	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to integrate project cost planning with budget planning module.	3	5	Y - Yes	Workday Grants Management, Workday Projects, Workday Core Financials - Financial Reporting & Analysis	Supported with Workday Core Financials using easily configured custom reporting. Even more functionality is gained with Optional SKU: Workday Adaptive Planning, which can be used for forecasting and estimating scenarios.
632	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to enter and maintain time or phase-based budgets for a project, including multi-year projects.	3	5	Y - Yes	Workday Projects, Workday Grants Management	
633	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	3	5	Y - Yes	Workday Grants Management	
634	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to budget for a grant before the grant has been approved.	3	5	Y - Yes	Workday Projects, Workday Grants Management	
635	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to support entry of project/grant cost estimates prior to approval of the budget.	4	5	Y - Yes	Workday Grants Management	Workday Adaptive Planning can be leverage for more complex budget/forecasting scenarios.
636	Finance	Grant and Project Accounting	Create and manage project/grant budgets	Ability to provide drill down capabilities on budgets, cost estimates, and actuals.	1	5	Y - Yes	Workday Grants Management	
637	Finance	Grant and Project Accounting	Track grants	Ability to generate a notification based on effective/expiration dates for fixed term appointments/grant funded positions.	5	5	Y - Yes	Workday Grants Management	
638	Finance	Grant and Project Accounting	Track grants	Ability to generate an asset for grant funded projects.	4	5	Y - Yes	Workday Grants Management	
639	Finance	Grant and Project Accounting	Track grants	Ability to notify designated staff (by grant/project) a defined number of days prior to deadline for grant reporting submission.	5	5	Y - Yes	Workday Grants Management	

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640	Finance	Grant and Project Accounting	Track grants	Ability to electronically notify in advance of upcoming key grant completion dates.	5	5	Y - Yes	Workday Grants Management		
641	Finance	Grant and Project Accounting	Track grants	Ability to electronically notify in advance of upcoming grant spending deadlines including final close out.	5	5	Y - Yes	Workday Grants Management		
642	Finance	Grant and Project Accounting	Track grants	Ability to track and report on non-financial performance measures against a grant/project or sub-activity within a grant project.	5	5	Y - Yes	Workday Grants Management		
643	Finance	Grant and Project Accounting	Track grants	Ability to report on project/grant budget to actual status.	1	5	Y - Yes	Workday Projects, Workday Grants Management		
644	Finance	Grant and Project Accounting	Track grants	Ability to establish system wide grant rules that may disallow the charging of expenditures to grants that have a closed or inactive status.	2	4	Y - Yes	Workday Grants Management		
645	Finance	Grant and Project Accounting	Track grants	Ability to specify expenses that cannot be charged to a specific grant or group of grants (unallowable costs).	5	4	Y - Yes	Workday Projects, Workday Grants Management		
646	Finance	Grant and Project Accounting	Track grants	Ability to accumulate and report on project/grant equipment costs by establishing equipment rate schedules (this is a non-cash transaction--just an allocation to the proper project/grant coding).	3	4	Y - Yes	Workday Grants Management		Need to better understand what is meant by Equipment Rate Schedule to fully respond to requirement. Equipment within Workday Business Assets can be associated to various Grants via an Asset Shares feature.
647	Finance	Grant and Project Accounting	Track grants	Ability to track grant activity costs, until the new grant is awarded i.e. pre-award activities.	5	4	Y - Yes	Workday Grants Management		
648	Finance	Grant and Project Accounting	Track grants	Ability to set-up grant matching from multiple funds.	3	4	Y - Yes	Workday Grants Management		
649	Finance	Grant and Project Accounting	Track grants	Ability for authorized users to reclassify the grant coding/reference number after transactions are posted, with detailed audit trail that is reportable.	5	5	Y - Yes	Workday Grants Management		Workday provides the ability to view audits of transactions and it is "always on". Auditing can't be turned off. For some data, Workday uses effective dating to track transaction history. Auditors can view audit history in reports, but can't make changes in the system. Workday's non-destructive updates prevent data from being destroyed or overwritten, providing a complete audit trail of every change ever made in our business services. When data is updated, the Workday business service records these changes in the secure Workday database. Only users in the Auditor security group can access this data. Workday records the details of every user-made change, including the new value, the old value, the name of the user who submitted the change, and a time stamp. Workday adds these details to the top of a stack of changes, enabling you to retrace the history of that value all the way back to the original data entry. This is especially important in compliance issues, such as with Sarbanes-Oxley section 404, which demands proof of tight controls to preserve data integrity.
650	Finance	Grant and Project Accounting	Track grants	Supports annual and multi-year funding allocation process that allows for expenditures or carryover of remaining balance.	1	5	Y - Yes	Workday Projects, Workday Grants Management		
651	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: In-Kind Contribution.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
652	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: In-Kind Match.	3	5	Y - Yes	Workday Grants Management		
653	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: Federal.	1	5	Y - Yes	Workday Grants Management		
654	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: State.	1	5	Y - Yes	Workday Grants Management		
655	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: Foundation.	1	5	Y - Yes	Workday Grants Management		
656	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: Local.	1	5	Y - Yes	Workday Grants Management		
657	Finance	Grant and Project Accounting	Manage different types of grants	System can manage the following kinds of grants: Other user defined grant types.	1	5	Y - Yes	Workday Grants Management		
658	Finance	Grant and Project Accounting	Maintaining grant/project ledgers	System can track labor for grants/projects on employee timesheets.	1	5	Y - Yes	Workday Grants Management		
659	Finance	Grant and Project Accounting	Maintaining grant/project ledgers	System will capture all financial grant/project activity through the grant/project ledger.	1	5	Y - Yes	Workday Grants Management		
660	Finance	Grant and Project Accounting	Maintaining grant/project ledgers	System allows transactions to be recorded against a grant/project after they have already occurred.	3	5	Y - Yes	Workday Grants Management		
661	Finance	Grant and Project Accounting	Maintaining grant/project ledgers	System can track allowable and unallowable expenses by grant/project, and not allow unallowable expenses to be posted.	3	5	Y - Yes	Workday Grants Management		Yes. With configuration of expense items, organizations can control the expense items that workers are eligible to use. Eligibility can be based on many factors including job level, location, number of hours, meals provided, and company.
662	Finance	Grant and Project Accounting	Maintaining grant/project ledgers	System generate report showing which user created each transaction.	1	5	Y - Yes	Workday Grants Management		

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663	Finance	Grant and Project Accounting	Manage grant reimbursements	Ability to create a bill/receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures.	5	5	Y - Yes	Workday Grants Management		
664	Finance	Grant and Project Accounting	Manage grant reimbursements	Ability to configure a grant reimbursement request workflow.	4	5	Y - Yes	Workday Grants Management		
665	Finance	Grant and Project Accounting	Manage grant reimbursements	System alerts the project/grant manager in advance if spending is nearing the allowable reimbursable amount particularly as it relates to accumulating salary & benefits costs.	4	5	Y - Yes	Workday Projects, Workday Grants Management		
666	Finance	Grant and Project Accounting	Manage grant reimbursements	A system that can track reimbursement by project/grants, especially when there are multiple grants for a single project (e.g., vehicle) or multiple projects funded by a single grant.	3	5	Y - Yes	Workday Grants Management		
667	Finance	Grant and Project Accounting	Manage grant reimbursements	System will accommodate the revenue associated with reimbursable grant funding.	4	5	Y - Yes	Workday Projects, Workday Grants Management		
668	Finance	Grant and Project Accounting	Manage grant reimbursements	System will track grant expenditures that have been reimbursed vs not reimbursed to prevent duplicate reimbursement requests.	5	5	Y - Yes	Workday Grants Management		
669	Finance	Grant and Project Accounting	Manage grant reimbursements	System will provide a real-time activity to ensure that grant billings comply with matching requirements.	4	5	Y - Yes	Workday Projects, Workday Grants Management		
670	Finance	Grant and Project Accounting	Manage grant reimbursements	System allows projects to have configurable funding sources for their transactions. E.g. 50/50 split for all transactions, only certain types of expenses are reimbursable, etc.	2	4	Y - Yes	Workday Projects		
671	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to set-up cost allocation plans on projects and grants.	5	5	Y - Yes	Workday Grants Management		
672	Finance	Grant and Project Accounting	Manage project/grant costing	Ability for the project/grant accounting module to allow for journal entry of costs.	3	5	Y - Yes	Workday Grants Management		
673	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to split any transaction by percent or flat amount (e.g., labor, inventory, equipment use, square footage, etc.) to one or more projects/grants.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
674	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to automatically allocate employee salary and benefit costs to grants based on hours worked and/or compensation type.	3	5	Y - Yes	Workday Grants Management		
675	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to define specific employee benefit types that can be allocated to each project/grant.	5	5	Y - Yes	Workday Grants Management		
676	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to display unencumbered balance and unexpended balance for each project/grant.	1	5	Y - Yes	Workday Grants Management		Workday Adaptive Planning can be used to accommodate more sophisticated forecasting scenarios.
677	Finance	Grant and Project Accounting	Manage project/grant costing	Ability for automatic notification of cost overruns based on percentage or dollar amount, with the ability to configure by each project/grant.	4	5	Y - Yes	Workday Grants Management		
678	Finance	Grant and Project Accounting	Manage project/grant costing	Ability for automatic notification of cost overruns for a phase of a project.	5	5	Y - Yes	Workday Grants Management		
679	Finance	Grant and Project Accounting	Manage project/grant costing	Ability for automatic warning/notification when expenses surpasses budget by a defined percentage or dollar amount.	4	5	Y - Yes	Workday Projects, Workday Grants Management		
680	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to recognize project expenditures and revenues on an accrual basis (when the work is performed) rather than when the invoice is received or when payroll is processed.	5	5	Y - Yes	Workday Projects, Workday Grants Management		
681	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to recognize project expenditures and revenues on a cash basis	5	3	Y - Yes	Workday Grants Management		
682	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to change an allocation formula without affecting prior allocations.	5	5	Y - Yes	Workday Grants Management, Workday Projects		The allocations can be changed with proper security permissions.
683	Finance	Grant and Project Accounting	Manage project/grant costing	Ability to allow standard overhead rates to be applied to a project.	3	5	Y - Yes	Workday Grants Management		Workday allocation engine can be used to calculate the application of overhead rates to projects. Reports can be generate using Workday reporting tools.
684	Finance	Grant and Project Accounting	Manage project/grant costing	System allows for different indirect cost rates to be applied to each grant/project.	5	5	Y - Yes	Workday Projects, Workday Grants Management		
685	Finance	Grant and Project Accounting	Manage project/grant costing	System allows for an indirect cost rate to be changed and have the rate be retroactively applied to previous transactions.	5	5	Y - Yes	Workday Projects, Workday Grants Management		
686	Finance	Grant and Project Accounting	Close a project/grant	When a user attempts to close a project /grant, the system will notify the user if there are outstanding pending items (e.g. labor charges, unpaid invoices, etc.).	2	5	Y - Yes	Workday Projects, Workday Grants Management		
687	Finance	Grant and Project Accounting	Close a project/grant	Users can close a project and grant which will restrict other users from posting expenses or time to that project/grant.	1	5	Y - Yes	Workday Grants Management		
688	Finance	Grant and Project Accounting	Close a project/grant	Ability to hold a grant open after the grant term – to accumulate grant costs & accommodate end of grant corrections and reclassifications.	3	5	Y - Yes	Workday Grants Management		
689	Finance	Grant and Project Accounting	Report on projects/grants	System provides a dashboard to track real-time status of project/grant activity with graphical representation of information through charts.	2	5	Y - Yes	Workday Projects, Workday Grants Management		
690	Finance	Grant and Project Accounting	Report on projects/grants	Ability to report on a multi-year grant and view information covering all years of the grant at a summary level and broken down by each year.	1	5	Y - Yes	Workday Grants Management		

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691	Finance	Grant and Project Accounting	Report on projects/grants	Ability to interface with the Fixed Asset module to generate reports on assets related to grants.	3	5	Y - Yes	Workday Grants Management		
692	Finance	Grant and Project Accounting	Report on projects/grants	Ability to create reports in compliance with Single Audit Act. Indicates Federal and pass-through projects. Tracks EEOC and Davis/Bacon information for contractors, etc. including tracking revenue by CFDA number.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
693	Finance	Grant and Project Accounting	Report on projects/grants	Ability to provide all requirements as defined by the various federal granting agencies.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
694	Finance	Grant and Project Accounting	Report on projects/grants	Ability to report on variances and percent completion.	2	5	Y - Yes	Workday Projects, Workday Grants Management		
695	Finance	Grant and Project Accounting	Report on projects/grants	Ability to prepare a report for projects that summarizes financial data by fiscal year, as well as life-to-date.	1	5	Y - Yes	Workday Projects, Workday Grants Management		
696	Finance	Grant and Project Accounting	Report on projects/grants	Allow user-specified grouping of individual projects for summary reporting purposes (e.g. multiple projects associated with widening the same street over a number of years).	3	5	Y - Yes	Workday Projects, Workday Grants Management		
697	Finance	Grant and Project Accounting	Report on projects/grants	System provides project and grant status reports for project and grant managers to track status and progress.	3	5	Y - Yes	Workday Projects, Workday Grants Management		
698	Finance	Grant and Project Accounting	Report on projects/grants	Ability to create reports in compliance with Single Audit Act	5	5	Y - Yes	Workday Projects, Workday Grants Management		
699	Finance	Grant and Project Accounting	Report on projects/grants	Ability for users to create a report based on a user specified time period.	3	4	Y - Yes	Workday Projects, Workday Grants Management		
700	Finance	Grant and Project Accounting	Report on projects/grants	Ability to create a report showing project number, GL account number(s), project expenses, project budget remaining, assigned project lead, project address, and an additional user-defined project name for a third party software.	4	4	Y - Yes	Workday Projects, Workday Grants Management		
701	Finance	Inventory	Maintain inventory item master file	System tracks expiration/spoil date for inventory items.	5	1	Y - Yes	Workday Inventory		Yes, with optional SKU - Inventory. You can group and sort inventory items with lots based on expiration date, to ensure you pick your products based on what expires first. For example, products with biological agents that expire, such as medication. You can use lot and serial numbers for traceability, and item recall tracking for defective items.
702	Finance	Inventory	Maintain inventory item master file	Items can be assigned to an inventory category.	3	5	Y - Yes	Workday Inventory		Yes, with Optional SKU - Inventory.
703	Finance	Inventory	Maintain inventory item master file	Item record shows the last time an item was ordered.	5	3	Y - Yes	Workday Inventory		Yes, with Optional SKU - Workday Inventory.
704	Finance	Inventory	Maintain inventory item master file	Item cost can be maintained using FIFO or average cost methodology.	5	3	Y - Yes	Workday Inventory		Yes, with optional SKU: Workday Inventory. Workday enables you to monitor and control the movement of goods with lot identifiers. This enhanced tracking ability helps you to minimize expired goods in your warehouse and identify items that are subject to recall.
705	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Vendor Part Number (as cross reference).	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
706	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Item Commodity.	3	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
707	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Item Description.	3	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
708	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Serial Number/Unique Identifier for each Inventory Item.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
709	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Units of Measure for Purchase.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
710	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Units of Measure for Issue.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
711	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Ordering Account Number.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
712	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Current Cost (last price paid).	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
713	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Current Cost Date.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
714	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Average Cost.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
715	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Latest Quantity Received.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
716	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Received By.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.

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717	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Received Date.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
718	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Date Item Ordered.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
719	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Date Item Entered Inventory.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
720	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Date Item Withdrawn.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
721	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Reorder Point (maximum/minimum) and Replenishment Quantity.	3	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
722	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Quantity on Hand.	3	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
723	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Total Value of Quantity on Hand.	3	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
724	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Warranty Information.	5	1	N - Not Available			
725	Finance	Inventory	Track key inventory data points	System can track the following data points for each inventory item: Overhead Rate.	5	1	Y - Yes	Workday Inventory		Yes, with optional SKU: Workday Inventory. Maintain Inventory Markups task.
726	Finance	Inventory	Allow users to withdraw inventory	System will flag with warning error inventory requisitions based on user-defined characteristics (e.g., non-fleet users cannot order a car battery).	5	3	Y - Yes	Workday Inventory		Yes, using a custom validation with optional SKU: Workday Inventory.
727	Finance	Inventory	Allow users to withdraw inventory	System creates issue tickets automatically with appropriate approval, based on electronic supply requisitions.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
728	Finance	Inventory	Allow users to withdraw inventory	System provides requisition self-service for employees to request inventory.	3	5	Y - Yes	Workday Procurement		Yes, supported with optional SKU: Workday Inventory.
729	Finance	Inventory	Allow users to withdraw inventory	System can charge 1% overhead cost when items are withdrawn from inventory.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory using Maintain Inventory Markup.
730	Finance	Inventory	Allow users to withdraw inventory	Users can submit a request for an item that is out of stock and the item will be placed on back order for the user. Users will be notified when the item is in stock.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
731	Finance	Inventory	Allow users to withdraw inventory	Users can specify a ship-to location when ordering inventory.	3	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
732	Finance	Inventory	Adjust inventory	System will maintain an audit trail of all inventory processes.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
733	Finance	Inventory	Adjust inventory	System provides inventory adjustment capabilities with proper approval levels and audit trail.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
734	Finance	Inventory	Adjust inventory	System automatically interfaces with the general ledger for physical inventory adjustments with appropriate workflow approval and security.	5	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
735	Finance	Inventory	Manage inventory stock	System will issue error warnings when stock is at minimum quantity.	5	3	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
736	Finance	Inventory	Manage inventory stock	Users can set reorder points, or use system defined reorder points.	3	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
737	Finance	Inventory	Manage inventory stock	System can generate a requisition in the purchasing module when an item reaches its defined reorder point.	5	1	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
738	Finance	Inventory	Manage inventory stock	System will allow manual overrides of reorder points and reorder quantities.	4	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory. You can use Workday to calculate a recommended reorder point for your items. We enable you to make frequent adjustments to minimum and maximum stocking quantities based on your usage activity. Use this feature to help reduce constant manual data review, improve anomaly detection, and demand forecasting.
739	Finance	Inventory	Manage inventory stock	System maintains location of each part using aisle, section, and row.	4	5	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory. You can set up these inventory location types and organize them into location hierarchies to store inventory: <ul style="list-style-type: none"> • Sites: Enable you to add stocking locations and zones within a location chain. • Stocking locations: Use to store owned or consigned goods. • Zones: Use to subdivide stocking locations and help multiple workers pick in tandem. Example: You set up a warehouse as an inventory site and designate a large aisle as a stocking location to store goods. You then split the aisle into zones, enabling multiple workers to pick from multiple locations at the same time. You can manage space at your inventory locations by: <ul style="list-style-type: none"> • Configuring stocking units of measure (UOMs) to store items according to their shape and size. Examples: <i>Bag</i>, <i>Bottle</i>, and <i>Case</i>. • Converting existing UOMs to accommodate physical changes at inventory locations. Example: To accommodate large orders, you convert the UOM for exam gloves from <i>Box</i> to <i>Pack</i>.

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740	Finance	Inventory	Support physical inventory count process	System will create physical inventory reports to assist staff in counting inventory.	5	1	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
741	Finance	Inventory	Support physical inventory count process	System will provide inventory detail and summary reports sequenced by location.	5	1	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory. • Create inventory sites and stocking locations. • Put away inventory items in their stocking locations. You can configure Workday to: • Periodically count inventory items. • Reconcile inventory levels based on inventory counts. Workday supports these types of inventory counts: • Physical: Typically conducted once or twice each year on the entire facility. • Cycle: Completed periodically on an area within the facility. This type of counting includes ad hoc counts • In Workday, you can create Inventory Count Sheets. You can use Workday to schedule the automatic generation of lists for inventory item balances that need physical confirmation during the next count.
742	Finance	Inventory	Support physical inventory count process	System can integrate with barcode scanner to facilitate performing a physical inventory process.	5	1	Y - Yes	Workday Inventory		Yes, supported with optional SKU: Workday Inventory.
743	Finance	Purchasing	Create requisitions for a purchase	System can auto-fill GL fields based on user (e.g. department and fund), with the ability to override the auto filled values.	3	5	Y - Yes	Workday Procurement		
744	Finance	Purchasing	Create requisitions for a purchase	System can auto-fill sales tax rate based on vendor's location.	3	4	Y - Yes	Workday Procurement		
745	Finance	Purchasing	Create requisitions for a purchase	Ability to automatically pre-encumber funds upon entry of the requisition, including applicable sales and use tax.	2	5	Y - Yes	Workday Procurement		
746	Finance	Purchasing	Create requisitions for a purchase	System will pre-encumber for future fiscal year(s) i.e. for multi-year contracts/POs.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		
747	Finance	Purchasing	Create requisitions for a purchase	Requisitions can be tied to a project.	1	5	Y - Yes	Workday Procurement		A requisition can have a magnitude of distribution lines.
748	Finance	Purchasing	Create requisitions for a purchase	System allows user to request a new vendor as part of the requisition process.	3	4	Y - Yes	Workday Procurement		
749	Finance	Purchasing	Create requisitions for a purchase	System allows users to submit a requisition without specifying the vendor.	3	3	Y - Yes	Workday Procurement		
750	Finance	Purchasing	Create requisitions for a purchase	Users can specify a ship-to location on the requisition.	1	5	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		Workday has an external ship-to functionality and also has the ability to have multiple internal Deliver-to locations associated with the Ship-to address. These addresses can be customized to be automatically defaulted per user also, saving time on data entry of addresses.
751	Finance	Purchasing	Create requisitions for a purchase	Ability to default the shipping address (with multiple locations) on requisitions based on the user that is requesting the goods/services.	1	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		Workday has an external ship-to functionality and also has the ability to have multiple internal Deliver-to locations associated with the Ship-to address. These addresses can be customized to be automatically defaulted per user also, saving time on data entry of addresses.
752	Finance	Purchasing	Create requisitions for a purchase	System can consolidate multiple requisitions into a single purchase order and maintain the price, quantity, and accounting details of each line item.	4	4	Y - Yes	Workday Procurement		
753	Finance	Purchasing	Create requisitions for a purchase	Users can attach bids/quotes to a requisition.	1	5	Y - Yes	Workday Procurement		
754	Finance	Purchasing	Create requisitions for a purchase	System accommodates both encumbered and unencumbered blanket purchase orders.	1	5	Y - Yes	Workday Procurement		
755	Finance	Purchasing	Create requisitions for a purchase	Ability to copy blanket purchase orders from previous fiscal years.	4	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement		
756	Finance	Purchasing	Create requisitions for a purchase	System will automatically check if requisition is within budget and deny any out of budget requests.	3	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
757	Finance	Purchasing	Create requisitions for a purchase	Users can allocate a single line item to multiple general ledger accounts.	1	5	Y - Yes	Workday Procurement		
758	Finance	Purchasing	Create requisitions for a purchase	Users can specify if a requisition will have sales tax applied.	1	5	Y - Yes	Workday Procurement		
759	Finance	Purchasing	Create requisitions for a purchase	Ability to automatically generate recurring purchase orders for frequently ordered merchandise.	3	4	Y - Yes	Workday Procurement		
760	Finance	Purchasing	Create requisitions for a purchase	Ability to save an in-progress requisition as a draft.	4	4	Y - Yes	Workday Procurement		
761	Finance	Purchasing	Create requisitions for a purchase	Ability to require requisitions that are sole/single source to include requisite justification documentation.	2	4	Y - Yes	Workday Procurement		A requisition type can be configured for "Sole Source" situations which can be configured in the Requisition Business Process Event as requiring additional actions required such as "completing sole source justification" documentation and attaching to requisition.

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762	Finance	Purchasing	Create requisitions for a purchase	Requisitions can have quantity, price, and description.	1	5	Y - Yes	Workday Procurement		
763	Finance	Purchasing	Create requisitions for a purchase	System can retrieve vendor information based on a user search and automatically populate the requisitions with that information.	1	5	Y - Yes	Workday Procurement		
764	Finance	Purchasing	Create requisitions for a purchase	Requisition can specify Unit of Measure (Ea., Ft, lb., C, M, etc.).	1	3	Y - Yes	Workday Procurement		
765	Finance	Purchasing	Create requisitions for a purchase	Requisition can include Departmental contact, address, email, and phone number.	1	5	Y - Yes	Workday Procurement		
766	Finance	Purchasing	Create requisitions for a purchase	Requisition can include freight terms (FOB).	1	5	Y - Yes	Workday Procurement		
767	Finance	Purchasing	Create requisitions for a purchase	System can identify various funding sources for different procurement requirements including federal and state grants funds.	2	4	Y - Yes	Workday Procurement, Workday Grants Management		
768	Finance	Purchasing	Create requisitions for a purchase	Ability to inquire on historical purchase orders and copy them in as a new requisition.	1	5	Y - Yes	Workday Procurement		Yes this is supported. In Workday one can either add from a templates or add from a previous requisition.
769	Finance	Purchasing	Categorize purchases via commodity codes	System supports the use and reporting of commodity code (NIGP or other) (i.e. vendor classification, sourcing documents, contracts, purchase orders, dollars expended).	5	3	Y - Yes	Workday Procurement		
770	Finance	Purchasing	Approve requisitions via workflow	Requisitions are automatically turned into a purchase order after the final approval is complete.	1	5	Y - Yes	Workday Procurement		
771	Finance	Purchasing	Approve requisitions via workflow	Purchase order amount is automatically encumbered when the purchase order is created.	1	5	Y - Yes	Workday Procurement		
772	Finance	Purchasing	Approve requisitions via workflow	Ability to email purchase orders to vendors.	1	5	Y - Yes	Workday Procurement		
773	Finance	Purchasing	Approve requisitions via workflow	Ability to add attachments to a purchase order before it's emailed to the vendor.	4	4	Y - Yes	Workday Procurement		
774	Finance	Purchasing	Approve requisitions via workflow	System can automatically print or email a purchase order based on preference stored in vendor file.	4	5	Y - Yes	Workday Procurement		
775	Finance	Purchasing	Approve requisitions via workflow	System will accommodate modification of some non-monetary fields on requisitions during workflow and before approval, without sending requisition back to requestor.	2	5	Y - Yes	Workday Procurement		Yes, Workday's business process workflow can be used to create approval steps that are desired or to skip, ignore a defined approval step while operating within Workday's security model.
776	Finance	Purchasing	Approve requisitions via workflow	Ability to configure multiple requisition approval workflows based on department, dollar amount, or commodity type.	2	5	Y - Yes	Workday Procurement		
777	Finance	Purchasing	Approve requisitions via workflow	System to notify requestor when a purchase order has been approved or not approved.	1	5	Y - Yes	Workday Procurement		
778	Finance	Purchasing	Approve requisitions via workflow	Ability to forward an approval to another staff member on a one-time basis.	4	5	Y - Yes	Workday Procurement		
779	Finance	Purchasing	Approve requisitions via workflow	Ability to view approval queues, status (open, received, invoiced, paid, partially filled/back ordered, partially paid), and audit trails of workflows (e.g., who approved each step), and drill into components of the workflow (e.g., purchase order and attached electronic documents).	1	5	Y - Yes	Workday Procurement		
780	Finance	Purchasing	Manage purchase orders	System maintains history and relationships for all solicitation documents, vendor responses, requisitions, approvals, performance measures, invoices, credits, checks, receiving documents for all POs, contracts, and (if applicable) purchasing cards.	2	4	Y - Yes	Workday Procurement		
781	Finance	Purchasing	Manage purchase orders	System lets users filter and mass close open purchase orders/encumbrances, and requisitions/pre-encumbrances.	3	5	Y - Yes	Workday Procurement		
782	Finance	Purchasing	Manage purchase orders	System will accommodate change order workflows for purchase orders that require updated price and/or quantities.	2	5	Y - Yes	Workday Procurement		Yes, in Workday, you can mass open, mass close or mass reopen requisitions and purchase orders.
783	Finance	Purchasing	Manage purchase orders	Ability to notify the user when a change order is processed that will exceed the budgeted amount available.	2	4	Y - Yes	Workday Procurement		Yes. Supported. Multiple ways to handle this scenario. Approver can override the exception, can request additional budget funds, can also reject the requisition then the requester can make the necessary changes, etc.
784	Finance	Purchasing	Manage purchase orders	System will identify purchase orders that have not been marked as good / item receive after a user-specified period of time.	4	3	Y - Yes	Workday Procurement		
785	Finance	Purchasing	Manage purchase orders	System allows freight charges to be added to a purchase order amount, if the charges are under a defined threshold.	3	5	Y - Yes	Workday Procurement		
786	Finance	Purchasing	Manage purchase orders	Ability to enter comments and/or special instructions on purchase orders, including canned statements and messages.	2	4	Y - Yes	Workday Procurement		Workday leverages BIRT form tool.
787	Finance	Purchasing	Manage purchase orders	Ability to specify comments that are for internal reference only.	2	4	Y - Yes	Workday Procurement		Yes, Supported. One can send messages internally within Workday using the @ command in the Activity section. To speak to suppliers (vendors) you can use the supplier chat to send messages directly to a supplier to discuss a published or closed sourcing event. While the messages are private between the sourcing team and the supplier, the stakeholders for the buyer can view the messages. Stakeholders must have Answer Q&A or Read/Write permissions to send messages directly to suppliers.
788	Finance	Purchasing	Receive goods	The system can be configured to only require receipting for certain departments.	5	3	Y - Yes	Workday Procurement		

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789	Finance	Purchasing	Receive goods	The system can be configured to only require receipting for certain accounts.	5	3	Y - Yes	Workday Procurement		
790	Finance	Purchasing	Receive goods	Users can fully or partially receive a purchase order.	5	3	Y - Yes	Workday Procurement		
791	Finance	Purchasing	Receive goods	Users can return a good to the vendor, and the system will automatically generate the reversing entry to reverse the initial receipt of the good.	5	4	Y - Yes	Workday Procurement		Workday provides support to receive goods and return goods to suppliers providing greater accuracy in your organization's actual receipts and associated receipt accruals. You can also report on potential delivery issues with your suppliers and automate supplier invoice adjustments to streamline invoice processing when you return goods. Internal returns (e.g. to inventory sites) are also supported. The Create Return task supports returning goods to suppliers (vendors) against purchase orders, supplier (vendor) contract lines, or receipt lines. If desired, supplier invoice adjustments for returned goods can be initiated from the return task. Key elements such as Supplier Invoice number, Supplier RMA number, Return reason are supported. Workday is 100% process-driven. Workday's Business Process Framework (BPF) is Workday's singular approach to process management, and enables business users to easily maintain workflow compliance and action across functional areas of your organization. Workday's Business Process Framework also provides support for document distribution. This includes the ability to distribute documents to a defined audience and to include supporting documentation (example: Return Material Authorization documents) to participants for reference in a business process.
792	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: The receiving date from being earlier than the requisition date.	4	4	Y - Yes	Workday Procurement		Yes. Supported. Workday delivers many validations and business processes. You can also configure your own validations and business process to enforce business rules and requirements.
793	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: The unit price from being greater than the unit price approved on the purchase order.	3	4	Y - Yes	Workday Procurement		Yes. Supported. Workday delivers many validations and business processes. You can also configure your own validations and business process to enforce business rules and requirements.
794	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: Where the total invoice amount/shipment amount is greater than the approved purchase order amount, the quantity received from being greater than the quantity approved on the purchase order/contract.	3	4	Y - Yes	Workday Procurement		
795	Finance	Purchasing	Receive goods	System can prohibit the following with the ability of authorized users to override: Where the total purchase price is greater than an established amount (i.e. X% higher than the total)..	3	5	Y - Yes	Workday Procurement		Yes. Supported. Workday delivers many validations and business processes. You can also configure your own validations and business process to enforce business rules and requirements.
796	Finance	Purchasing	Receive goods	System allows user to "receive all lines" in order to facilitate easier data entry.	4	3	Y - Yes	Workday Procurement		
797	Finance	Purchasing	Receive goods	System allows user to add free form comments when receipting.	3	2	Y - Yes	Workday Procurement		
798	Finance	Purchasing	Receive goods	System allows user to receive based on quantity of items received or dollar amount received.	4	2	Y - Yes	Workday Procurement		
799	Finance	Purchasing	Receive goods	System can prevent the same user from submitting a purchase order and receiving that purchase order.	5	3	Y - Yes	Workday Procurement		Yes. Supported. Workday delivers many validations and business processes. You can also configure your own validations and business process to enforce business rules and requirements.
800	Finance	Purchasing	Track purchases made via a purchasing card	System will track expenditures made with purchasing cards/credit cards issued to employees.	4	4	Y - Yes	Workday Procurement		Workday supports the use of p-cards & other credit cards as part of your purchasing process. As part of this, Workday provides various abilities, including the ability to track which employees have access to the cards, approve and pay card transactions, as well as generate the related accounting. However the administration of access to the cards would be done with the card provider, rather than within the Workday software.
801	Finance	Purchasing	Track purchases made via a purchasing card	System can import purchasing card transactions from a bank.	3	4	Y - Yes	Workday Procurement		
802	Finance	Purchasing	Track purchases made via a purchasing card	Users can add supporting documentation to p-card transactions and submit for approval via a workflow.	3	4	Y - Yes	Workday Procurement		Supported. Workday enables line-level routing for supplier invoice and procurement card transactions so that approvers only receive items relevant to them, improving efficiency.
803	Finance	Purchasing	Track purchases made via a purchasing card	P-card transactions can be routed for approval based on the department or GL account.	5	4	Y - Yes	Workday Procurement		Supported. Workday enables line-level routing for supplier invoice and procurement card transactions so that approvers only receive items relevant to them, improving efficiency.
804	Finance	Purchasing	Create solicitations and accept bids	Ability to maintain bid lists of vendors qualified to provide certain goods/services.	5	3	Y - Yes	Workday Procurement		In Workday, when using catalogs, you can rank suppliers for purchase items by priority to enable buyers to use primary suppliers when creating requisitions, and switch to secondary suppliers when required.
805	Finance	Purchasing	Create solicitations and accept bids	Ability to create contracts from awarded solicitations.	5	4	Y - Yes	Workday Procurement		

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806	Finance	Purchasing	Create solicitations and accept bids	Ability to create solicitations from other documents (solicitations), from scratch, or from renewed contracts.	5	3	Y - Yes	Workday Procurement		
807	Finance	Purchasing	Create solicitations and accept bids	Ability to maintain quote histories related to a solicitation.	3	3	Y - Yes	Workday Procurement		
808	Finance	Purchasing	Create solicitations and accept bids	Ability for vendors to respond electronically and have the response encrypted and locked until the opening date and time specified by staff.	5	3	Y - Yes	Workday Procurement		
809	Finance	Purchasing	Create solicitations and accept bids	Ability for vendors to withdraw their own solicitation response from the lockbox and modify/re-submit prior to opening date and time of the solicitation.	5	3	Y - Yes	Workday Procurement		
810	Finance	Purchasing	Create solicitations and accept bids	Ability to create questions that can be made optional or mandatory. Vendor online responses cannot be submitted unless all mandatory questions are answered.	3	3	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
811	Finance	Purchasing	Create solicitations and accept bids	Ability to auto attach documents to the solicitation upon solicitation creation (i.e. terms and conditions).	5	3	Y - Yes	Workday Procurement		
812	Finance	Purchasing	Create solicitations and accept bids	Ability to create a solicitation package by copying prior solicitations.	4	3	Y - Yes	Workday Procurement		
813	Finance	Purchasing	Create solicitations and accept bids	Ability for a solicitation to go through an approval workflow prior to being released. The solicitation shall have a solicitation available date, upon which it will be made available online after all approvals are completed.	3	4	Y - Yes	Workday Procurement		
814	Finance	Purchasing	Create solicitations and accept bids	Ability to amend a solicitation and automatically notify vendors.	5	3	Y - Yes	Workday Procurement		
815	Finance	Purchasing	Create solicitations and accept bids	Ability to tabulate solicitations after solicitation opening and apply scoring preferences/penalties based on vendor categories.	5	3	Y - Yes	Workday Procurement		
816	Finance	Purchasing	Create solicitations and accept bids	The system shall provide the ability to sole source to one vendor, recommend awards to multiple vendors for the same item, or single award of an item to a single vendor.	4	3	Y - Yes	Workday Procurement		
817	Finance	Purchasing	Create solicitations and accept bids	Ability to provide a means to create/track evaluation teams for RFP evaluation.	4	3	Y - Yes	Workday Procurement		
818	Finance	Purchasing	Create solicitations and accept bids	Ability to utilize weighted or point-based scoring for RFPs.	5	3	Y - Yes	Workday Procurement		In Workday utilizing weight or point based scoring is possible using optional SKU Strategic Sourcing. With Workday Procurement, alone, one can compare RFQ responses from suppliers by selecting two or more bids. You can also view: <ul style="list-style-type: none"> • A side-by side comparison summary of supplier information and response totals. • Bid requirement responses and line responses. • Lowest quote per line, with an option to view it as a chart.
819	Finance	Purchasing	Create solicitations and accept bids	Ability for evaluation team members to record their notes regarding a vendor's score.	5	3	Y - Yes	Workday Procurement		
820	Finance	Purchasing	Create solicitations and accept bids	Ability for the evaluation team to enter raw scores for the evaluation criteria for the award and the system to calculate a weighted average score across evaluation criteria and scorers.	5	3	Y - Yes	Workday Procurement		
821	Finance	Purchasing	Create solicitations and accept bids	Ability to route the award recommendation through approvals prior to creation of the awarded purchase order/contract.	5	3	Y - Yes	Workday Procurement		
822	Finance	Purchasing	Create solicitations and accept bids	Ability to auto convert award recommendation to PO without rekeying data.	5	3	Y - Yes	Workday Procurement		

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823	Finance	Purchasing	Create solicitations and accept bids	Ability for vendors to identify subcontractors as part of their online solicitation response.	4	3	Y - Yes	Workday Procurement	requirements for sourcing, management, and optimization of contingent labor within your organization—including requisitioning, onboarding and administration, time tracking, and invoicing and payment. Workday addresses the unique requirements of contingent labor management, so you no longer need to deploy a multitude of disparate systems in order to source, onboard, track, and pay contingent workers. <ul style="list-style-type: none"> • Supplier Management <ul style="list-style-type: none"> • Eliminate the need to create a separate supplier record for each independent contingent worker • Track contingent workers as available personnel resources, not just as suppliers • Requisitions <ul style="list-style-type: none"> • Provide a self-service capability so employees can easily create requisitions for contingent workers • Maintain proper spend controls through Workday's configurable Business Process Framework • Purchase Orders <ul style="list-style-type: none"> • Use purchase orders (work orders) to procure contingent labor from a supplier • Control the policies and procedures for managing contingent workers with the Business Process Framework • Configure alerts, approvals and integration steps specific to organizations or type of labor • Link purchase orders to primary supplier contracts • Use Work Order Extensions • Onboarding and Offboarding <ul style="list-style-type: none"> • Configure on- and off-boarding processes to meet the needs
824	Finance	Purchasing	Create solicitations and accept bids	Ability for vendors to identify the subcontractor's project participation (by percentage, dollar amount, task, etc.).	4	3	Y - Yes	Workday Procurement	requirements for sourcing, management, and optimization of contingent labor within your organization—including requisitioning, onboarding and administration, time tracking, and invoicing and payment. Workday addresses the unique requirements of contingent labor management, so you no longer need to deploy a multitude of disparate systems in order to source, onboard, track, and pay contingent workers. <ul style="list-style-type: none"> • Supplier Management <ul style="list-style-type: none"> • Eliminate the need to create a separate supplier record for each independent contingent worker • Track contingent workers as available personnel resources, not just as suppliers • Requisitions <ul style="list-style-type: none"> • Provide a self-service capability so employees can easily create requisitions for contingent workers • Maintain proper spend controls through Workday's configurable Business Process Framework • Purchase Orders <ul style="list-style-type: none"> • Use purchase orders (work orders) to procure contingent labor from a supplier • Control the policies and procedures for managing contingent workers with the Business Process Framework • Configure alerts, approvals and integration steps specific to organizations or type of labor • Link purchase orders to primary supplier contracts • Use Work Order Extensions • Onboarding and Offboarding <ul style="list-style-type: none"> • Configure on- and off-boarding processes to meet the needs
825	Finance	Purchasing	Create solicitations and accept bids	Ability for vendors to identify the vendor category (minority, small business, women owned, etc.) for which the subcontractor is fulfilling a requirement, if applicable.	4	3	Y - Yes	Workday Procurement	
826	Finance	Purchasing	Year end processing	System allows open purchase orders to be rolled forward to the next fiscal year.	2	5	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments	
827	Finance	Purchasing	Year end processing	System can generate list of open purchase orders, and allow user to select all purchase orders to roll over as part of one system process.	2	5	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	
828	Finance	Purchasing	Year end processing	System allows users to filter open purchase orders and roll over only the selected PO's (e.g. filter by account, range, department, etc.).	3	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments	
829	Finance	Purchasing	Create purchasing reports	System can track total dollar amount spent with a vendor by department.	1	5	Y - Yes	Workday Core Financials - AP and Payments	
830	Finance	Purchasing	Create purchasing reports	System can automatically generate a notification when a vendor is close to the \$10,000 per year spending limit and send the notification to departments that have purchased from this vendor.	4	4	Y - Yes	Workday Core Financials - AP and Payments, Workday Procurement	

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831	Finance	Purchasing	Create purchasing reports	System allows inquiries as to the current status of a purchasing or contract transaction at any point in the "procurement chain" (requisition through check).	4	4	Y - Yes	Workday Procurement		
832	Finance	Purchasing	Create purchasing reports	System allows user to see encumbered amounts in real time.	2	4	Y - Yes	Workday Procurement, Workday Core Financials - AP and Payments		
833	Finance	Purchasing	Create purchasing reports	System can run report showing number of days that each requisition was in each approval step. Report should include requisition/PO number, dollar amount, date started, date approved, and elapsed days between start and approval.	2	5	Y - Yes	Workday Procurement		
834	Finance	Treasury	Manage cash flow	System will execute electronic transfers (e.g. wires, EFTs and ACH), from within the system.	3	3	Y - Yes	Workday Core Financials - Cash Management and Banking		
835	Finance	Treasury	Manage cash flow	System will show on a dashboard daily cash balances by bank account.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis, Workday Core Financials - Cash Management and Banking		analytics reporting. The Cash Management dashboard is a configurable workspace that contains visualizations and multidimensional reports to help you effectively manage your cash. The consolidated dashboard provides visibility into the daily cash positions and cash forecasts for your organization based on: <ul style="list-style-type: none"> Bank account balances. Bank fees. Generated cash forecasts using Worksheets. Workday delivers these report worklets available for use on the dashboard: <ul style="list-style-type: none"> Bank Fees by Financial Institution Cash Balances and Bank Accounts by Financial Institution Cash Forecast: Projected Cash Balance Cash Forecast: Projected Cash Inflows Cash Forecast: Projected Cash Outflows Cash Forecast by Reporting Currency Intraday Balance by Bank Account Intraday Balance Summary Intraday Cash Pool Balance Summary Prior Day Balance by Bank Account Prior Day Balance Summary Prior Day Cash Pool Balance Summary Prior Day Ending Balance by Bank Account Prior Day Ending Balance Summary Prior Day Statements by Date Total Bank Fees by Company Total Cash Balance by Company
836	Finance	Treasury	Manage cash flow	Ability to manage and forecast cash flow based on projections and historical trends, with ability to manually override information.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis, Workday Core Financials - Cash Management and Banking		Yes, using Workday Analytics, Dashboards, delivered reports and customs reports. There are also several cash forecasting reports such as, Expense Reports for Cash Forecasting, Intraday Bank Account Balances for Cash Forecasting, Payroll for Cash Forecasting, Prior Day Bank Account Balances for Cash Forecasting. You can generate your cash forecast based on a cash forecast outline and time span profile. Workday creates a worksheet based on the cash forecast outline and time span with a zero-dollar cash forecast.
837	Finance	Treasury	Manage cash flow	Ability to automate calendar import for federal reserve holidays, bank holidays, and City holidays.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, possible with a custom integration using Holiday Calendar Load (EIB) Enterprise Interface Builder.
838	Finance	Treasury	Manage cash flow	Ability to track daily accumulated balances and cash flows by fund, and compute an average balance based on user defined dates.	4	4	Y - Yes	Workday Core Financials - Financial Reporting & Analysis		Yes, using Workday Analytics, Dashboards, delivered reports and customs reports. There are also several cash forecasting reports such as, Expense Reports for Cash Forecasting, Intraday Bank Account Balances for Cash Forecasting, Payroll for Cash Forecasting, Prior Day Bank Account Balances for Cash Forecasting. You can generate your cash forecast based on a cash forecast outline and time span profile. Workday creates a worksheet based on the cash forecast outline and time span with a zero-dollar cash forecast.
839	Finance	Treasury	Manage cash flow	Ability to automate input of pre-determined target balances into the current day cash position.	5	5	N - Not Available			Workday allows users to enter "manual" adjustments to the cash forecast for items not present in the core system. However, there is no field in the system to input a "target" balance.

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840	Finance	Treasury	Manage cash flow	Ability to automate input of control disbursements, ZBA, lockbox, and bank balances into current day cash position worksheet.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Workday allows you to configure matching rules that will enable the system to automatically reconcile bank statement transactions (1-to-1, many-to-1, many-to-many). This process can automatically generate and reconcile ad hoc bank transactions for first-notice items such as service charges and interest income. Additionally, you can automatically reconcile suggested items, which enables you to automatically reconcile one or more suggested items if their sum equals the bank statement line. For the remaining un-reconciled items, Workday provides online worksheets to view suggested matches and create the account reconciliation entries. A Recurring journal template could also be used.
841	Finance	Treasury	Manage cash flow	Ability to obtain detailed/drilled down information of daily bank BAI data from summary level to specific transaction detail.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	Workday pulls in bank transaction via banking statements. Ability to have information on a daily basis is based upon the banking institutions frequency of transmission capability.
842	Finance	Treasury	Manage cash flow	Ability to track daily bank balances to estimate bank fees related to bank balance, repurchase agreement costs, and interest income.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	
843	Finance	Treasury	Manage cash flow	Ability to perform trend analysis for actual versus budget, and actual versus forecast.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking, Workday Core Financials - Financial Reporting & Analysis	Supported. Using Workday's delivered and custom reports you can meet a wide variety of actual vs. budget reporting needs. Actual data is recorded and posted in real-time to the general ledger from operational transactions originating in Workday. Data from external systems can be loaded using standard connectors. When using Workday Adaptive Planning (Optional SKU), plan data can be synced and reporting can be done against multiple versions of plans/forecasts. Both actual and plan data can be generated across multiple dimensions so you can compare actual vs. budget by company, account, cost center, project, region, supplier, etc. This ability is true across all reporting including income statement, balance sheet, cash flow and operational reports. Actual and budget amounts can also be reflected as metrics and reported on, e.g. actual gross margin vs. budgeted gross margin. All these reports can be segmented and distributed across the organization securely, giving insights and accountability to those outside of accounting. For instance, a single income statement can be shared to all divisional managers and each divisional manager sees only the actual vs. budget data for only their division(s).
844	Finance	Treasury	Manage cash flow	Ability to track outstanding checks and warrants.	3	3	Y - Yes	Workday Core Financials - Cash Management and Banking	
845	Finance	Treasury	Manage City debt	Ability to analyze different financing options through analytics and "what-if" scenarios.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	"What-if" scenarios can be analyzed using optional Workday Adaptive Planning.
846	Finance	Treasury	Manage City debt	System will track various debt obligations.	5	5	Y - Yes	Workday Core Financials - Financial Reporting & Analysis	
847	Finance	Treasury	Manage City debt	System will accommodate amortization schedules related to the City's debt obligations.	5	5	T - Third Party	Workday Core Financials - Cash Management and Banking	Sympro
848	Finance	Treasury	Manage City debt	System will, with workflow, automatically generate check requests or wire transfers for debt payments.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	
849	Finance	Treasury	Manage City debt	System will calculate accrued interest due on the City's debt obligations for a specified period.	5	5	T - Third Party	Workday Core Financials - Cash Management and Banking	Sympro
850	Finance	Treasury	Manage City debt	System will provide a warning when debt type or group exceeds the limits defined in the debt policy or indenture.	5	5	T - Third Party	Workday Core Financials - Cash Management and Banking	Sympro
851	Finance	Treasury	Manage City debt	System will summarize debt outstanding by interest, principal, and total.	5	5	T - Third Party	Workday Core Financials - Financial Reporting & Analysis	Sympro
852	Finance	Treasury	Manage City debt	Ability to generate a debt service schedule for each debt instrument type by year, broken down by program/principal/interest and total principal and interest across all programs.	5	5	T - Third Party	Workday Core Financials - Financial Reporting & Analysis	Sympro
853	Finance	Treasury	Create journal entries	System will create journal entries for investment and interest activities and post with electronic workflow approval.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking	

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854	Finance	Treasury	Create journal entries	Ability to split debt payments across accounts and funds.	5	5	Y - Yes	Workday Core Financials - Cash Management and Banking, Workday Core Financials - Financial Reporting & Analysis		
855	Finance	Treasury	Create journal entries	Ability to automatically record interest receivable and revenue to the General Ledger for all investments including the estimated pool investment interest monthly.	4	4	T - Third Party	Workday Core Financials - Cash Management and Banking		The system has the ability to automatically record investment interest receivable using, a third party integration with Sympro.
856	General and Technical	General and Technical	Managing addresses	System has the ability to meet USPS Publication 28: Postal Addressing Standards for street address and street naming convention including segments for all addresses within the system.	1	4	Y - Yes	Core Workday		
857	General and Technical	General and Technical	Managing addresses	System has the ability to accommodate foreign addresses.	3	3	Y - Yes	Workday HCM		
858	General and Technical	General and Technical	Managing addresses	System has functionality to provide ability to import master City/State/ZIP file from a 3rd party (US Post Office).	1	4	Y - Yes	Core Workday		
859	General and Technical	General and Technical	Archiving data	System can provide an archiving solution for all data elements which provide configuration options for archiving schedules, including the ability to set retention periods based on record category or record type.	1	5	Y - Yes	Core Workday		Workday retains all system data as it does not perform destructive updates when the data values change within the system. This provides for the ability to lookup any data in Workday as of any date, and having a full record of every transaction that has occurred in the system. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. With Workday you will be able to have all your data since day one, no need to archive it, you can use it, report on it or delete it if you choose so. There are no limitations in terms of volume of data or years. When the data is purged for compliance reasons, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.
860	General and Technical	General and Technical	Archiving data	System can provide authorized end user query access to archived records as per the organization's record retention policy.	1	5	Y - Yes	Core Workday		With Workday you will have all your data since day one into the system, we do not delete any data, we just append the new values while the old ones are kept as well. This is the true power of Workday's in-memory, object-based design. This also eliminates the need for traditional data archive/restore procedures as the system will accommodate all historical data flagged with various states. However, to comply with global regulations, Workday does offer customers the ability to purge data.
861	General and Technical	General and Technical	Archiving data	System has the ability to preserve historic transactional integrity when master data changes (e.g. chart of account changes but old transactions are still linked to old accounts).	1	5	Y - Yes	Workday Core		Workday provides the ability to view audits of transactions and it is "always on". Auditing can't be turned off. For some data, Workday uses effective dating to track transaction history. Auditors can view audit history in reports, but can't make changes in the system. Workday's non-destructive updates prevent data from being destroyed or overwritten, providing a complete audit trail of every change ever made in our business services. When data is updated, the Workday business service records these changes in the secure Workday database. Only users in the Auditor security group can access this data. Workday records the details of every user-made change, including the new value, the old value, the name of the user who submitted the change, and a time stamp. Workday adds these details to the top of a stack of changes, enabling you to retrace the history of that value all the way back to the original data entry.
862	General and Technical	General and Technical	Archiving data	System has the ability to automatically schedule purge process based on user defined criteria.	1	5	Y - Yes	Core Workday		You may have an obligation under data protection laws to remove personal data when it is no longer needed. Workday enables you to purge select personally identifiable information and all documents that are about the worker. This includes Worker Documents, attachments to business processes where the worker is the sole subject. When the data is purged, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.

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863	General and Technical	General and Technical	Processing workflow	System can override automatic purge schedule with manual purge process if and when required.	1	5	Y - Yes	Core Workday		You may have an obligation under data protection laws to remove personal data when it is no longer needed. Workday enables you to purge select personally identifiable information and all documents that are about the worker. This includes Worker Documents, attachments to business processes where the worker is the sole subject. When the data is purged, it is permanently removed from your tenant; however, to support ongoing statistical analysis, de-identified objects are retained in the system.
864	General and Technical	General and Technical	Processing workflow	System has the ability to attach supporting documents to transactions or profiles (e.g. contract document, vendor W-9 to vendor record, etc.)	2	5	Y - Yes	Core Workday		
865	General and Technical	General and Technical	Processing workflow	System has the ability to provide workflow functionality, automating business processes within the system that can be controlled and managed by a trained end-user. This workflow includes routing based on roles defined in the system and assigned to each user and with rules determining how a process is handled and works consistently across all module areas and user interfaces within the application.	2	5	Y - Yes	Core Workday		Workday delivers over 500 pre-defined, configurable business processes. A list of these business processes can be provided under non-disclosure (NDA).
866	General and Technical	General and Technical	Processing workflow	System can set up workflows to allow for user-defined levels of approval.	2	5	Y - Yes	Core Workday		
867	General and Technical	General and Technical	Processing workflow	System provides audit trail history of transaction approvals.	1	3	Y - Yes	Core Workday		Workday audits all activity in the tenant including approvals.
868	General and Technical	General and Technical	Processing workflow	System provides workflow functionality that allows users to lookup a transaction and see the status in an approval tree.	2	5	Y - Yes	Core Workday		
869	General and Technical	General and Technical	Processing workflow	System provides workflow functionality that is role-based such that departments can perform approvals in a "person independent" manner.	1	5	Y - Yes	Core Workday		Functionally, Workday can support both role-based and user-based models through its configurable security model. Workday's configurable security model allows different groups of users to have different levels of access to the system. These groups are called security groups. While Workday certainly supports role-based security, security groups can also reflect organization, organizational role, business site, job, system assigned (employee, contingent worker, applicant), cost center, etc. Security policies allow for the association of security groups with sets of securable items that are delivered by Workday. For example, when an employee is promoted to manager, she is automatically and immediately removed from a "Contributor" security group and added to a "Manager" security group with specific responsibilities for individuals in her supervisory organization. This allows Workday users to inherit different access levels as their responsibilities change and eliminates any instance of double data maintenance. Security groups and policies are delivered or can be created based on an organization's unique access requirements. This provides a more flexible and manageable way of controlling access to all aspects of the Workday solution.
870	General and Technical	General and Technical	Processing workflow	System can provide tickler/reminder functionality throughout the system that could be set to trigger based on certain events (e.g. more than 2 weeks have passed and you are responsible for completing this step, contract is going to expire soon, etc.).	2	5	Y - Yes	Core Workday		Workday has a built in notification framework that can be configured to monitor events. Notifications are delivered to the end user in the notification icon on the users home page. Notifications are configured with the reporting framework provided with the service.
871	General and Technical	General and Technical	Processing workflow	System has same workflow rules and engine regardless of the user interface that is used (i.e., web-based or client-based interface).	3	5	Y - Yes	Core Workday		Workday accessed through a compatible web browser or mobile device. Business processes function on both types of devices with no additional setup required.
872	General and Technical	General and Technical	Processing workflow	System has workflow functionality that allows a user to enter text and/or attach a document indicating the reason for the rejection and allows for complete viewing of this text by the user receiving the rejection notice.	3	5	Y - Yes	Core Workday		
873	General and Technical	General and Technical	Processing workflow	System has workflow functionality that allows a user to forward workflow items for a user-designated period of time to another user who will act as a surrogate in being able to review, approve, and reject all workflow items in the first user's absence.	2	5	Y - Yes	Core Workday		The Workday Business Process Framework includes a Delegation function to all for a surrogate to be set up to perform functions on a user's behalf. This includes the ability to set a timeframe for the delegation.
874	General and Technical	General and Technical	Processing workflow	System has the ability to provide workflow functionality that allows for items to be put into workflow with a combination of parallel and/or sequential approvals.	2	5	Y - Yes	Core Workday		
875	General and Technical	General and Technical	Processing workflow	System provides workflow functionality to approve, forward, hold, or reject items upon reviewing.	2	5	Y - Yes	Core Workday		
876	General and Technical	General and Technical	Processing workflow	System allows for notification of the results of a workflow step to be sent to a user via email or be viewable internally within the application. The specific type of notification (email or internal to application) can be customizable for each individual user.	2	4	Y - Yes	Core Workday		
877	General and Technical	General and Technical	Processing workflow	System allows for users receiving workflow updates via email to click on a link provided within the email that takes the user to the appropriate area within the application to perform the next steps on that workflow.	2	5	Y - Yes	Core Workday		

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878	General and Technical	General and Technical	Processing workflow	System has the ability to apply field-level security based on user role.	2	4	Y - Yes	Core Workday		<p>Workday solutions are grouped into distinct functional areas. Each functional area is further divided into domains and business processes. A domain is a predefined set of related securable items (reports, tasks, instance sets, report fields, and data sources). Although you cannot change the securable items comprising a domain, you can control access to a domain through its domain security policy. The domain security policy is used to link a domain with any Workday security groups that should have access to the domain.</p> <p>When you link a security group to a domain through the domain's security, you specify whether the security group has View or Modify access to the domain. (For integrations, access to the domain is governed by Get or Put permissions.) Secured items may be included in more than one domain security policy. Workers with different levels of access in different domains receive the least restrictive access.</p> <p>Workday provides a feature called Securable Items that can be used to apply field level security in the Workday object data model very easily in comparison to legacy relational database systems.</p>
879	General and Technical	General and Technical	Entering data	System can control entry of data to ensure user enters data into all required fields on the screen.	2	4	Y - Yes	Core Workday		
880	General and Technical	General and Technical	Entering data	System can allow for data entry fields automatically default to a specific value (e.g., date fields should default to current date).	3	4	Y - Yes	Core Workday		
881	General and Technical	General and Technical	Entering data	System can perform batch data entry of transactions with batch totals.	1	4	Y - Yes	Core Workday		Workday provides an integration platform and tools as well as a process scheduler to perform batch loading of data.
882	General and Technical	General and Technical	Entering data	System can provide data entry transaction templates (i.e. journal entries, requisitions, etc.), with custom defined fields as a default.	2	4	Y - Yes	Core Workday		
883	General and Technical	General and Technical	Entering data	System has ability to configure tabbing order on all data entry screens.	3	4	N - Not Available			<p>Workday allows you to configure data entry screens in a couple different ways. First, fields on a page that you do not have security access to are automatically removed. This gives different users different views of the same page. Secondly, a lot of the pages are actually one or multiple reports showing the data on that page. Workday built these pages in order for our customers to take and add new reports to these pages or change those reports for a tailored look for your organization. The tab order is defined by Workday on some screens. Columns in table/grid data entry screens can be moved around which also adjusts the tab order.</p>
884	General and Technical	General and Technical	Entering data	System has the ability to "auto fill" in field level information (e.g. vendor name, account name) based on information entered (e.g. enter vendor #, name populates, etc.).	3	4	Y - Yes	Workday		
885	General and Technical	General and Technical	Entering data	System has the ability for back-ups or other transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	3	5	Y - Yes	Core Workday		
886	General and Technical	General and Technical	Entering data	System provides record locking functionality which only allows viewing and query access to system records by users, while a user is making edits to the record.	3	4	Y - Yes	Core Workday		
887	General and Technical	General and Technical	Entering data	System provides free form comments fields for all transactions – prior to posting or after the fact (multiple un-editable comments with user stamping and date stamping).	3	3	Y - Yes	Core Workday		Workday provides the ability to enter unlimited text in Comments fields. All transaction and field updates are auditable including user and date/time stamp.
888	General and Technical	General and Technical	Entering data	System has the ability to effective date transactions or updates to master data (i.e. benefits premiums during open enrollment).	3	3	Y - Yes	Core Workday		<p>Whenever a change is made in Workday, the system records new updated attributes with the entry date, and when appropriate the effective date, of the new data. Because Workday handles changes as non-destructive updates, previous attribute values are never deleted, but retained in perpetuity. This approach to data change capture facilitates reports and business logic having ready access to any and all prior-dated and future-dated information. The ability to track all changes made to data within the Workday platform is native to Workday's in-memory object-based architecture.</p> <p>In addition to this intrinsic architectural capability, many Workday business objects also allow you to specify an effective (or "as of") date when you create or edit them. This allows you to define changes as taking effect on a date/time other than when the data entry actually takes place. This is useful, for example, when you need to hire a worker "retroactively" to the first day of this week, or to create a new organization to become available on the first day of a future time period.</p>
889	General and Technical	General and Technical	Entering data	Users can enter transactions for any of the three entities without logging out and logging in to a separate instance.	1	4	Y - Yes	Core Workday		

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890	General and Technical	General and Technical	Entering data	System supports data for three separate entities (City, Fire, Public Financing Authority).	1	4	Y - Yes	Core Workday		
891	General and Technical	General and Technical	Managing data	System has the ability to interact with the relational database and offer robust querying and analysis tools that do not require programming knowledge, allowing users to pick and choose fields, link tables, and establish criteria under appropriate security controls.	2	5	Y - Yes	Workday Core		Workday uses an in-memory object model. Simply put, Workday defines data as objects rather than relational tables. The use of an in-memory object model eliminates the need for report writers to understand complex RDBMS structures, as it was the case with legacy ERP solutions. Instead, Workday users can interact with the Workday Data Sources (similar in concept to a database view), which are business-term driven, and access the data in a relationship driven approach versus having to run complex SQL like queries. Users can explore data objects, data values and their related attributes and relationships to other objects based on their security through the same user interface (along with supporting documents provided through training and online portal). This approach drastically reduces the technical barrier that has existed for so long with legacy ERP solutions when it came to business users wanting access to their transactional data for reporting purposes.
892	General and Technical	General and Technical	Managing data	System has ability to access tables from other systems using both SQL and non-SQL data sources.	1	4	Y - Yes	Workday Core		Workday can access external data sources via native web services.
893	General and Technical	General and Technical	Managing data	System can support referential integrity through the use of data definitions.	2	5	Y - Yes	Workday Core		Workday uses an in-memory object model. Simply put, Workday defines data as objects rather than relational tables. The use of an in-memory object model eliminates the need for report writers to understand complex RDBMS structures, as it was the case with legacy ERP solutions. Workday users can interact with the Workday Data Sources (similar in concept to a database view), which are business-term driven, and access the data in a relationship driven approach versus having to run complex SQL like queries. Users can explore data objects, data values and their related attributes and relationships to other objects through the same user interface (along with supporting documents provided through training and online portal). The joining of objects in Workday is defined by Workday and is automatically being done at all times. Workday provides a data dictionary in each tenant that documents the data relationships.
894	General and Technical	General and Technical	Managing data	System has ability to access system database tables directly via ODBC with the ability to specify read versus write access	2	3	Y - Yes	Core Workday		Workday solutions are grouped into distinct functional areas. Each functional area is further divided into domains and business processes. A domain is a predefined set of related securable items (reports, tasks, instance sets, report fields, and data sources). Although you cannot change the securable items comprising a domain, you can control access to a domain through its domain security policy. The domain security policy is used to link a domain with any Workday security groups that should have access to the domain. When you link a security group to a domain through the domain's security, you specify whether the security group has View or Modify access to the domain. (For integrations, access to the domain is governed by Get or Put permissions.) Secured items may be included in more than one domain security policy. Workers with different levels of access in different domains receive the least restrictive access. Workday provides a feature called Securable Items that can be used to apply field level security in the Workday object data model very easily in comparison to legacy relational database systems.
895	General and Technical	General and Technical	Managing data	System has the ability to add user-defined data fields and tables to meet changing requirements.	5	3	Y - Yes	Core Workday		With Workday, you can create custom fields for business assets to meet your organization's specific needs. By leveraging our tools feature for creating custom objects, you can define custom fields and custom prompt lists, including custom date fields. You can also report on custom fields to provide visibility into data created in custom fields.

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896	General and Technical	General and Technical	Processing errors	System can customize or modify system provided error messages and store/log for future review and reporting. Error messages should be meaningful to the user versus being of a technical nature.	3	3	Y - Yes	Core Workday	Yes. Custom validations help users identify transaction issues within a business process. They can be applied to many different processes and situations to: <ul style="list-style-type: none"> • Display warning/error messages when a transaction meets certain conditions • Prevent workers from submitting invalid transactions until they resolve an error • Alert transaction approvers to conditions that need more careful review • Configure error messages for end users in plain English.
897	General and Technical	General and Technical	Processing errors	System allows user defined reporting from the error log.	4	3	Y - Yes	Workday HCM	
898	General and Technical	General and Technical	Processing errors	System allows the system administrator or designated end-users to view the error log to provide support for the users.	3	5	Y - Yes	Core Workday	
899	General and Technical	General and Technical	Processing forms	System can provide an integrated Forms Solution that allows for custom developed forms within the system that can be integrated with financial processes without having to modify application code.	1	5	Y - Yes	Workday Extend	Workday provides a development tool called Workday Extend. This toolset allows you to create extensions to the service without modifying delivered code.
900	General and Technical	General and Technical	Processing forms	System allows for trained users to customize forms without the need for Vendor assistance. Customized forms will be able to be incorporated into future vendor releases without the need for retro-fitted changes.	3	5	Y - Yes	Core Workday	Workday allows you to configure data entry screens in a couple different ways. First, fields on a page that you do not have security access to are automatically hidden. This gives different users different views of the same page. Secondly, a lot of the pages are actually one or multiple reports showing the data on that page. Workday built these pages in order for our customers to take and add new reports to these pages or change those reports for a tailored look for your organization.
901	General and Technical	General and Technical	Processing forms	System provides the ability for all forms created within the vendor's solution to be stored to allow for future use of that form within the vendor's solution.	3	5	Y - Yes	Workday Extend	Workday provides a development tool called Workday Extend. This toolset allows you to create extensions such as custom pages to the service without modifying delivered code.
902	General and Technical	General and Technical	Integrating and interfacing	System can import/export non-configuration data (e.g. transaction data) to/from a common data interchange format (e.g. ASCII, XML, etc.) with proper security restrictions. (Please provide list of areas where this will work in the comments).	3	5	Y - Yes	Core Workday	Workday has a wide variety of interfaces to allow import and export of data to/from all functional areas in the Workday system to a customer's supporting system. These interfaces can include: <ul style="list-style-type: none"> • Pre-configured interfaces to common systems that Workday owns and maintains • Spreadsheet/flat file interfaces that are configured by an authorized user in the Workday application • An extensive Workday API that allows for read / update of data • Custom interfaces that can be configured by the customer using the Workday development tool
903	General and Technical	General and Technical	Integrating and interfacing	System allows for all data import functions in the system to observe all pre-set data validation rules to enforce data/database integrity.	5	5	Y - Yes	Core Workday	Imported data goes through exactly the same validation that online entry of transactions go through to ensure a high level of data integrity.
904	General and Technical	General and Technical	Integrating and interfacing	Ability to support web services as a means of real-time data exchange with other applications.	1	5	Y - Yes	Core Workday	Workday Web Services provide a programmatic public API for our Workday Business Management Services. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. A list of publicly accessible APIs is available here: https://community.workday.com/api Workday Web Services are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another.

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905	General and Technical	General and Technical	Integrating and interfacing	System provides API's for ease of integration.	1	5	Y - Yes	Core Workday	Workday Web Services provide a programmatic public API for our Workday Business Management Services. Web services are one of the central components of the Workday architecture and provide the core enablement tool to integrate with Workday. A list of publicly accessible APIs is available here: https://community.workday.com/api Workday Web Services are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. The Workday REST API is an addition to the public APIs supported by Workday. This RESTful interface is intended to support enterprise web and mobile applications characterized by small transactions initiated by end users. This REST API exists alongside the currently existing SOAP-based web services, but serves a different need. The SOAP-based interface is targeted for import and export of data needed for integration with enterprise business systems external to Workday. Integration support typically involves large quantities of data moving between systems, often scheduled and initiated automatically from one system to another.
906	General and Technical	General and Technical	Integrating and interfacing	System can apply security restrictions to all imports performed by a user.	3	5	Y - Yes	Core Workday	Workday has a single security model that includes role-based security restrictions assigned to what users can run integrations based upon their role.
907	General and Technical	General and Technical	Integrating and interfacing	System has the ability to attach multiple documents/images to a single ERP transaction and have that attachment flow with the transaction throughout its life in the ERP (e.g. requisition to purchase order).	1	5	Y - Yes	Core Workday	
908	General and Technical	General and Technical	Reporting and printing	System has the ability to interface with a third-party business intelligence solution/data warehouse.	1	4	Y - Yes	Core Workday	Workday is built on an in-memory object data model. Workday defines data as objects rather than relational tables. This makes it possible to build, run, drill into, and take action on analytic reports quickly rather than accessing data from a separate data repository or warehouse. Workday's architecture supports actionable analytics directly from the real-time transactions. This is accomplished without the need for an external business intelligence software. If an external tool is preferred however, customers can connect 3rd party BI tools to Workday through Workday's web services or by easily enabling a custom report as a Web Service, allowing them to quickly and easily build reports in those tools as well.
909	General and Technical	General and Technical	Reporting and printing	System should include an easy to use report generator, with all data downloadable to MS Excel spreadsheet open-source file format such as .csv or .txt format for ad hoc reporting.	3	5	Y - Yes	Core Workday	
910	General and Technical	General and Technical	Reporting and printing	System allows on screen data to be downloadable to MS Excel spreadsheet open-source file format such as .csv or .txt format for ad hoc reporting.	3	4	Y - Yes	Core Workday	Reports can be exported into Excel or as PDF. Reports can also be built as web services for ease of integration with other systems if needed (e.g. csv, json, xml format).
911	General and Technical	General and Technical	Reporting and printing	System has the ability to provide a user-configurable 'management dashboard' which allows users to identify and view key summary performance statistics from various components of the ERP system and drill into them for further detail.	3	4	Y - Yes	Core Workday	
912	General and Technical	General and Technical	Reporting and printing	System allows for additions or deletions of fields from a query or report.	3	5	Y - Yes	Core Workday	Yes. Users with the appropriate security can modify a Workday report by adding or subtracting fields.
913	General and Technical	General and Technical	Reporting and printing	System has report write capabilities with file organization structure consistent between all application modules.	3	5	Y - Yes	Core Workday	Workday provides a single reporting framework for all reporting and analytics. New reports can easily be created by a business user. Workday delivered reports can be copied and modified to suit your needs based on security rights. The reporting framework is provided with the Workday service at no additional cost. Workday provides organization structures - Supervisory Organization for worker data, Cost Center for financial data, and Location. In addition, Workday customers can create custom organizations. All of these can be leveraged with the Workday reporting framework.
914	General and Technical	General and Technical	Reporting and printing	System can run reports without impacting system performance.	1	5	Y - Yes	Core Workday	Yes. Workday's object data model is architected in a way that reporting and batch processing will not impact system performance. Workday guaranteed response time contractually in its Service Level Agreements.

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915	General and Technical	General and Technical	Reporting and printing	System has an integrated report writer with the following features: flexible report formatting, and ability to modify or create underlying reporting structure.	2	5	Y - Yes	Core Workday		<p>Workday provides a single reporting framework for all reporting and analytics. New reports can easily be created by a business user. Workday delivered reports can be copied and modified to suit your needs based on security rights. The reporting framework is provided with the Workday service at no additional cost. Beyond our traditional report writer, Workday provides two other reporting experiences for ad hoc analysis:</p> <ul style="list-style-type: none"> • Worksheets: provides an excel-like experience for ad-hoc analysis and collaboration between multiple workers if needed. • Discovery Boards: Provides a drag and drop experience for data analysis similar to that of power BI or Tableau.
916	General and Technical	General and Technical	Reporting and printing	System has the ability to retrieve information from multiple tables/files.	2	5	Y - Yes	Core Workday		
917	General and Technical	General and Technical	Reporting and printing	System has the ability to specify desired subtotal breaks and totaling fields.	4	4	Y - Yes	Core Workday		
918	General and Technical	General and Technical	Reporting and printing	System has the ability to obtain reports in different sort sequences.	4	4	Y - Yes	Core Workday		
919	General and Technical	General and Technical	Reporting and printing	System has the ability to calculate percentages.	3	3	Y - Yes	Core Workday		
920	General and Technical	General and Technical	Reporting and printing	User can specify the number of decimal places used when rounding calculations.	3	4	Y - Yes	Core Workday		
921	General and Technical	General and Technical	Reporting and printing	System has the ability to calculate averages.	3	3	Y - Yes	Core Workday		
922	General and Technical	General and Technical	Reporting and printing	System has the ability to make minor alterations to previously defined reports.	4	5	Y - Yes	Core Workday		<p>The Workday report designer is browser-based and runs as a natural part of the Workday user interface. This allows both casual report writers and more advanced users to safely create reports and analytics according to their security profiles. Customers can create or copy reports and configure that report including adding additional data objects and fields, sort, filter, group, format, set the output type, schedule, etc.</p>
923	General and Technical	General and Technical	Reporting and printing	System has the ability to prepare/print reports from any accounting period and across periods.	2	5	Y - Yes	Core Workday		
924	General and Technical	General and Technical	Reporting and printing	System has the ability to set up menus of created reports for easy access and printing.	4	5	Y - Yes	Core Workday		
925	General and Technical	General and Technical	Reporting and printing	System has the ability to generate sequentially numbered pages on reports.	2	5	Y - Yes	Core Workday		Pages are sequentially numbered for reports exported to PDF.
926	General and Technical	General and Technical	Reporting and printing	Setup reports to accommodate optimized page size and layout (e.g. portrait and landscape orientations).	4	5	Y - Yes	Core Workday		<p>Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience such as viewing reports from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, etc.</p>
927	General and Technical	General and Technical	Reporting and printing	System allows a user to select any account or range of accounts in the chart of accounts for inclusion in reports or exclusion.	2	4	Y - Yes	Core Workday		
928	General and Technical	General and Technical	Reporting and printing	System has "Wildcard" and/or "Keyword" capability to allow easy accessing of a range of values when creating reports.	2	4	Y - Yes	Core Workday		
929	General and Technical	General and Technical	Reporting and printing	System has the ability to quickly access a range or set of accounts for report creation by specifying a fund, account, department, division, and/or account type.	2	5	Y - Yes	Core Workday		
930	General and Technical	General and Technical	Reporting and printing	System has the ability to define how data is displayed, including commas, decimal points, dollar signs, +/- signs, right or left justified, etc.	4	4	Y - Yes	Core Workday		
931	General and Technical	General and Technical	Reporting and printing	System has the ability to "drill down" allowing a user to begin with a summary level screen/report and inquire on progressively more detailed (i.e., source) transactions.	1	5	Y - Yes	Core Workday		
932	General and Technical	General and Technical	Reporting and printing	System has the ability to execute reports with an "as of" date.	3	5	Y - Yes	Core Workday		
933	General and Technical	General and Technical	Reporting and printing	System allows search criteria on reports to be not-exact matches, partials, or similar.	2	5	Y - Yes	Core Workday		
934	General and Technical	General and Technical	Reporting and printing	System has the ability to provide system-wide search functionality for keyword search, across all master and transaction records.	1	5	Y - Yes	Core Workday		
935	General and Technical	General and Technical	Reporting and printing	System provides broad search functionality (i.e. first 3-4 letters of a name).	2	5	Y - Yes	Core Workday		
936	General and Technical	General and Technical	Reporting and printing	System provides phonetic search (e.g. Soundex) capability.	3	4	N - Not Available			

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937	General and Technical	General and Technical	Reporting and printing	System allows users to perform inquiries and searches by any field available.	2	5	Y - Yes	Core Workday	Workday offers a user-friendly, consumer-like UI for both data entry and search. Workday search supports partial word search and type-ahead predictive results across all functional areas, similar to what users experience on sites like Google.com. Workday search also supports filters similar to a consumer faceted search--where users may filter and refine search results using categories like location or skill or other relevant attributes.
938	General and Technical	General and Technical	Reporting and printing	System has the ability to reprint reports, checks, or bills with restart capability when reports, checks, bills, W2's, 1099's, and/or other end of year submissions being printed are interrupted.	3	3	Y - Yes	Payroll for US &	
939	General and Technical	General and Technical	Reporting and printing	System has the ability to report/query on all user defined fields.	3	3	Y - Yes	Core Workday	
940	General and Technical	General and Technical	Reporting and Printing	System has the ability to allow for e-Signatures on forms and approvals.	4	5	Y - Yes	Core Workday	Workday supports electronic signatures within the Business Process Framework as native e-signatures or via 3rd-party integration. Using native e-signature functionality, it can be required that employees legally sign that they have completed a task. For example, as part of the onboarding process, a process step can route a document, e.g. employee handbook, to the on-boarding employee. Then the employee can be required to acknowledge that they have read and understood the document by checking a box or entering a written response. The text explaining this to the user is configurable to ensure that the context and implication of the signature is clear and can include or provide a link to relevant disclaimer condition statements. The Workday Business Process Framework also provides the ability to capture electronic signatures through delivered 3rd-party integrations with Adobe Sign and DocuSign. In this case, the Workday customer must have an existing relationship with one of these third-party vendors. Whether using native e-signature functionality or integration with a 3rd-party vendor, the electronic signature is captured in Workday as part of the audit trail of the process.
941	General and Technical	General and Technical	Security and auditing	Ability to use Azure Active Directory (AD) or integrate with cloud-based Single Sign On (SSO) solutions via SAML.	1	5	Y - Yes	Core Workday	OpenID Connect. The single sign-on integration may work alongside the delegated authentication mechanism. If an organization is making use of Active Directory, this means that Single Sign-on can be set up by invoking the Active Directory Federation Services (ADFS) function, with Workday supporting both IdP-initiated (Identity Provider initiated) and SP-initiated (Service Provider initiated) Single Sign-on. In addition, as part of Workday's native authentication methods, Workday supports as a second-factor of authentication the use of an authenticator app, such as the Google Authenticator, for Time-based One Time Password (TOTP) authentication. Finally, Workday supports the ability to 'step up' for privileged authentication if the initial authentication into the service was done via SAML. In this scenario, a user logs into the Workday service but is then forced to authenticate with a stronger credential type when trying to access or perform sensitive functions. Workday provides synchronization capabilities to ensure business data around employees is consistent between Workday and your directory -- we recognize HCM events such as hire and terminate so that we can use this changed data to synchronize with your directory leveraging our delivered Directory Connector. Please see the following for details - Tutorial: Azure Active Directory single sign-on (SSO) integration with Workday Microsoft Docs (https://docs.microsoft.com/en-us/azure/active-directory/saas-apps/workday-tutorial). In addition, Workday has partnerships with third party security providers including Okta and Duo. More details on these partnerships can be found at Workday Marketplace
942	General and Technical	General and Technical	Security and auditing	Ability to integrate with third-party backup/recovery solutions to flexibly define and implement backup and recovery strategies using external on-premise or cloud-based environments (public or private).	1	5	N - Not Available		Workday is a cloud software as service provider. As the Data Processor Workday manages all back/recovery and disaster recovery as part of the service.

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943	General and Technical	General and Technical	Security and auditing	The system must have the ability to prevent, detect, contain, and recover from security threats such as malware injection, side channel attacks, exploitation of API vulnerabilities, or distributed denial of service (DDoS) attacks.	1	5	Y - Yes	Core Workday	To ensure services are available and that problems are identified, investigated, and resolved, Workday uses a combination of monitoring tools and incident response protocols. Network intrusion prevention systems (IPS) monitor critical network segments for atypical network patterns in the Customer Data environments as well as traffic between web servers and the load balancers. System generated alerts are sent to the Infrastructure staff if suspicious network activity is detected, for further investigation, analysis, and resolution as appropriate. In an effort to stay current with the most cutting-edge security tactics, Workday partners with a leading provider to protect against DDoS attacks. This provider has massive Internet connectivity, and technology that filters out security threats and passes clean traffic to our data centers..
944	General and Technical	General and Technical	Security and auditing	The system must provide detailed logs for forensic investigation of security incidents, that can aid in identifying the nature and extent of the affectation, including the data that was exfiltrated or compromised.	1	5	Y - Yes	Core Workday	Workday's Continuous Improvement (CI) program is activated immediately following a service disruption. A CI team member assembles a summary of events leading up to and during the incident and captures relevant forensic data (e.g., system/application logs, monitoring events, interviews of key personnel involved). From this data, both root cause and major contributing factors to the outage are identified.
945	General and Technical	General and Technical	Security and auditing	System has the ability to restrict access for add/update/view/delete at the transaction level.	3	4	Y - Yes	Core Workday	This is a standard feature of Workday security.
946	General and Technical	General and Technical	Security and auditing	System has the ability to deliver security in a layered format (i.e. data, database, application, network physical).	3	3	Y - Yes	Core Workday	Workday provides a single security model across all functionality, which covers all aspects of our application, including online access, mobile, reporting/analytics and integration. Additionally, Workday provides a number of unique features to simplify the setup and maintenance of security such as automated account provisioning, automatic role assignment, etc. (all configurable). Everyone must login and be authorized through the Workday security model. By contrast, in other competing systems, there is typically an application layer of security, which IT and DBA personnel can bypass to access the data directly at the database level. This is not possible with Workday. Also, many other solutions require customers to maintain two separate security models: one for the application and one for reporting. In some cases, there are even module specific security models. Because there is one single security model, it simplifies the administration of the application and minimizes the risk that a user will have unauthorized access to information. Please see the attached Workday Security Whitepaper for further details.
947	General and Technical	General and Technical	Security and auditing	System has the ability to deliver system security that includes security logging into the system.	3	5	Y - Yes	Core Workday	The Workday application logs activity for each account, including failed and successful login attempts, as well as update activity by privileged Workday system users. Security Administrators can view the sign-on/failed sign-on reports, and individuals with the auditor role can run reports to view the updates an individual made in the system within a certain period of time. Additionally, user activity logs allow administrators and auditors to review what users have viewed within the tenant.
948	General and Technical	General and Technical	Security and auditing	System has the ability to restrict a user's access to specific screens.	2	5	Y - Yes	Core Workday	
949	General and Technical	General and Technical	Security and auditing	System can define standard security roles for entry, query, and reporting.	3	4	Y - Yes	Core Workday	
950	General and Technical	General and Technical	Security and auditing	System has the ability to provide security at the record level.	3	4	Y - Yes	Core Workday	Each customer has the ability to configure the Workday security settings to determine WHO can see WHAT based on things like organization structure, role, location etc., also if it should be constrained or unconstrained.
951	General and Technical	General and Technical	Security and auditing	System has the ability to configure security access to restrict a user's access to individual fields.	3	4	Y - Yes	Core Workday	Workday secures information to the field level. Security permissions are delivered out of the box, but are easily configurable. Workday leverages role-based and user-based security, as well as security based on many other attributes, such as segment, organization, location, and several others. This gives customers the ability to control at the field level, as well as the report level if desired.
952	General and Technical	General and Technical	Security and auditing	System has the ability to maintain system security controls while using the system on mobile devices.	3	5	Y - Yes	Core Workday	
953	General and Technical	General and Technical	Security and auditing	System has the ability to restrict user access to fields based on a certain range (e.g. a range of accounts).	3	4	Y - Yes	Core Workday	

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954	General and Technical	General and Technical	Security and auditing	System has the ability to log all transactions and master data changes in a detailed permanent audit trail, by user ID, based on user login.	1	5	Y - Yes	Core Workday	<p>Yes. Workday audits all data and transactions in the application as a standard feature of its architecture. This includes the actual definition of the business process when the transaction took place and the organizational structure at the time of the transaction, too. Some enterprise vendors don't have "always on" auditing due to architectural constraints. For these vendors, Workday provides online access to the audit information as a standard action within our system. All audits are retained perpetually and are part of the core application metadata rather than being archived out in another system. This audit model offers organizations the ability to investigate and interrogate any transaction performed in the system with a timestamp, user associated with the transaction, what the transaction was, and other relevant detail without having to perform a special restore, point in time recovery, etc. or even invoke IT services as these audits are kept in specific audit reports. Workday also provides the ability to track user activity, which extends Workday's default auditing to include 'view' audits for given users. When configured, full activity including where a user or set of users navigated in the system can be viewed and is fully logged.</p> <p>You can review the audit online or export it as a PDF/Excel report. A number of the audit reports are API-enabled and can be ported out to a SIEM solution.</p>
955	General and Technical	General and Technical	Security and auditing	System has the ability to provide role based system security; must be configurable and must establish rules for editing.	3	4	Y - Yes	Core Workday	<p>Functionally, Workday can support both role-based and user-based models through its configurable security model. Workday's configurable security model allows different groups of users to have different levels of access to the system. These groups are called security groups. While Workday certainly supports role-based security, security groups can also reflect organization, organizational role, business site, job, system assigned (employee, contingent worker, applicant), cost center, etc.</p> <p>Security policies allow for the association of security groups with sets of securable items that are delivered by Workday. For example, when an employee is promoted to manager, she is automatically and immediately removed from a "Contributor" security group and added to a "Manager" security group with specific responsibilities for individuals in her supervisory organization. This allows Workday users to inherit different access levels as their responsibilities change and eliminates any instance of double data maintenance.</p> <p>Security groups and policies are delivered or can be created based on an organization's unique access requirements. This provides a more flexible and manageable way of controlling access to all aspects of the Workday solution.</p>
956	General and Technical	General and Technical	Security and auditing	System has the ability to have locks on time/date stamp with limited and audited override authority.	3	4	Y - Yes	Core Workday	<p>Workday's audit strategy is to always audit everything (including transactions down to the source document, the user ID, date, time, and any workflow approvals of the source transaction), and to retain this immutable audit data log in perpetuity. Our unique architecture allows us to do this with zero impact on system performance. This enables customers to access a complete audit history of any attribute or transaction within the Workday environment without the need for any third-party tools.</p>
957	General and Technical	General and Technical	Security and auditing	System allows for an administrator to change a user's status to inactive.	3	4	Y - Yes	Core Workday	
958	General and Technical	General and Technical	Security and auditing	System has the ability to identify users making inquiries or extracting reports from key databases.	3	4	Y - Yes	Core Workday	
959	General and Technical	General and Technical	Security and auditing	System has the ability to support the encryption of data communications between the client and the server.	1	5	Y - Yes	Core Workday	<p>Users access Workday via the internet, protected by Transport Layer Security (TLS). This secures network traffic from passive eavesdropping, active tampering, and forgery of messages. All user communication with Workday's Enterprise Cloud Applications must use industry standard encryption for the transmission of private or confidential information over public networks using a web browser. Workday has also implemented proactive security procedures, such as perimeter defense and network intrusion prevention systems.networks using a web browser.</p>

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960	General and Technical	General and Technical	Security and auditing	System has the ability to support the encryption of stored data in the database.	1	5	Y - Yes	Core Workday		Workday encrypts every attribute value of Customer Data within the application before it is stored in the database or persistent data stores. This is an inherent design characteristic of the Workday technology. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256 bits. Each tenant is associated with a unique tenant encryption key.
961	General and Technical	General and Technical	Security and auditing	System has the ability to restrict a user's access to records meeting certain criteria (i.e., certain divisions).	3	3	Y - Yes	Core Workday		
962	General and Technical	General and Technical	Security and auditing	System has the ability to apply security restrictions to report writer utilities.	3	3	Y - Yes	Core Workday		Workday has a single security model where administrators can control data access for both online tasks and reporting in one place.
963	General and Technical	General and Technical	Security and auditing	System has the ability to apply security restrictions to global update functions.	3	5	Y - Yes	Core Workday		
964	General and Technical	General and Technical	Security and auditing	System has the ability to apply security restrictions to all data connections such as ODBC, JDBC, OLE.	3	5	N - Not Available			Our customers do not access data using direct calls from the database. With Workday, what's important to understand is there are no back doors to customer data. Workday's developers and our customers can't access the database where customer data is stored. All customer data is encrypted and is accessed only by the application server. Instead, Workday customers leverage the Workday Web Services (WWS) for data query/extraction. A list of publicly accessible APIs is available here: https://community.workday.com/api . WWS are implemented using industry standard web services technology, which encompass WSDL, SOAP, REST, and the Web Service standards. In addition, WWS are versioned to ensure stability and backwards compatibility. Workday also provides an integrated ad-hoc query tool (Workday Report Writer). Reports are created by accessing Workday's in-memory object data model; providing real-time information that is secured by Workday's unified security.
965	General and Technical	General and Technical	Security and auditing	System has the ability to differentiate access between ability to view versus update for specific data elements.	3	5	Y - Yes	Core Workday		Workday solutions are grouped into distinct functional areas. Each functional area is further divided into domains and business processes. A domain is a predefined set of related securable items (reports, tasks, instance sets, report fields, and data sources). Although you cannot change the securable items comprising a domain, you can control access to a domain through its domain security policy. The domain security policy is used to link a domain with any Workday security groups that should have access to the domain. When you link a security group to a domain through the domain's security, you specify whether the security group has View or Modify access to the domain. (For integrations, access to the domain is governed by Get or Put permissions.) Secured items may be included in more than one domain security policy. Workers with different levels of access in different domains receive the least restrictive access. Workday provides a feature called Securable Items that can be used to apply field level security in the Workday object data model very easily in comparison to legacy relational database systems.
966	General and Technical	General and Technical	Security and auditing	System has the ability to restrict the accessing of security configuration and audit logs based upon user profiles or administrator level settings.	3	4	Y - Yes	Core Workday		
967	General and Technical	General and Technical	Security and auditing	System can restrict System Administrator account from performing transactions on the system.	3	4	Y - Yes	Workday Core		
968	General and Technical	General and Technical	Security and auditing	System has the ability to monitor concurrent users accessing the database through the application (e.g. open connections).	2	4	Y - Yes	Core Workday		Workday provides a tool for administrators called the System Health Dashboard that provides visibility into online usage including concurrent users.
969	General and Technical	General and Technical	Security and auditing	System has the ability to automatically log off an inactive user as configured based on the organization's needs.	2	3	Y - Yes	Core Workday		
970	General and Technical	General and Technical	Security and auditing	System has the ability to ensure that system passwords are suppressed during entry (***** appears instead of the clear-text representation of the password when logging in).	1	4	Y - Yes	Core Workday		
971	General and Technical	General and Technical	Security and auditing	System has the ability to allow management to review the system administrator's activities.	2	5	Y - Yes	Core Workday		
972	General and Technical	General and Technical	Installing the system	System has the ability to retain user preferences when installing new releases of the vendor's software.	3	4	Y - Yes	Core Workday		

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973	General and Technical	General and Technical	Installing the system	System has 3 separate environments from production (e.g. test, dev, train).	1	5	Y - Yes	Core Workday	Workday provides one Production, one Sandbox (a duplicate of the Production environment), and one Sandbox Preview (populated with Production data but receives new features developed by Workday prior to being available in Production, allowing customer to test new features with their data) as part of the normal subscription cost. Additional implementation environments are available, if required, for an additional fee.
974	General and Technical	General and Technical	Installing the system	System has the ability to transfer only selected configurations / data between environments (doesn't require copying all data / configurations).	1	4	Y - Yes	Core Workday	Customers can migrate configurations between Workday Sandbox (which is a lower level environment used for testing) and Production. There is no need to re-key twice. This is supported through "solutions" in Workday, as well as a tool called the Object Transporter, which is used to promote objects from one tenant to another. Customers migrate solutions between Workday tenants (instances) rather than having to reconfigure each tenant separately. Customers can also group multiple solutions into "bulk solutions," which can then be migrated between tenants together.
975	General and Technical	General and Technical	Installing the system	System has the ability to provide a configuration management solution to allow for easy management of moving data and programs between the various environments.	2	4	Y - Yes	Workday	You can migrate configurations between Workday Sandbox and Production. There is no need to re-key twice. This is supported through "solutions" in Workday, as well as a tool called the Object Transporter, which is used to promote objects from one tenant to another. Customers migrate solutions between Workday tenants (instances) rather than having to reconfigure each tenant separately. Customers can also group multiple solutions into "bulk solutions," which can then be migrated between tenants together.
976	General and Technical	General and Technical	Administering system operations	System includes the appropriate administrative and programming toolsets to configure, modify, and customize the software applications.	3	3	Y - Yes	Core Workday	Workday provides a broad set of configuration frameworks that include, but are not limited to reporting, integration, workflow, data extensibility, and others.
977	General and Technical	General and Technical	Interfacing for users	System ensures that all features and functions within the application will be available and operate identically regardless of the user interface that is used (i.e., web-based or client-based, tablet vs. laptop, etc.).	5	4	Y - Yes	Core Workday	Workday is a true cloud software as a service solution running on native HTML5 browsers. All functionality can be accessed via local or mobile browsers.
978	General and Technical	General and Technical	Interfacing for users	System complies with accessibility standards including all system components. To comply with the Americans with Disabilities Act (ADA), information technology must be accessible to people with disabilities. And the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities.	4	5	Y - Yes	Core Workday	Workday recognizes the importance of accessibility and is proud of our history of giving all users the opportunity to access our applications, regardless of their abilities. We continually focus on the needs of users with disabilities, evolving our software as technology continues to grow and mature. We believe everyone benefits from having a single unified and accessible experience. Key Benefits <ul style="list-style-type: none"> • Inclusive single user experience • Continuous innovation • Commitment to accessibility in design • Works out of the box, no configuration needed • Enhancements are released when ready The "Accessibility in Workday Applications" documents serve as Workday Voluntary Product Accessibility Templates ("VPATs"), which reflect the results of accessibility testing. VPATs are updated periodically and currently available for Workday Financial Management & Workday Human Capital Management (HCM). The VPATs highlight compatibility with Section 508 and WCAG standards. They are available for review upon execution of a Non-Disclosure Agreement (NDA).
979	General and Technical	General and Technical	Interfacing for users	System ensures that the software applications provide functionality for or are compatible with third party industry standard (Lunar, Supernova, Zoom Text, Magic) screen magnification products to enlarge the print on the computer screen and configure print size, contrast, and color selection for blind users. Please note third party product compatibility in Comment field.	5	5	Y - Yes	Core Workday	Workday accessibility experts perform internal evaluations of the software using assistive technology. Workday also engages third party subject matter experts to independently assess the software. These assessments employ screen readers, and screen magnification, as well as keyboard testing using the most common browser and assistive technology combinations (e.g., Jaws / IE, NVDA / Firefox and Zoomtext/IE).
980	General and Technical	General and Technical	Interfacing for users	System has the functionality for or is compatible with third party industry standard (Hal, JAWS for Windows, Windows Eyes, etc.) screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in Comment field.	5	5	Y - Yes	Core Workday	Workday accessibility experts perform internal evaluations of the software using assistive technology. Workday also engages third party subject matter experts to independently assess the software. These assessments employ screen readers, and screen magnification, as well as keyboard testing using the most common browser and assistive technology combinations (e.g., Jaws / IE, NVDA / Firefox and Zoomtext/IE).
981	General and Technical	General and Technical	Interfacing for users	System has the ability to ensure a consistent use of command keys and screen layouts across the application.	4	5	Y - Yes	Core Workday	
982	General and Technical	General and Technical	Interfacing for users	System allows multiple screens to be open simultaneously within the same session.	2	5	Y - Yes	Core Workday	

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983	General and Technical	General and Technical	Interfacing for users	System allows any screen to be modified to suit a client's business needs (e.g. XML code editing).	5	1	N - Not Available			<p>Workday allows you to configure data entry screens in a couple different ways. First, fields on a page that you do not have security access to are automatically removed. This gives different users different views of the same page. Secondly, a lot of the pages are actually one or multiple reports showing the data on that page. Workday built these pages in order for our customers to take and add new reports to these pages or change those reports for a tailored look for your organization.</p> <p>In addition to the above, Workday allows our customers to extend the application in a number of other ways including:</p> <ul style="list-style-type: none"> • Configuration of business process flows. • Creation of validations on business processes to ensure data elements are valid. • Addition of custom objects, custom fields, field type definitions and specification of valid values for custom fields. • Creation of custom reports <p>Workday also provides a feature called Custom Labels that can be set up and applied across the tenant with customized terminology.</p>
984	General and Technical	General and Technical	Interfacing for users	System allows unused data elements to be removed, hidden, or modified to conform to existing practices without compromising the ability to perform system updates that will result in these changes being lost.	3	1	Y - Yes	Core Workday		Fields on a page that users do not have security access to are automatically removed.
985	General and Technical	General and Technical	Interfacing for users	System has the ability to modify pull down menus and pick lists, with proper security authorization.	4	5	Y - Yes	Core Workday		
986	General and Technical	General and Technical	Interfacing for users	System has the ability to provide a menu-driven system with comprehensive utility and "help" screen capabilities at the field and the page level. Help documentation is well written, specific, relevant, and useful, preferably with screenshots and examples.	3	5	Y - Yes	Core Workday		<p>Workday has been designed with a consumer-grade user interface to deliver a user experience similar to a Netflix, Amazon or Facebook. As such, users are not required to understand complex menu structures or undertake difficult navigation tasks – this limits the amount of training and guidance required for your end users. Having said that, Workday also supports the ability to embed your organization's help guides, FAQs and policies against key HR actions such as recruiting, compensation and talent/performance management tasks to ensure users have access to the relevant information when completing a task. Alerts and validations at a field level also support enforcement of your rules and processes to further guide users in execution of their tasks. Workday also provides guided tours that can be setup as field-level help text across various tasks. As a final point, Workday supports integrations with third-party plugins, which provide a deep, field-level click-guide guidance mechanism for those customers in need of a more detailed help function.</p>
987	General and Technical	General and Technical	Interfacing for users	System has the ability to provide field-level and screen level help throughout the application that can be customized by trained and authorized users.	3	5	Y - Yes	Core Workday		<p>Workday has been designed with a consumer-grade user interface to deliver a user experience similar to consumer-like experience applications. As such, users are not required to understand complex menu structures or undertake difficult navigation tasks – this limits the amount of training and guidance required for your end users. Workday delivers both guide tours to assist with navigation, and Workday People Experience (Journeys and Help) to embed your organization's help guides, FAQs and policies against key HR actions such as recruiting, compensation and talent/performance management tasks to ensure users have access to the relevant information when completing a task. Alerts and validations at a field level also support enforcement of your rules and processes to further guide users in execution of their tasks. Workday also provides guided tours that can be setup as field-level help text across various tasks. As a final point, Workday supports integrations with third-party plugins, which provide a deep, field-level click-guide guidance mechanism for those customers in need of a more detailed help function.</p>
988	Human Resources	Benefits Management	Administer benefits payments	System can provide output files in regards to enrollment with benefits providers and 457(b)/403(b)/401K third party providers.	5	5	Y - Yes	Core Workday		
989	Human Resources	Benefits Management	Administer benefits payments	System has the ability to integrate with Accounts Payable for the generation of payments to insurance/benefits providers based on benefit administration calculations.	5	2	Y - Yes	Human Resources & Workday Financial Management		

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990	Human Resources	Benefits Management	Administer benefits payments	System has the ability to interface with benefit providers (e.g. retirement plan, health providers, etc.).	5	2	Y - Yes	Cloud Connect for Benefits	Workday provides the Cloud Connect for Benefits offering to remove the burden of managing integrations to benefit carriers. Workday currently manages over 300 vendor integrations and can add additional vendors as needed. Cloud Connect for Benefits integrations are built, hosted, and maintained by Workday. For your organization, this would mean that when anything changes, Workday takes responsibility for ensuring that the integrations do not break. Expanding network: Providers are constantly added to the Benefits Network, which covers the broad range of provider types an organization requires: <ul style="list-style-type: none"> • Health insurance • Flexible spending accounts • Defined contribution plans • Life and AD&D insurance • COBRA/HIPAA administrators
991	Human Resources	Benefits Management	Administer benefits payments	System has the ability to track part time employee's benefits payments to ensure that the appropriate amount is paid even if employees have not worked during that pay period.	5	5	Y - Yes	Human Capital Management, Payroll for US	
992	Human Resources	Benefits Management	Enroll in benefits	System can automatically assign future or retroactive effective end dates for benefits when employee is terminated, or employee is no longer eligible.	5	5	Y - Yes	Human Capital Management	
993	Human Resources	Benefits Management	Enroll in benefits	System can collect and maintain supporting documentation for benefits changes (e.g., birth certificate, marriage document, etc.).	5	1	Y - Yes	Human Capital Management	
994	Human Resources	Benefits Management	Enroll in benefits	System has the ability to determine benefit eligibility and automatically recalculate premiums based on an employee's department, position, hours, or group.	5	5	Y - Yes	Human Capital Management, Payroll for US	
995	Human Resources	Benefits Management	Enroll in benefits	System has the ability to perform update of employees benefit enrollment status for each benefit plan.	1	5	Y - Yes	Human Capital Management	
996	Human Resources	Benefits Management	Enroll in benefits	System has the ability to track and report on all benefit enrollment history including employee and dependents' data.	5	4	Y - Yes	Human Capital Management	
997	Human Resources	Benefits Management	Manage benefits	System can allow for future-dated transactions to be entered and held until effective (includes employee, employer, carrier information).	5	5	Y - Yes	Human Capital Management	
998	Human Resources	Benefits Management	Manage benefits	System has the ability to accommodate and identify benefit plans with multiple premium amounts that are employee and/or employer paid (Individual, Individual + spouse, individual + children, family).	5	5	Y - Yes	Human Capital Management	
999	Human Resources	Benefits Management	Manage benefits	System has the ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.).	1	5	Y - Yes	Human Capital Management	
1000	Human Resources	Benefits Management	Manage benefits	System has the ability to administer multiple pre-tax and post-tax deductions for flexible spending accounts (FSA) for medical and dependent care (e.g. employee and employer contributions).	1	5	Y - Yes	Human Capital Management	
1001	Human Resources	Benefits Management	Manage benefits	System has the ability to mass update plan rates at the end of each year to reflect any changes to benefit plan rates.	1	5	Y - Yes	Human Capital Management	
1002	Human Resources	Benefits Management	Manage employee leave	System has the ability to automatically re-activate an employee to the correct benefits when they return from a leave of absence.	5	5	Y - Yes	Human Capital Management, Payroll for US	
1003	Human Resources	Benefits Management	Manage employee leave	System has the ability to automatically send FMLA letters to employees when required without manual intervention.	5	1	Y - Yes	Human Capital Management	
1004	Human Resources	Benefits Management	Manage employee leave	System has the ability to calculate the cost of lost work time due to an accident, illness, or FMLA.	5	1	Y - Yes	Human Capital Management, Payroll for US	
1005	Human Resources	Benefits Management	Manage employee leave	System has the ability to roll over leave hours up to a pre-defined maximum amount of hours.	5	1	Y - Yes	Human Capital Management	
1006	Human Resources	Benefits Management	Manage employee leave	System has the ability to track FMLA eligibility and hours.	2	5	Y - Yes	Human Capital Management, Payroll for US	
1007	Human Resources	Benefits Management	Report on benefits	System can create an employee confirmation statement (new hire or open enrollment) to send to employees.	5	2	Y - Yes	Human Capital Management	
1008	Human Resources	Benefits Management	Report on benefits	System can create an employee statement of current benefits.	5	2	Y - Yes	Human Capital Management	

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1009	Human Resources	Benefits Management	Report on benefits	System can generate an 834 file for reporting to carriers with either all enrollees or just changes in enrollment during a specific time period.	5	1	Y - Yes	Human Capital Management, Cloud Connect for Benefits	Cloud Connect for Benefits provides you with a catalog of packaged integrations that connect to benefits providers, giving human resource organizations the ability to evaluate, select and offer the most appropriate plans for their workforce. Cloud Connect for Benefits caters to the needs of Benefits Administrators by providing and maintaining integrations to a wide spectrum of providers. Workday works closely with customers to understand their current and anticipated provider requirements. Organizations can reduce the amount of time, cost and complexity that would ordinarily be expected to create and maintain the appropriate integrations to individual benefits providers. With Cloud Connect for Benefits, you can: <ul style="list-style-type: none"> • Select from a wide catalog of providers across all benefit types • Simplify the integration process to popular benefits providers • Rely on Workday to maintain working connections to include providers • Redeploy IT to focus on more strategic activities rather than building benefits integrations Automatic Updates Changes in the lives of employees are a given, and every change requires an update to each benefits provider used by the employee. With Cloud Connect for Benefits, maintaining and propagating these changes to benefits providers is greatly simplified. You can: <ul style="list-style-type: none"> • Simplify the information update process by enabling Benefits Administrators to schedule updates and/or make ad hoc updates as needed.
1010	Human Resources	Benefits Management	Report on benefits	System has the ability to create annual health insurance benefits summaries by carrier, employee or other field.	1	1	Y - Yes	Human Capital Management	
1011	Human Resources	Benefits Management	Report on benefits	System has the ability to flag an employee when move from full time benefit eligible to less than full time benefit eligible or reverse.	5	3	Y - Yes	Human Capital Management	
1012	Human Resources	Benefits Management	Report on benefits	System has the ability to produce a notice of benefit changes whenever any employee changes occur such as employee name change, change of pay status, cancelled deduction, etc.	5	2	Y - Yes	Human Capital Management	
1013	Human Resources	Benefits Management	Report on benefits	System has the ability to view/print a list of employees contributing to any vendor or benefits provider and amount contributed.	1	4	Y - Yes	Human Capital Management	
1014	Human Resources	Benefits Management	Report on benefits	System has the ability to view/print benefit enrollment by benefit, employee class/group, department or by employee.	1	4	Y - Yes	Human Capital Management	
1015	Human Resources	Benefits Management	Track deferrals and deductions	System can accrue any unpaid deductions to either take them out of the next pay check or the employee has the ability to set up on a payment structure.	5	5	Y - Yes	Payroll for US	
1016	Human Resources	Benefits Management	Track deferrals and deductions	System can be configured with deduction caps in the system to automatically stop deductions when employee reaches a maximum.	1	5	Y - Yes	Payroll for US	
1017	Human Resources	Benefits Management	Track deferrals and deductions	System has the ability to view/print deduction reports to document the amounts of the employee and employer contributions.	1	5	Y - Yes	Payroll for US	
1018	Human Resources	Benefits Management	Track dependents	System can automatically remove dependents who are no longer eligible for coverage from applicable coverage, at month-end, regardless of pay cycle.	5	4	Y - Yes	Human Capital Management, Payroll for US	
1019	Human Resources	Benefits Management	Track dependents	System can check and flag dependents who no longer qualify for insurance benefits.	5	4	Y - Yes	Human Capital Management	Workday uses Eligibility Rules (configured based on customer-defined criteria) to determine if dependents are eligible for various Benefit Plans. The system can be configured to automatically manage benefit eligibility based on factors such as a dependent's age. With passive events, you can instruct Workday to identify and automatically route an enrollment task to anyone who has benefit gains or losses resulting from the event. Passive events can be scheduled to run at a set interval (ex. daily, weekly) to search for any dependents turning 26 and terminate coverage at the end of the month.
1020	Human Resources	Benefits Management	Track dependents	System can flag disabled dependents to maintain eligibility for benefits.	5	4	Y - Yes	Human Capital Management	
1021	Human Resources	Benefits Management	Track dependents	System has the ability to enter dependents and beneficiaries and assign each person to multiple roles as dependents/beneficiaries against any benefit type.	4	1	Y - Yes	Human Capital Management	
1022	Human Resources	Benefits Management	Track dependents	System has the ability to integrate with 3rd party COBRA vendor the eligible actions and notify employees/dependents as they become COBRA eligible.	1	1	Y - Yes	Human Capital Management	With Workday, you can automatically detect qualifying events and create the COBRA records for each individual benefit plan for eligible employees or dependents. In the COBRA record, Workday includes the: <ul style="list-style-type: none"> • Reason for COBRA eligibility • Date of COBRA eligibility • Date of qualifying event • Coverage end date

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1023	Human Resources	Benefits Management	Track dependents	System has the ability to track all covered dependents and any beneficiaries directly in the benefits application.	1	3	Y - Yes	Human Capital Management		
1024	Human Resources	Benefits Management	Track dependents	System is able to automatically notify employees prior to and when dependents no longer qualify for benefits.	1	3	Y - Yes	Human Capital Management		
1025	Human Resources	Benefits Management	Track dependents	System is able to calculate premiums based on dependents who no longer qualify (aging out) and ability to process arrears or refunds.	1	2	Y - Yes	Payroll for US, Human Capital Management		
1026	Human Resources	Employee Self Service	Accessing payroll information	System has the ability for employees to opt out of receiving paper checks and paper advices through self-service.	5	3	Y - Yes	Human Capital Management		
1027	Human Resources	Employee Self Service	Accessing payroll information	System has the ability for employees to see original paystubs and corrected pay stubs through Self -Service	1	3	Y - Yes	Payroll for US		
1028	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to enable employee to review all personal history of cash and non-cash compensation, such as base salary.	1	4	Y - Yes	Human Capital Management		
1029	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to for employees/retirees to access year-end Forms (i.e., W-2) via self-service.	1	4	Y - Yes	Payroll for US		Workday supports year-end forms for W-2, T4, RL1, RL2, T4A, and worksite reporting. 1099s are currently utilized through Workday's procurement feature or Workday can provide an integration to a third-party service or system.
1030	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to notify proper users if any changes are made or requested through Self-Service.	5	3	Y - Yes	Human Capital Management		
1031	Human Resources	Employee Self Service	Accessing payroll information	System has the ability to produce employee copy of W-2 (1099-R for retirees) back seven years.	1	4	Y - Yes	Payroll for US		Workday supports year-end forms for W-2, T4, RL1, RL2, T4A, and worksite reporting. 1099s are currently utilized through Workday's procurement feature or Workday can provide an integration to a third-party service or system.
1032	Human Resources	Employee Self Service	Enrolling in benefits via self service	System allows employees to self-enroll in available benefits during any time and/or during open enrollment, with appropriate approvals.	5	4	Y - Yes	Human Capital Management		
1033	Human Resources	Employee Self Service	Enrolling in benefits via self service	System has the ability for employee to create side-by-side plan comparison chart in employee self-service.	5	4	Y - Yes	Human Capital Management		
1034	Human Resources	Employee Self Service	Enrolling in benefits via self service	System has the ability to provide modeling/tools in employee self-service for the employee to use in selecting benefits (e.g., FSA calculator, impact to net pay with benefit choices).	5	4	Y - Yes	Human Capital Management		Workday provides live interaction with benefit enrollment transactions and on-the-fly calculations so employees can see exactly the impact on benefits costs as they go through the process. Hyperlinks to websites, documents, and shared folders can be incorporated into the system to accommodate a wealth of information.
1035	Human Resources	Employee Self Service	Enrolling in benefits via self service	System has the self-service capabilities for employees to designate an emergency contact.	4	3	Y - Yes	Human Capital Management		
1036	Human Resources	Employee Self Service	Enrolling in benefits via self service	System will allow employees to save elections and return at a later time to complete enrollment.	5	3	Y - Yes	Human Capital Management		
1037	Human Resources	Employee Self Service	Entering time via self service	System allows employees to log into a self-service website to request time off or cancel time off as well as see their leave balances.	5	4	Y - Yes	Human Capital Management		
1038	Human Resources	Employee Self Service	Entering time via self service	System can accommodate employee self-service for time entry.	3	3	Y - Yes	Time Tracking		
1039	Human Resources	Employee Self Service	Making changes via self service	System allows employee to change home address, mailing address and emergency contact.	5	4	Y - Yes	Human Capital Management		
1040	Human Resources	Employee Self Service	Making changes via self service	System can notify designated person when an employee updates their information via employee self-service.	5	4	Y - Yes	Human Capital Management		
1041	Human Resources	Employee Self Service	Making changes via self service	System allows employees to change their own demographic data with appropriate workflows and approvals as required or needed.	5	5	Y - Yes	Human Capital Management		
1042	Human Resources	Employee Self Service	Making changes via self service	System allows users to change personal passwords.	5	1	Y - Yes	Workday Core		
1043	Human Resources	Learning Management	Create training	System allows HR and departments to establish training courses and curriculum.	5	4	Y - Yes	Learning		
1044	Human Resources	Learning Management	Create training	System can categorize and create curriculum for training by various categories (management, supervisory, professional, technical, etc.).	5	4	Y - Yes	Learning		
1045	Human Resources	Learning Management	Create training	System has the ability for departments to create and store their own department specific training programs.	5	3	Y - Yes	Learning		
1046	Human Resources	Learning Management	Create training	System has the ability to restrict courses by job type (i.e. only supervisor can enroll for supervisory courses).	5	3	Y - Yes	Learning		Workday Learning benefits from the Security framework within Workday, so learning content can be accessible to specific groups or audiences or the entire population – depending on security settings. Learning administrators can easily specify security categories for new pieces of content to create a system rich with relevant content for each individual or role.
1047	Human Resources	Learning Management	Create training	System has the ability to store developmental program opportunities in addition to required trainings.	5	4	Y - Yes	Learning		
1048	Human Resources	Learning Management	Create training	System has the ability to tie several courses to a specific curriculum.	5	4	Y - Yes	Learning		
1049	Human Resources	Learning Management	Create training	System has the ability to track consortium training program (training program leveraged my multiple municipalities) opportunities by including a link to the consortium sign up site or importing program information for employees to sign up.	5	4	Y - Yes	Learning		

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1050	Human Resources	Learning Management	Manage certifications	System can track licenses, certifications, and continuing education.	4	4	Y - Yes	Human Capital Management, Talent Optimization, Learning		
1051	Human Resources	Learning Management	Manage certifications	System has the ability for staff to enter, maintain, record, and flag yearly training requirements and certifications, including expiration dates, as needed to keep professional licenses on a "learner" basis.	4	4	Y - Yes	Human Capital Management, Talent Optimization, Learning		
1052	Human Resources	Learning Management	Manage certifications	System has the ability to automatically notify employees and supervisors who are due for a training or certification renewal.	4	4	Y - Yes	Learning, Talent Optimization, Human Capital Management		
1053	Human Resources	Learning Management	Manage certifications	System has the ability to flag employees and supervisors who have not taken their required annual training.	4	4	Y - Yes	Learning		
1054	Human Resources	Learning Management	Register for training	System allows employees to browse available training opportunities.	5	4	Y - Yes	Learning		
1055	Human Resources	Learning Management	Register for training	System allows employees to register for available training opportunities.	5	4	Y - Yes	Learning		
1056	Human Resources	Learning Management	Register for training	System allows managers to enroll their employees in training opportunities.	5	4	Y - Yes	Learning		
1057	Human Resources	Learning Management	Register for training	System can generate all types of training notification messages (e.g., enrollment, waitlist, cancellations, changes, reminders, mandatory training, etc.) to employees and supervisors.	5	5	Y - Yes	Learning		
1058	Human Resources	Learning Management	Register for training	System can notify employees when they are due for training.	5	4	Y - Yes	Learning		
1059	Human Resources	Learning Management	Register for training	System can send automatic notifications to a waitlisted employee to inform them when a spot opens up in a waitlisted course.	5	4	Y - Yes	Learning		
1060	Human Resources	Learning Management	Register for training	System can send calendar appointments (e.g., to Outlook calendar) when an employee enrolls in training.	5	4	Y - Yes	Learning		With Workday learning, you can automatically send calendar invites when you schedule classroom training and webinars in course offerings. This enables Workday Learning to keep calendar event data in sync with updated offerings and enrolling events like mass enroll and drop, or learners enrolling or dropping courses. You also you have the ability to download a calendar file (.ics) to your desktop or mobile device via the Workday mobile app and add it to your personal calendar via the Add to Calendar task.
1061	Human Resources	Learning Management	Register for training	System can support course cancellation if someone is no longer able to attend and would like to withdraw from the course.	5	4	Y - Yes	Learning		
1062	Human Resources	Learning Management	Register for training	System has the ability to cap attendees to any given program based on the number of available spots in the course.	5	5	Y - Yes	Learning		
1063	Human Resources	Learning Management	Register for training	System has the ability to waitlist interested employees if a course has reached the maximum number of registered employees.	5	5	Y - Yes	Learning		
1064	Human Resources	Learning Management	Track and maintain training	System allows employees to view their own training history.	5	4	Y - Yes	Learning		
1065	Human Resources	Learning Management	Track and maintain training	System allows HR to view training history for a specific course.	4	4	Y - Yes	Learning		
1066	Human Resources	Learning Management	Track and maintain training	System can create a report showing a summary of all training provided, attendance, training hours, and other data fields as required.	5	5	Y - Yes	Learning		
1067	Human Resources	Learning Management	Track and maintain training	System can facilitate tracking an attendance roster of individuals who attend training.	5	4	Y - Yes	Learning		
1068	Human Resources	Learning Management	Track and maintain training	System can track all training (external training, web-based training, videos, internal training) deadlines to remind employees when due.	5	4	Y - Yes	Learning		
1069	Human Resources	Learning Management	Track and maintain training	System maintains historical record of all trainings that have occurred (both in-house and external trainings).	4	4	Y - Yes	Learning		
1070	Human Resources	Learning Management	Track and maintain training	System supports workforce planning by reporting on training records and certifications.	5	4	Y - Yes	Learning		
1071	Human Resources	Payroll	Setting up payroll	System can import time from the time and attendance system.	3	5	Y - Yes	Human Capital Management		With built-in Workday features, configurable web services that identify only the relevant transactions to transmit, and validation tools to ensure accuracy and completeness, integration is not needed for customers who use Workday time tracking since Workday is a single solution.
1072	Human Resources	Payroll	Setting up payroll	System has the ability to configure employee pay ranges based on employee or job title.	2	5	Y - Yes	Human Capital Management		
1073	Human Resources	Payroll	Setting up payroll	System can pay employees outside of their pay ranges.	2	5	Y - Yes	Human Capital Management, Payroll for US		
1074	Human Resources	Payroll	Setting up payroll	System has the ability to accommodate allocated workers (e.g., 50% of pay comes from one account and 50% from another).	1	5	Y - Yes	Human Capital Management, Payroll for US		
1075	Human Resources	Payroll	Setting up payroll	System can restrict access to Payroll/Personnel system to provide secure inquiry to information in the Payroll system.	1	5	Y - Yes	Payroll for US		This is a standard feature of Workday security.
1076	Human Resources	Payroll	Defining pay formulas	System has the ability to provide mass update capabilities on payroll tables.	1	4	Y - Yes	Payroll for US		

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1077	Human Resources	Payroll	Defining pay formulas	System has the ability to maintain various user defined formulas for how pay or leave is calculated.	1	5	Y - Yes	Human Capital Management, Payroll for US		
1078	Human Resources	Payroll	Defining pay formulas	System has the ability to calculate pay by multiplying hours worked by formulas attached to associated pay codes.	1	5	Y - Yes	Payroll for US		
1079	Human Resources	Payroll	Managing calculations	System has the ability to calculate payroll for personnel actions (e.g. increase of pay due to a promotion or position change).	2	5	Y - Yes	Human Capital Management, Payroll for US		
1080	Human Resources	Payroll	Defining pay formulas	System can accommodate bilingual pay formulas.	1	5	Y - Yes	Payroll for US, Human Capital Management		
1081	Human Resources	Payroll	Managing calculations	System can accommodate uniform allowance.	1	5	Y - Yes	Human Capital Management, Payroll for US		
1082	Human Resources	Payroll	Managing calculations	System has the ability to support regular and supplemental taxation by earnings type.	1	5	Y - Yes	Payroll for US		
1083	Human Resources	Payroll	Managing calculations	System has the ability to pay earnings based on various calculations (having multiple pay rates per one employee) such as flat rate, percent of salary rate, fixed amount, etc.	1	5	Y - Yes	Human Capital Management, Payroll for US		
1084	Human Resources	Payroll	Managing calculations	System can calculate taxable wages for fringe benefit calculations.	1	5	Y - Yes	Human Capital Management, Payroll for US		
1085	Human Resources	Payroll	Managing calculations	System has the ability to pay out certain leave types (e.g. holiday pay) to employees who work during the leave time.	1	5	Y - Yes	Human Capital Management, Payroll for US		
1086	Human Resources	Payroll	Managing calculations	System has the ability to automatically calculate and generate retroactive pay that includes education stipends, incentives, and shift differentials to be included in the overtime.	2	5	Y - Yes	Human Capital Management, Payroll for US, Time Tracking		
1087	Human Resources	Payroll	Managing earnings	System has the ability to make adjustments (deductions) to employees' regular pay and define them as taxable/non-taxable, FLSA/non-FLSA, or Pensionable/non-pensionable.	1	5	Y - Yes	Payroll for US		
1088	Human Resources	Payroll	Managing earnings	System has the ability to set up tiers for national union dues that charge employees a percentage based fees based on hours worked during a pay period.	1	5	Y - Yes	Time Tracking, Payroll for US		
1089	Human Resources	Payroll	Managing earnings	System can pre-date and post-date employee transactions (i.e. calculations & deductions based on date can be done in advance).	2	5	Y - Yes	Human Capital Management, Payroll for US		
1090	Human Resources	Payroll	Managing earnings	System has the ability to have effective dates for stipends and other pays and deductions.	2	5	Y - Yes	Human Capital Management, Payroll for US		
1091	Human Resources	Payroll	Managing earnings	System has the ability to add one-time pays and deductions for employees on a given paycheck.	1	5	Y - Yes	Payroll for US		
1092	Human Resources	Payroll	Managing deductions	System has the ability to support pre-tax, after-tax, and fringe deductions.	1	5	Y - Yes	Payroll for US		
1093	Human Resources	Payroll	Managing deductions	System has the ability to track balance and limit information by deduction.	1	5	Y - Yes	Payroll for US		
1094	Human Resources	Payroll	Managing deductions	System has the ability to identify a withholding frequency by deduction.	1	5	Y - Yes	Payroll for US		
1095	Human Resources	Payroll	Managing deductions	System has the ability to allow deductions to be employee paid, employer paid, or a combination thereof.	1	5	Y - Yes	Payroll for US		
1096	Human Resources	Payroll	Managing deductions	System has the ability to compute employee and employer contribution amounts based on flat dollar, percent of total contribution, percent of earnings, or a formula.	1	5	Y - Yes	Payroll for US		
1097	Human Resources	Payroll	Managing deductions	System has the ability to establish the priority of the deductions, where an authorized user can change priority for all employees or for individual employees.	1	5	Y - Yes	Payroll for US		
1098	Human Resources	Payroll	Managing deductions	System has the ability to generate automatic G/L journal entry for all deductions each pay period.	1	5	Y - Yes	Payroll for US		
1099	Human Resources	Payroll	Managing deductions	System has the ability to add unlimited number of user-defined deductions.	1	5	Y - Yes	Payroll for US		
1100	Human Resources	Payroll	Managing deductions	System can calculate garnishments for any employee type.	1	5	Y - Yes	Payroll for US		

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1101	Human Resources	Payroll	Managing deductions	System has the ability to process garnishments for third-parties, child support, bankruptcy, and federal levy.	1	5	Y - Yes	Payroll for US	Workday maintains standard processing for all wage attachment types including prioritization and calculation of disposable earnings and minimum take home pay. Workday provides standard reports for you to process garnishments internally or custom integrations to third-party payroll and garnishment processors to handle the reporting and payment of wage attachments. Workday delivers an integration with the federal Office of Child Support Enforcement (OCSE) portal for the administration of electronic income withholding orders for child support. This integration will retrieve valid electronic Income Withholding Orders from participating state government agencies via the federal OCSE web portal and update the corresponding income withholding orders for workers. Once withholding data is stored, Workday will send acknowledgments informing state government agencies of accepted or rejected records.
1102	Human Resources	Payroll	Managing deductions	System has the ability to setup varying computational methods for each garnishment type, such as determining an employee's disposable income by garnishment type.	2	5	Y - Yes	Payroll for US	
1103	Human Resources	Payroll	Managing deductions	System can track multiple garnishments per employee.	1	5	Y - Yes	Payroll for US	
1104	Human Resources	Payroll	Managing deductions	System has the ability to update garnishment calculations based on the most current federal and state regulations.	2	5	Y - Yes	Payroll for US	Workday's SaaS model provides tax updates automatically to keep you compliant with all US payroll tax requirements. Workday will maintain tax calculations at the federal, state, and local levels and has a payroll tax compliance team that monitors and validates all potential changes throughout the year. Should there be any updates or changes to the tax rules, Workday will apply them seamlessly via our SaaS service delivery model and will communicate all updates changes directly to clients via our Workday Community portal and payroll workgroups. Workday also delivers a payroll compliance dashboard to all customer tenants. This dashboard highlights the compliance updates that have been applied to the application and provides insight into which employees will be impacted by the change.
1105	Human Resources	Payroll	Managing garnishments	System has the ability to enter end dates for garnishments and other recurring items.	1	5	Y - Yes	Payroll for US	
1106	Human Resources	Payroll	Managing garnishments	System has the ability to interface with a third-party vendor who handles workers compensation claims and payments.	3	3	Y - Yes	Core Workday	
1107	Human Resources	Payroll	Managing garnishments	System has the ability to set different workers' comp rates for the different types of job classifications or type of job.	1	4	Y - Yes	Human Capital Management	
1108	Human Resources	Payroll	Managing garnishments	System has the ability to easily calculate the 13-week average rate for workers' compensation rate calculation.	2	4	Y - Yes	Human Capital Management, Payroll for US	
1109	Human Resources	Payroll	Managing garnishments	System has the ability to set different workers' comp rules and internal/external mandates, for the different departments.	3	4	Y - Yes	Human Capital Management	
1110	Human Resources	Payroll	Managing garnishments	System has the ability to pay employees with hourly rate and biweekly salary in the same payroll cycle.	1	5	Y - Yes	Payroll for US, Human Capital Management	
1111	Human Resources	Payroll	Managing workers compensation	System has the ability to make payments to employees above their regular pay and define these payments as taxable/non-taxable, FLSA/non-FLSA, and pensionable/non-pensionable.	1	5	Y - Yes	Payroll for US	
1112	Human Resources	Payroll	Managing workers compensation	System has the ability to track base pay (per contract hourly pay) and premium pays (i.e. shift differential, longevity, overtime, etc.) separately and list all of these earnings separately on the check stub, with complete names/descriptions for each category.	1	5	Y - Yes	Payroll for US	
1113	Human Resources	Payroll	Managing workers compensation	System allows future changes to employee records if the date of change is after the current pay period ends.	2	5	Y - Yes	Human Capital Management, Payroll for US	
1114	Human Resources	Payroll	Managing workers compensation	System can make mass pay rate changes including and excluding certain pay types as needed.	2	5	Y - Yes	Human Capital Management	
1115	Human Resources	Payroll	Processing payroll	System can run proposed current and future payroll and validate payroll results/paystub.	1	5	Y - Yes	Payroll for US	
1116	Human Resources	Payroll	Processing payroll	System can run proposed current and future payroll and validate payroll results and report information.	1	5	Y - Yes	Payroll for US	
1117	Human Resources	Payroll	Processing payroll	System allows running payroll multiple times before finalizing the payroll for further processing.	1	5	Y - Yes	Payroll for US	
1118	Human Resources	Payroll	Processing payroll	System has the ability to rerun payroll, if needed.	1	5	Y - Yes	Payroll for US	
1119	Human Resources	Payroll	Processing payroll	System has the ability to run special payroll runs at the same time as a normal payroll run.	1	4	Y - Yes	Payroll for US	

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1120	Human Resources	Payroll	Processing payroll	System supports multiple direct deposit institutions.	1	5	Y - Yes	Payroll for US		
1121	Human Resources	Payroll	Processing payroll	System has the ability to create a file for direct deposit in ACH format.	1	5	Y - Yes	Payroll for US		
1122	Human Resources	Payroll	Processing payroll	System has the ability to calculate retroactive pay if errors are identified.	1	5	Y - Yes	Payroll for US		
1123	Human Resources	Payroll	Processing payroll	System has the ability to calculate variations in earnings, such as for pay during time off that falls within the FLSA or for payouts of accrued time or various shifts.	1	5	Y - Yes	Payroll for US		
1124	Human Resources	Payroll	Processing payroll	System supports supplemental pay such as reimbursement requests.	1	5	Y - Yes	Payroll for US		
1125	Human Resources	Payroll	Processing payroll	System can produce checks for employees and provide appropriate reports and reconciliations.	1	5	Y - Yes	Payroll for US		
1126	Human Resources	Payroll	Processing payroll	System can allow for creation of separate "off-cycle" paychecks if necessary in order to minimize rework in payroll process with complete entry audit tracking.	1	5	Y - Yes	Payroll for US		
1127	Human Resources	Payroll	Processing payroll	System has positive pay functionality for validating checks and detecting potential fraud.	1	5	Y - Yes	Payroll for US		
1128	Human Resources	Payroll	Processing payroll	System supports standard payroll transaction processing including direct deposit, check processing.	1	5	Y - Yes	Payroll for US		
1129	Human Resources	Payroll	Processing payroll	System can accommodate cashing out leave balances, such as earned holiday pay time.	1	5	Y - Yes	Payroll for US		
1130	Human Resources	Payroll	Processing payroll	System can accommodate maximums for cashing out balances.	3	3	Y - Yes	Payroll for US		
1131	Human Resources	Payroll	Processing payroll	System can accommodate exception and error reporting and review during the payroll process.	1	5	Y - Yes	Payroll for US		
1132	Human Resources	Payroll	Processing payroll	System can automatically update the tax tables (rates and limits) for various tax categories (Federal, State, etc.) on an annual basis.	3	4	Y - Yes	Payroll for US		Workday's SaaS model provides tax updates automatically to keep you compliant with all US payroll tax requirements. Workday will maintain tax calculations at the federal, state, and local levels and has a payroll tax compliance team that monitors and validates all potential changes throughout the year. Should there be any updates or changes to the tax rules, Workday will apply them seamlessly via our SaaS service delivery model and will communicate all updates changes directly to clients via our Workday Community portal and payroll workgroups. Workday also delivers a payroll compliance dashboard to all customer tenants. This dashboard highlights the compliance updates that have been applied to the application and provides insight into which employees will be impacted by the change.
1133	Human Resources	Payroll	Processing payroll	System has the ability to adjust employees Federal, State, and City withholding taxes by pay period.	1	5	Y - Yes	Payroll for US		
1134	Human Resources	Payroll	Processing payroll	System has the ability to retroactively adjust (withhold or refund) OASDI and Medicare by employee and pay period.	1	5	Y - Yes	Payroll for US		
1135	Human Resources	Payroll	Processing payroll	System has the ability to adjust (debit or credit) OASDI and Medicare year-to-date totals for employee and employer withholding amounts and employee's gross wages.	1	5	Y - Yes	Payroll for US		
1136	Human Resources	Payroll	Processing payroll	System can provide extensive audit trails of payroll transactions.	1	5	Y - Yes	Payroll for US		
1137	Human Resources	Payroll	Accommodating payroll taxes	System has the ability to have user designed standard and ad hoc reporting, including detailed exception reporting (e.g., for auditing) and business analytics.	2	5	Y - Yes	Payroll for US		All of Workday's reporting and analytics are accomplished using built-in functionality (not a third-party tool) that takes advantage of Workday's object management system to drill into detail and take action at any level of the analytic. The ad hoc reporting functionality is simple to use and does not require the user to understand database structure or file/field joins.
1138	Human Resources	Payroll	Accommodating payroll taxes	System has the ability to view a Payroll Register in user-defined order, (i.e. showing gross pay, payroll fund, all system-calculated taxes and deductions, net pay, and check number).	1	5	Y - Yes	Payroll for US		
1139	Human Resources	Payroll	Accommodating payroll taxes	System can produce all of the wage and tax reports required to comply with Federal and State laws, rules, and regulations.	1	5	T - Third Party	Payroll for US		ADP's Smart Compliance Tax Filing Service.
1140	Human Resources	Payroll	Reporting on payroll	System can produce a report of audit trail changes made to employees records and identify who made the changes.	1	5	Y - Yes	Workday Core		
1141	Human Resources	Payroll	Reporting on payroll	System has the ability to generate a transmittable electronic file for W-2s and 1099s in compliance with IRS requirements.	2	4	Y - Yes	Payroll for US		Workday supports year-end forms for W-2, T4, RL1, RL2, T4A, and worksite reporting. 1099s are currently utilized through Workday's procurement feature or Workday can provide an integration to a third-party service or system.

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1142	Human Resources	Payroll	Reporting on payroll	System supports detailed payroll budgeting, including modeling, benefits budgeting, etc.	1	5	Y - Yes	Adaptive Planning	In Workday you can model payroll costs by employee, including components like compensation and pay, allowances, overtime, and benefits. Those costs can also be modeled by supervisory organization, cost center, bargaining unit, benefit group, or any other way they City would want to summarize cost.
1143	Human Resources	Payroll	Reporting on payroll	System will comply with state and federal reporting requirements.	1	5	Y - Yes	Payroll for US	Workday's SaaS model provides tax updates automatically to keep you compliant with all US, France, UK and Canadian payroll tax requirements. Workday will maintain tax calculations at the federal, state, province, and local levels and has a payroll tax compliance team that monitors and validates all potential changes throughout the year. Should there be any updates or changes to the tax rules, Workday will apply them seamlessly via our SaaS service delivery model and will communicate all updates changes directly to clients via our Workday Community portal and payroll workgroups. Workday also delivers a payroll compliance dashboard to all customer tenants. This dashboard highlights the compliance updates that have been applied to the application and provides insight into which employees will be impacted by the change. Unique organization level tax rates (i.e. SUI) can be configured in Workday for accurate calculation and reporting. The calculation engine is highly configurable so any calculations outside of standard regulatory taxes can also be configured within Workday.
1144	Human Resources	Payroll	Reporting on payroll	System has report functionality for third-parties, such as state unemployment agencies and benefit providers.	2	4	Y - Yes	Workday Core	
1145	Human Resources	Payroll	Reporting on payroll	System supports exception reports for items such as accrued leave balances, employees not paid, etc.	1	5	Y - Yes	Payroll for US	
1146	Human Resources	Payroll	Reporting on payroll	System automatically calculates accrued payroll and leave balances for inclusion in interim and annual financial reports.	1	5	Y - Yes	Payroll for US	
1147	Human Resources	Payroll	Reporting on payroll	System supports detailed payroll budgeting including modeling, benefits budgeting, etc.	1	5	Y - Yes	Adaptive Planning	In Workday you can model payroll costs by employee, including components like compensation and pay, allowances, overtime, and benefits. Those costs can also be modeled by supervisory organization, cost center, bargaining unit, benefit group, or any other way they City would want to summarize cost.
1148	Human Resources	Payroll	Reporting on payroll	System produces all standard reports for reconciling payroll banking and related transactions.	2	5	Y - Yes	Payroll for US	
1149	Human Resources	Performance Management	Initiate evaluations	System allows electronic signature for performance evaluations.	5	4	Y - Yes	Talent Optimization	
1150	Human Resources	Performance Management	Initiate evaluations	System allows manager or employee to initiate evaluation forms.	4	3	Y - Yes	Talent Optimization	
1151	Human Resources	Performance Management	Initiate evaluations	System can capture employee commentary on goals, ratings, rebuttals, etc. in the performance evaluation during the review process.	4	3	Y - Yes	Talent Optimization	
1152	Human Resources	Performance Management	Initiate evaluations	System can leverage workflow to move performance evaluations between the supervisor, employee, and Human Resources.	5	4	Y - Yes	Talent Optimization	
1153	Human Resources	Performance Management	Initiate evaluations	System can notify employees and supervisors of upcoming performance evaluation due dates.	4	4	Y - Yes	Talent Optimization	
1154	Human Resources	Performance Management	Maintain evaluations	System allows employees to access their own evaluation record.	5	4	Y - Yes	Talent Optimization	
1155	Human Resources	Performance Management	Maintain evaluations	System has the ability to adjust evaluation due dates if an employee moves between evaluation cycles.	4	4	Y - Yes	Talent Optimization	
1156	Human Resources	Performance Management	Maintain evaluations	System has the ability to perform reporting on all data elements (i.e., all evaluations due during certain period of time, evaluation status by supervisor or department, performance ratings, etc.).	4	4	Y - Yes	Talent Optimization	
1157	Human Resources	Performance Management	Maintain evaluations	System has the ability to record and report on employee performance against goals on a quarterly or annual basis.	5	3	Y - Yes	Talent Optimization	
1158	Human Resources	Performance Management	Maintain evaluations	System has the ability to restrict view of performance evaluations by role (employee, supervisor or HR only).	5	3	Y - Yes	Talent Optimization	
1159	Human Resources	Performance Management	Maintain evaluations	System maintains historical record of all performance evaluations for each employee in a single location for ease of access.	5	4	Y - Yes	Talent Optimization	
1160	Human Resources	Performance Management	Manage evaluations	System can accommodate completion of various types of forms (e.g. employee development plans and workplans) during the process.	5	5	Y - Yes	Talent Optimization	
1161	Human Resources	Performance Management	Manage evaluations	System can accommodate multiple performance evaluation cycles.	3	4	Y - Yes	Talent Optimization	
1162	Human Resources	Performance Management	Manage evaluations	System can accommodate multiple types of evaluation forms for various types of job classifications.	5	4	Y - Yes	Talent Optimization	
1163	Human Resources	Performance Management	Manage evaluations	System can accommodate performance evaluation ratings by selecting appropriate rating from list (words not numeric rating).	4	5	Y - Yes	Talent Optimization	

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1164	Human Resources	Performance Management	Manage evaluations	System can link core competencies to performance evaluations.	5	4	Y - Yes	Talent Optimization, Human Capital Management		
1165	Human Resources	Performance Management	Manage evaluations	System has the ability to monitor probation status and deadlines.	4	4	Y - Yes	Human Capital Management, Talent Optimization		
1166	Human Resources	Performance Management	Manage evaluations	System has the ability to notify supervisors of upcoming probation deadlines for their employees.	5	4	Y - Yes	Human Capital Management, Talent Optimization		
1167	Human Resources	Personnel Actions	Initiate personnel actions	System allows for attachment of electronic documents (documents, spreadsheets, images, PDFs, emails saved to HTML, etc.).	5	4	Y - Yes	Human Capital Management		
1168	Human Resources	Personnel Actions	Initiate personnel actions	System allows supervisors to enter more than one personnel action at a time if required (e.g. salary increases for entire department).	5	4	Y - Yes	Human Capital Management		
1169	Human Resources	Personnel Actions	Initiate personnel actions	System can accommodate various types of personnel actions.	5	5	Y - Yes	Human Capital Management		
1170	Human Resources	Personnel Actions	Initiate personnel actions	System can require employee or supervisor to attach supporting documentation depending on the type of personnel action.	5	5	Y - Yes	Human Capital Management		
1171	Human Resources	Personnel Actions	Initiate personnel actions	System has the ability to leverage workflow to route personnel actions for approval according to the type of personnel action or department initiating the personnel action.	5	5	Y - Yes	Human Capital Management		
1172	Human Resources	Personnel Actions	Review and approve actions	Ability to save a draft transaction in progress so that a user may return to finish the transaction later.	5	5	Y - Yes	Human Capital Management, Workday Core		Most of the Workday business processes allow for this, however there are some that do not.
1173	Human Resources	Personnel Actions	Review and approve actions	System allows users to submit future-dated personnel/payroll actions (i.e. the ability to submit actions at the time the actions are known rather than waiting until effective date).	5	5	Y - Yes	Human Capital Management		
1174	Human Resources	Personnel Actions	Review and approve actions	System can automatically perform the payroll or deduction change once approved by the appropriate parties.	5	4	Y - Yes	Human Capital Management, Payroll for US		
1175	Human Resources	Personnel Actions	Review and approve actions	System can electronically validate any pay calculations while still requiring final approval by HR and Payroll before making changes.	5	4	Y - Yes	Payroll for US		
1176	Human Resources	Personnel Actions	Review and approve actions	System has the ability to electronically calculate any pay adjustments that may be needed for the personnel action request.	4	4	Y - Yes	Human Capital Management, Payroll for US		
1177	Human Resources	Personnel Actions	Track personnel actions	System has the ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	4	4	Y - Yes	Human Capital Management, Payroll for US		
1178	Human Resources	Personnel Actions	Track personnel actions	System maintains history of personnel actions.	3	4	Y - Yes	Human Capital Management		
1179	Human Resources	Position Control, Classification and Compensation	Manage employee classifications	System can accommodate classification changes automatically across all positions in the classification.	5	4	Y - Yes	Human Capital Management		
1180	Human Resources	Position Control, Classification and Compensation	Manage employee classifications	System has the ability to handle several types of position classifications, including part time, full, temporary part/full time, seasonal, etc.	3	4	Y - Yes	Human Capital Management		
1181	Human Resources	Position Control, Classification and Compensation	Manage employee classifications	System has the ability to track class codes and salary relationships, including their connection to bargaining unit.	4	4	Y - Yes	Human Capital Management		
1182	Human Resources	Position Control, Classification and Compensation	Track compensation	System has the ability to track appropriate pay range or step schedule by position.	4	4	Y - Yes	Human Capital Management		
1183	Human Resources	Position Control, Classification and Compensation	Track compensation	System can manage salary range/salary structure.	3	5	Y - Yes	Human Capital Management		
1184	Human Resources	Position Control, Classification and Compensation	Track compensation	System can run a report by any union or pay group by the employees associated current rates for modeling purposes.	3	4	Y - Yes	Human Capital Management		
1185	Human Resources	Position Control, Classification and Compensation	Track compensation	System has the ability to incorporate pay grades/steps and pay ranges into system so that each employee can be assigned a particular step within a salary range.	3	3	Y - Yes	Human Capital Management		
1186	Human Resources	Position Control, Classification and Compensation	Track compensation	System has the ability to incorporate salary tables by steps.	5	4	Y - Yes	Human Capital Management		
1187	Human Resources	Position Control, Classification and Compensation	Track compensation	System has the ability to run salary schedule.	4	5	Y - Yes	Human Capital Management		
1188	Human Resources	Position Control, Classification and Compensation	Track compensation	System has the ability to include foot notes on the salary schedule.	5	3	Y - Yes	Human Capital Management		

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1189	Human Resources	Position Control, Classification and Compensation	Track positions	System can accommodate a unique identifier for each position and job.	1	5	Y - Yes	Human Capital Management		
1190	Human Resources	Position Control, Classification and Compensation	Track positions	System can accommodate multiple employees filling a single position.	5	4	Y - Yes	Human Capital Management		<p>Workday position management allows one employee per position except when job overlap occurs.</p> <p>Workday is designed to easily manage employees with multiple positions, regardless of FTE split, types of positions, allocations or the organizations. The employee profile will clearly show all positions that the employee holds, details of FTE totals, talent information and much more.</p> <p>Workday supports two types of position control (listed below). For Position Management, Workday supports job overlap for when multiple employees temporarily hold the same position. Workday does require a unique position record with appropriate FTE designation when multiple, part-time employees split one position.</p> <p>Two types of position management:</p> <p>Position Management: Hiring managers fill only specific approved positions. Compensation packages may optionally be assigned to unfilled positions.</p> <p>Job Management: Hiring managers hire as they see fit with no specific target, subject only to the hiring guidelines defined for the organization.</p>
1191	Human Resources	Position Control, Classification and Compensation	Track positions	System can accommodate one to many job and position relationships (e.g. one person filling multiple positions).	5	4	Y - Yes	Human Capital Management		<p>Workday is designed to easily manage employees with multiple positions, regardless of FTE split, types of positions, allocations or the organizations. The employee profile will clearly show all positions that the employee holds, details of FTE totals, talent information and much more.</p>
1192	Human Resources	Position Control, Classification and Compensation	Track positions	System can maintain a history of job creations, promotions, changes and abolishments to positions and their associated attributes (e.g., end dates, title, pay range, definitions, minimum qualifications).	5	4	Y - Yes	Human Capital Management		
1193	Human Resources	Position Control, Classification and Compensation	Track positions	System can perform electronic routing for approvals of new positions or changes to positions.	5	3	Y - Yes	Human Capital Management		
1194	Human Resources	Position Control, Classification and Compensation	Track positions	System has the ability to create and maintain organizational charts.	5	4	Y - Yes	Human Capital Management		<p>Workday provides dynamic, agile organizations that can be configured to reflect country, division, location, functional groups, departments, and more. The Workday system is unique in that you can define multiple organization structures simultaneously – for example your Supervisory organization may be a different roll-up than your Payroll Cost Center structure. Organizational charts are part of the Workday solution, not a bolt on tool, meaning they are always up to date as things in your organization change.</p>
1195	Human Resources	Position Control, Classification and Compensation	Track positions	System has the ability to maintain position control history.	3	5	Y - Yes	Human Capital Management		
1196	Human Resources	Position Control, Classification and Compensation	Track positions	System has the ability to reference organizational charts for position vacancy reviews and reporting.	5	5	Y - Yes	Human Capital Management		
1197	Human Resources	Position Control, Classification and Compensation	Track positions	System can generate a report for all positions with position number, title, fund, actual FTE amount, fully loaded cost, department, salary group, notes and if position is vacant or filled.	4	4	Y - Yes	Human Capital Management		
1198	Human Resources	Position Control, Classification and Compensation	Track positions	System has the ability to run reports by each department and each employee on hours worked to determine seniority.	5	5	Y - Yes	Human Capital Management		
1199	Human Resources	Recruitment	Conduct applicant testing	System can automatically update applicant status based on testing results to move the applicant forward in the process if passed.	5	4	Y - Yes	Recruiting		<p>Questionnaires can be used to assess candidates on predefined criteria. Dispositioning based on this candidate scoring and ranking is a process step, and can be performed for a group of candidates.</p> <p>Candidates can be automatically knocked out of the process or automatically moved forward in the recruiting process based on how they answer questions. These features improve recruiter efficiency. Using our powerful rules framework customers can automate this process based on any attribute in the job application reducing clicks and manual work for recruiters.</p> <p>Customers can configure condition rules on the Job Application Dynamic Business Process that can automatically move the process to a different stage based on data already captured in Workday. This move does not involve any manual intervention by a user and allows customers to automate repetitive tasks that are always performed based on a rule.</p>

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1200	Human Resources	Recruitment	Conduct applicant testing	System can integrate with 3rd party vendors who provide services such as background checks, testing, etc.	5	4	Y - Yes	Recruiting		
1201	Human Resources	Recruitment	Conduct applicant testing	System can rank candidates based on testing results.	5	4	Y - Yes	Recruiting		
1202	Human Resources	Recruitment	Conduct applicant testing	System has the ability to perform multiple levels and types of applicant testing such as written tests, assessments, performance demonstrations, etc.	5	4	Y - Yes	Recruiting		
1203	Human Resources	Recruitment	Conduct applicant testing	System has the ability to schedule testing (exams, oral boards, interviews, assessments, physicals, etc.) through workflows.	5	4	Y - Yes	Recruiting		<p>Workday's Candidate Self-Scheduling feature enables candidates to schedule their own appointments for specific recruiting events, increasing efficiency and reducing recruiters' manual efforts. Candidate Self-Scheduling enables you to:</p> <ul style="list-style-type: none"> • Create predefined calendars for recruiting events, such as mass interviews or orientations, at any stage in the recruiting process. • Schedule, reschedule, and cancel events on behalf of a candidate. • Send tasks to candidates through Candidate Home so they can schedule themselves for an event. • Track event activity and calendar availability. <p>Using Candidate Home, candidates can:</p> <ul style="list-style-type: none"> • Cancel a reserved time-slot. • Reschedule a time-slot for an event. • Reserve a time-slot for an event. • View their scheduled events. <p>Reporting:</p> <ul style="list-style-type: none"> • Reports to view candidate rosters as and real-time calendar availability. • Report data sources, business objects, and CRFs to support custom reporting needs.
1204	Human Resources	Recruitment	Conduct applicant testing	System has the ability to track notes related to test results.	5	4	Y - Yes	Recruiting		
1205	Human Resources	Recruitment	Conduct applicant testing	System has the ability to track various types of test results.	5	4	Y - Yes	Recruiting		
1206	Human Resources	Recruitment	Coordinate interviews	Candidates can self-schedule their oral boards or interviews in an interview schedule that is pre-defined by HR and/or hiring manager.	5	4	Y - Yes	Recruiting		
1207	Human Resources	Recruitment	Coordinate interviews	System can integrate recruitment schedules with Outlook calendars to coordinate interviews.	5	4	Y - Yes	Recruiting		<p>Workday Recruiting provides an interview collaboration tool that enables a hiring manager to identify an interview team, view calendar availability and send invitations, solicit input and feedback on specific skills/competencies, and review consolidated responses to make an informed decision about how to move forward with a candidate. In addition, you can view Room availability and schedule multiple rooms as part of the entire Interview process.</p> <p>Recruiters can schedule interviews in Workday and send interview questionnaires to the team based on those interview dates. Interview scheduling is available with Outlook 365 or Google Calendar. You can configure a simplified interview experience with minimal steps for interviewers without a calendar integration, and Workday will also propose the convenient scheduling options for you to choose from.</p>
1208	Human Resources	Recruitment	Coordinate interviews	System can maintain interview notes and scores from panel members.	5	4	Y - Yes	Recruiting		
1209	Human Resources	Recruitment	Coordinate interviews	System has the ability to rank candidates based on their interview scores.	5	4	Y - Yes	Recruiting		
1210	Human Resources	Recruitment	Initiate requisition	System can accommodate an electronic review of job requirements and pay range between the hiring manager and Human Resources.	5	4	Y - Yes	Recruiting, Human Capital Management		
1211	Human Resources	Recruitment	Initiate requisition	System can assign and notify recruitment plan tasks to authorized users within each recruitment.	5	4	Y - Yes	Recruiting		
1212	Human Resources	Recruitment	Initiate requisition	System can establish a closing date for job announcements to auto-expire after their closing date and automatically be removed from the posting sites.	5	4	Y - Yes	Recruiting		
1213	Human Resources	Recruitment	Initiate requisition	System can establish a workflow for hiring manager to initiate a requisition and gain approves from appropriate individuals for the recruitment of a position.	5	5	Y - Yes	Recruiting, Human Capital Management		
1214	Human Resources	Recruitment	Initiate requisition	System can post a job internally and/or externally depending on the type of recruitment as determined during the requisition request.	5	4	Y - Yes	Recruiting		
1215	Human Resources	Recruitment	Initiate requisition	System can post requisitions to external job boards and other specialty job posting sites (LinkedIn, Handshake, etc.).	5	4	Y - Yes	Recruiting		
1216	Human Resources	Recruitment	Initiate requisition	System can validate a requisition against vacancies.	5	5	Y - Yes	Recruiting, Human Capital Management		

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1217	Human Resources	Recruitment	Initiate requisition	System has the ability to capture/maintain positions by type, characteristics, descriptions, etc. in the requisition.	5	4	Y - Yes	Human Capital Management, Recruiting	
1218	Human Resources	Recruitment	Initiate requisition	System has the ability to create, print, and post job announcements to various sites in a customizable format.	5	4	Y - Yes	Recruiting	Workday Recruiting provides you with configurable templates, that you will define for the look and content of a job posting. Once you create a template, you can assign it to an external or internal career site. Workday enables you to create as many job posting templates as you need.
1219	Human Resources	Recruitment	Initiate requisition	System has the ability to update and maintain job descriptions.	5	4	Y - Yes	Human Capital Management, Recruiting	
1220	Human Resources	Recruitment	Onboard employees	Ability for new employees to sign off on policies in the system.	5	4	Y - Yes	Human Capital Management	
1221	Human Resources	Recruitment	Onboard employees	System allows new hires to complete new hire information electronically, even without access to the ERP system.	5	4	Y - Yes	Human Capital Management	
1222	Human Resources	Recruitment	Onboard employees	System can define and establish electronic forms and workflows that need to be completed for onboarding activities, which populate the appropriate HR and payroll information.	5	4	Y - Yes	Human Capital Management	Yes. Workday Onboarding allows for the automation of new-hire business processes, forms management, and checklists. You can configure content such as new hire checklists, training, and pre-reading material to include relevant information for the worker, their new organization, and tasks that they need to complete before getting to work. The unique Workday Business Process Framework enables you to define what new hire activities need to happen, when these should take place, and who should be alerted or notified (either that this action is happening or that they need to take an action). These notifications can be tailored to match your organization's requirements. As employee's complete tasks, or certain milestone dates are achieved, additional items can enter the employee's inbox. For example, on day 1 you might have them complete their I-9, and benefits enrollment forms. Along with completion of a task, additional tasks and notifications can be sent out to the others involved in the new hire process. For example, if an I-9 has not been completed by Day 3, a notification could be sent to the manager and HR representative.
1223	Human Resources	Recruitment	Onboard employees	System can maintain a pre-hire checklist that includes: workflow notification to all stakeholders, links to new-hire forms for the incoming employee, checklists for hiring managers, etc.	5	4	Y - Yes	Human Capital Management	
1224	Human Resources	Recruitment	Onboard employees	System can populate employee information using information submitted on the application, so the employee does not have reenter this data.	5	5	Y - Yes	Human Capital Management, Recruiting	Workday created the Recruiting platform organically, meaning we did not acquire another technology and bolt it on to our HR platform. The advantage is that applicants are transitioned seamlessly from Recruiting to Onboarding to an Employee, no integrations required. When an application is moved to hire, their record is converted to an employee record retaining the data captured at application stage such contact information, government and national IDs, career history and diversity information.
1225	Human Resources	Recruitment	Onboard employees	System has the ability to automatically notify IT of new hire start date in order to initiate request for equipment.	5	4	Y - Yes	Human Capital Management	
1226	Human Resources	Recruitment	Onboard employees	System has the ability to electronically send new hire packets of information to the new hire once they are selected.	5	5	Y - Yes	Human Capital Management, Recruiting	
1227	Human Resources	Recruitment	Onboard employees	System has the ability to track progress of each onboarding activity.	5	5	Y - Yes	Human Capital Management	
1228	Human Resources	Recruitment	Review applications	System allows hiring manager to review applications based upon pre-defined highly desirable criteria for the position for scoring.	5	4	Y - Yes	Recruiting	
1229	Human Resources	Recruitment	Review applications	System allows hiring managers to electronically score applications in the system.	5	4	Y - Yes	Recruiting	
1230	Human Resources	Recruitment	Review applications	System allows hiring managers to electronically view all applications and associated documentation.	5	4	Y - Yes	Recruiting	
1231	Human Resources	Recruitment	Review applications	System has the ability to show HR and hiring manager who the highly qualified candidates are based on pre-defined position requirements, minimum qualifications, education, etc.	5	4	Y - Yes	Recruiting	
1232	Human Resources	Recruitment	Select applicants	Hiring managers and HR can view the employment list for selection.	5	4	Y - Yes	Recruiting	
1233	Human Resources	Recruitment	Select applicants	System allows for hiring managers to electronically view all necessary applicant information in a single location to make a final selection.	5	4	Y - Yes	Recruiting	
1234	Human Resources	Recruitment	Select applicants	System can automatically email offer and disposition letters to candidates when generated upon final selection.	5	4	Y - Yes	Recruiting	
1235	Human Resources	Recruitment	Select applicants	System can automatically generate disposition letters to unsuccessful candidates from a menu of templates or generate custom ones as needed.	5	4	Y - Yes	Recruiting	
1236	Human Resources	Recruitment	Select applicants	System can electronically create and maintain a list of applicants based on all testing and interviews throughout the process.	5	4	Y - Yes	Recruiting	

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1237	Human Resources	Recruitment	Select applicants	System can generate offer letters from a menu of templates or generate custom letters as needed.	5	4	Y - Yes	Recruiting		
1238	Human Resources	Recruitment	Select applicants	System can send automatic thank you notifications to all panelists who participated in the interview process.	5	4	Y - Yes	Recruiting		
1239	Human Resources	Recruitment	Select applicants	System can send notifications to staff (i.e. recruiter/hiring manager/human resources) related to employment list, selection made, etc.	5	4	Y - Yes	Recruiting		
1240	Human Resources	Recruitment	Select applicants	System can send the hiring manager a notification to complete a survey (via survey tool such as SurveyMonkey) once the hiring process is complete.	5	4	Y - Yes	Recruiting		
1241	Human Resources	Recruitment	Track applicants	System allows an applicant to create their own profile and provide security such that the applicant can view and modify only their data.	5	4	Y - Yes	Recruiting		Candidates can create a Candidate Portal Account within the career site to review past job applications, check the status of applications, select interview date/time, sign an offer letter and view similar jobs – all designed to provide an engaging experience for candidates. Candidates with a an account on the Candidate Portal site will also be able to create alert criteria for job posts that they're interested in so that they can be notified by email when new posts meet their preferences.
1242	Human Resources	Recruitment	Track applicants	System allows applicants to apply for open positions by filling out an online application and attaching additional electronic documents.	5	4	Y - Yes	Recruiting		
1243	Human Resources	Recruitment	Track applicants	System allows applicants to auto-populate application based on outside source (e.g. resume, Linked-In, other social media sources).	5	4	Y - Yes	Recruiting		
1244	Human Resources	Recruitment	Track applicants	System allows applicants to track progress of the recruitment.	5	4	Y - Yes	Recruiting		
1245	Human Resources	Recruitment	Track applicants	System can provide a public-facing recruiting portal for applicants to track the status of their application.	5	4	Y - Yes	Recruiting		
1246	Human Resources	Recruitment	Track applicants	System can track all applications in progress.	5	4	Y - Yes	Recruiting		
1247	Human Resources	Time and Attendance	Scheduling time	System can accommodate multiple shifts and employees changing shifts.	3	5	Y - Yes	Time Tracking		templates/schedules where they can define default schedules (hours worked, in/out/break times, timing for different shifts, etc.). Customers can use the robust eligibility rules engine to associate the correct template to each employee population. Schedules built within Workday are static in nature until new schedule is assigned or requested. Basic Scheduling: <ul style="list-style-type: none"> Managers update long term or permanent changes to employee work schedules Managers make ad hoc changes to when/what day of the week an employee might work Eligibility based assignment of work schedules Ad Hoc Work schedule assignment can be managed through Workdays business process framework Schedules defined by the administrator Start, stop time with rotating schedule Mass assignment of schedules Schedule information can be used within business logic to configure rules around Time/Time Off Validations, Time Calculations, and Pay calculations. Workday allows you to create Schedule patterns. Schedule patterns are recurring sets of start, end, and mealtimes that occur over a 7-day period. Work schedule calendars can contain either schedule patterns or calendar events. Schedule patterns and calendar events can both support multiple sets of start and end times, and multiple meals, per day. However, self-service workers can't edit work schedule calendars that use calendar events. Self-service workers can edit work schedule calendars that use
1248	Human Resources	Time and Attendance	Scheduling time	System has the ability to create an unlimited number of different shifts.	1	5	Y - Yes	Time Tracking		
1249	Human Resources	Time and Attendance	Scheduling time	System can accommodate and auto-calculate shift differentials.	3	4	Y - Yes	Time Tracking		
1250	Human Resources	Time and Attendance	Scheduling time	System can accommodate multiple work schedules, rotating schedules, and fluctuating work weeks.	2	5	Y - Yes	Time Tracking		
1251	Human Resources	Time and Attendance	Scheduling time	System allows departments to change work schedules with approval from another department via a configurable approval workflow.	4	3	Y - Yes	Time Tracking		
1252	Human Resources	Time and Attendance	Scheduling time	System allows mass updates to work schedules when they change for an entire group.	4	2	Y - Yes	Time Tracking		
1253	Human Resources	Time and Attendance	Scheduling time	System has the ability to create an unlimited number of user-defined schedules which must adhere to FLSA rules.	1	5	Y - Yes	Time Tracking		
1254	Human Resources	Time and Attendance	Scheduling time	System allows for scheduling of shift patterns to be automatically repeated for future weeks.	2	5	Y - Yes	Time Tracking		
1255	Human Resources	Time and Attendance	Scheduling time	System can create schedule groups, and assign employees to those schedule groups.	4	3	Y - Yes	Time Tracking		

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1256	Human Resources	Time and Attendance	Scheduling time	System can account for pre-scheduled absences in the schedule generation, such as vacations, sick, FMLA, and other time off.	4	4	Y - Yes	Time Tracking		
1257	Human Resources	Time and Attendance	Scheduling time	System can pre-schedule holidays by bargaining unit.	5	3	Y - Yes	Time Tracking		
1258	Human Resources	Time and Attendance	Entering time	System allows for electronic time entry.	3	5	Y - Yes	Time Tracking		
1259	Human Resources	Time and Attendance	Entering time	System allows for mobile time entry.	5	3	Y - Yes	Time Tracking		
1260	Human Resources	Time and Attendance	Entering time	System supports biometric time entry.	3	2	Y - Yes	Time Tracking		Workday supports integration to any 3rd party time clock systems.
1261	Human Resources	Time and Attendance	Entering time	System can accommodate recording time on a daily basis and leave on a daily or consolidated basis.	1	5	Y - Yes	Time Tracking		
1262	Human Resources	Time and Attendance	Entering time	System can accommodate exception based time entry.	1	5	Y - Yes	Time Tracking		
1263	Human Resources	Time and Attendance	Entering time	System can accommodate different time entry methods by department or division (e.g. exception vs timeclocks).	1	5	Y - Yes	Time Tracking		
1264	Human Resources	Time and Attendance	Entering time	System has the ability to show recently used and valid project codes when employees are entering their time.	3	3	Y - Yes	Time Tracking		
1265	Human Resources	Time and Attendance	Entering time	System has the ability to allow employees to post time to a project only if they are authorized to work on that project.	2	4	Y - Yes	Time Tracking		
1266	Human Resources	Time and Attendance	Entering time	Ability to accommodate rounding of employee time transactions.	3	1	Y - Yes	Time Tracking		
1267	Human Resources	Time and Attendance	Entering time	System allows for multiple pay types for each shift.	1	5	Y - Yes	Time Tracking		
1268	Human Resources	Time and Attendance	Entering time	System allows employees and supervisors to enter time and attendance data for past, current, and future dates.	1	5	Y - Yes	Time Tracking		
1269	Human Resources	Time and Attendance	Entering time	System prevents duplicate entries and time overlaps.	3	4	Y - Yes	Time Tracking		
1270	Human Resources	Time and Attendance	Approving time	System will accommodate electronic routing and workflow approval for time and attendance transactions.	1	5	Y - Yes	Time Tracking		
1271	Human Resources	Time and Attendance	Approving time	System has the ability for employees to approve their timesheets in the system before routing to supervisors for approval.	1	5	Y - Yes	Time Tracking		
1272	Human Resources	Time and Attendance	Approving time	System allows for supervisors to electronically view employee timesheets that require approval (both summary and detailed).	1	5	Y - Yes	Time Tracking		
1273	Human Resources	Time and Attendance	Approving time	System allows for supervisors to update the employees time when approving, for instance for missed punches, missing leave, etc.	1	5	Y - Yes	Time Tracking		
1274	Human Resources	Time and Attendance	Approving time	System can allow for supervisors to change what grant or project time is allocated to (not change the time itself) after employee submits time.	1	4	Y - Yes	Time Tracking		
1275	Human Resources	Time and Attendance	Approving time	System will track complete audit log behind any supervisor edits.	1	5	Y - Yes	Time Tracking		
1276	Human Resources	Time and Attendance	Approving time	System has the ability to route back through approval workflow if changes are made to the timesheet.	1	4	Y - Yes	Time Tracking		
1277	Human Resources	Time and Attendance	Approving time	System has the ability to prohibit employee from making updates to record after submitted to supervisor or department for approval.	1	5	Y - Yes	Time Tracking		Workday Time Tracking Period Schedule functionality dictates IF and WHEN a timesheet can be updated.
1278	Human Resources	Time and Attendance	Approving time	System has the ability to notify the approver and Payroll if a timesheet has not been submitted by the deadline.	4	4	Y - Yes	Time Tracking, Payroll for US		
1279	Human Resources	Time and Attendance	Calculating time	System has the ability to provide for the configuration of an unlimited number of time and attendance calculation rules.	1	5	Y - Yes	Time Tracking		
1280	Human Resources	Time and Attendance	Calculating time	System has the ability to support time and attendance calculation rules that are parameter driven and able to set-up or change without vendor intervention or special programming or technical skills.	1	4	Y - Yes	Time Tracking		
1281	Human Resources	Time and Attendance	Calculating time	System has the ability to maintain various hours formulas (overtime, holiday, uniform, etc.) in the time system.	1	5	Y - Yes	Time Tracking		
1282	Human Resources	Time and Attendance	Calculating time	System can accommodate holiday pay formula which earns an employee 50% more holiday hours for hours worked on a holiday.	1	4	Y - Yes	Time Tracking		
1283	Human Resources	Time and Attendance	Calculating time	System can accommodate library holiday pay formula which earns an employee .0519 hours of holiday pay per each base hour worked over a minimum.	1	5	Y - Yes	Time Tracking		
1284	Human Resources	Time and Attendance	Calculating time	System can accommodate various types of PERS pension formulas by employee group or division.	1	5	Y - Yes	Time Tracking		
1285	Human Resources	Time and Attendance	Calculating time	System can accommodate California sick leave calculations.	1	5	Y - Yes	Human Capital Management		
1286	Human Resources	Time and Attendance	Calculating time	System has the ability to define and assign specific hour codes to employees, employee groups, bargaining units, FLSA type, or departments (i.e. so staff only see the options they should enter).	1	2	Y - Yes	Time Tracking		
1287	Human Resources	Time and Attendance	Calculating time	System has the ability for time and attendance calculation rules and other system settings to be effective dated where required.	1	4	Y - Yes	Time Tracking		

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1288	Human Resources	Time and Attendance	Calculating time	System has the ability to apply time and attendance calculation rules (overtime, break rules, etc.) in accordance with federal, state, and local laws to reduce FLSA compliance risk.	1	5	Y - Yes	Time Tracking		
1289	Human Resources	Time and Attendance	Calculating time	System will calculate overtime based on current FLSA law and/or union contract definitions.	1	5	Y - Yes	Payroll for US, Time Tracking		
1290	Human Resources	Time and Attendance	Calculating time	System will allow for multiple calculations of overtime and FLSA depending on the various department thresholds for hours worked.	1	5	Y - Yes	Payroll for US, Time Tracking		
1291	Human Resources	Time and Attendance	Calculating time	System has the ability to manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday.	2	3	Y - Yes	Time Tracking		
1292	Human Resources	Time and Attendance	Calculating time	System has the ability to track holiday pay.	1	5	Y - Yes	Time Tracking, Payroll for US		
1293	Human Resources	Time and Attendance	Calculating time	System can provide for real time alerts to timekeeping exceptions, such as approaching overtime, comp time, and absences.	2	4	Y - Yes	Time Tracking		
1294	Human Resources	Time and Attendance	Calculating time	System has the ability to recalculate all totals immediately after a value is changed.	1	5	Y - Yes	Time Tracking, Payroll for US		
1295	Human Resources	Time and Attendance	Reporting on time entries	System has the ability to generate reports around employee hours worked, leave, time off, overtime, etc.	1	5	Y - Yes	Human Capital Management, Payroll for US, Time Tracking		
1296	Human Resources	Time and Attendance	Reporting on time entries	System has the ability to generate exception reports for scheduled hours vs actual hours worked.	1	5	Y - Yes	Time Tracking		
1297	Human Resources	Time and Attendance	Reporting on time entries	System generates audit reports.	2	5	Y - Yes	Workday Core		
1298	Human Resources	Time and Attendance	Reporting on time entries	System notifies supervisor of certain events or transactions entered.	3	3	Y - Yes	Time Tracking		
1299	Human Resources	Time and Attendance	Reporting on time entries	System has ability to track and report on hours worked to particular activities or projects by employee or employee group.	1	5	Y - Yes	Time Tracking		
1300	Human Resources	Time and Attendance	Reporting on time entries	System has the ability to compare an employee's actual hours worked to their budgeted labor allocations.	2	5	Y - Yes	Time Tracking		
1301	Human Resources	Time and Attendance	Managing leave time	System has the ability to support floating holidays for certain employees, which are accrued bi-annually.	1	5	Y - Yes	Human Capital Management		
1302	Human Resources	Time and Attendance	Managing leave time	System accommodates tracking various types of paid leaves.	1	5	Y - Yes	Human Capital Management		<ul style="list-style-type: none"> Workers to record when they're taking leave from work with an estimated or flexible end date. Administrators to manage the impacts a leave of absence can have on other areas of Workday and other systems. Example: Headcount Reporting or Payroll. <p>Business Benefits</p> <p>You can use Workday leave of absence functionality to:</p> <ul style="list-style-type: none"> Track costs as you can use reports to view how much absenteeism is costing your organization and calculate your absence liability. Minimize risks as you ensure that your leave policies are consistent with country-specific requirements. Improve efficiency in your organization as managers can use reports, predict trends, and plan resources accordingly. Integrate with a Payroll solution to enable you to process payments to workers on leave. Streamline the process of moving workers from one leave type to another. Example: Paid to unpaid maternity leave. Create a variety of leave types and families that can suit the specific requirements of your organization. This functionality improves the user experience as they can quickly find the correct leave type for their request. <p>Use Cases</p> <ul style="list-style-type: none"> Enable workers to view and request some types of leave, but not others. Place workers on, and return them from, a leave of absence. Request documentation, other required information, or both from workers when they enter leave requests.
1303	Human Resources	Time and Attendance	Managing leave time	System accommodates tracking various leaves that do not generate pay (workers comp, admin leave, FMLA, etc.).	1	5	Y - Yes	Human Capital Management		
1304	Human Resources	Time and Attendance	Managing leave time	System maintains all time accruals for leave.	1	5	Y - Yes	Human Capital Management		
1305	Human Resources	Time and Attendance	Managing leave time	System supports workflow for employees to initiate leave of absence events and route to supervisors for approval.	5	3	Y - Yes	Human Capital Management		
1306	Human Resources	Time and Attendance	Managing leave time	System has the ability to automatically update an employee timesheet for leave once approved by their supervisor.	5	3	Y - Yes	Time Tracking, Human Capital Management		
1307	Human Resources	Time and Attendance	Managing leave time	System allows authorized staff to adjust leave balances manually, with audit trails and appropriate security.	1	5	Y - Yes	Human Capital Management		
1308	Human Resources	Time and Attendance	Managing leave time	System has the ability to automatically adjust the leave balances by type when leave is taken.	1	5	Y - Yes	Human Capital Management		

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1309	Human Resources	Time and Attendance	Managing leave time	System can track paid leave until a certain point and then adjust to unpaid leave depending on pre-configured rules.	3	2	Y - Yes	Human Capital Management		
1310	Human Resources	Time and Attendance	Managing leave time	System has the ability to support paid military leave up to 30 days, after which any military leave entered would be unpaid.	3	3	Y - Yes	Human Capital Management		
1311	Human Resources	Time and Attendance	Managing leave time	System has the ability to limit military leave being paid on weekends.	3	3	Y - Yes	Human Capital Management		
1312	Human Resources	Time and Attendance	Managing leave time	System has the ability to track FMLA eligibility and hours.	1	4	Y - Yes	Human Capital Management, Time Tracking, Payroll for US		
1313	Human Resources	Time and Attendance	Managing leave time	System has the ability to notify an employee when they are approaching their hours limit for FMLA or military leave.	4	3	Y - Yes	Human Capital Management, Payroll for US		






City of San Mateo Full Platform SOW (003) - FINAL with Workbook

Final Audit Report

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