

For Digital Distribution Only

Knight Vision Presents: Workday Concepts

Business Processes

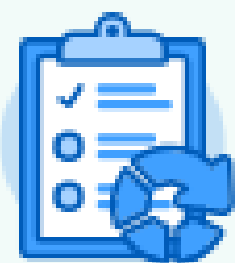
Inbox

Workday is built upon a user-centric Business Process Framework that spans HR, Finance and Payroll. Workflows, approvals and security are built-in throughout each process. Business processes are powerful and easy to use. All business processes are configured to the unique needs and policies of UCF.

Initiate

All business processes have assigned employee groups who can initiate an action or task.

A small sample includes:



All Employees

- Request time off
- Process expense reports
- Enroll in a courses

Managers

- Create job requisition
- Delegate tasks
- Request Compensation Change

Purchasers

- Purchase requisition
- Receipt of goods
- Return of goods

The Workday Inbox helps manage business processes by providing notifications on tasks, approvals and to-dos and organizing tasks awaiting actions. This creates a streamlined, efficient and traceable workflow.

Access to the Inbox is from the Workday homepage. The Actions tab allows you to view and take action on current tasks. The Archive tab allows you to view all actions and tasks acted upon in the last 30 day.



Actions May Include:

Approve

Send Back

Deny

Delegate

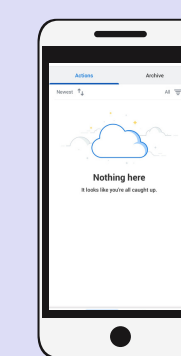
Save for Later

Add Approver

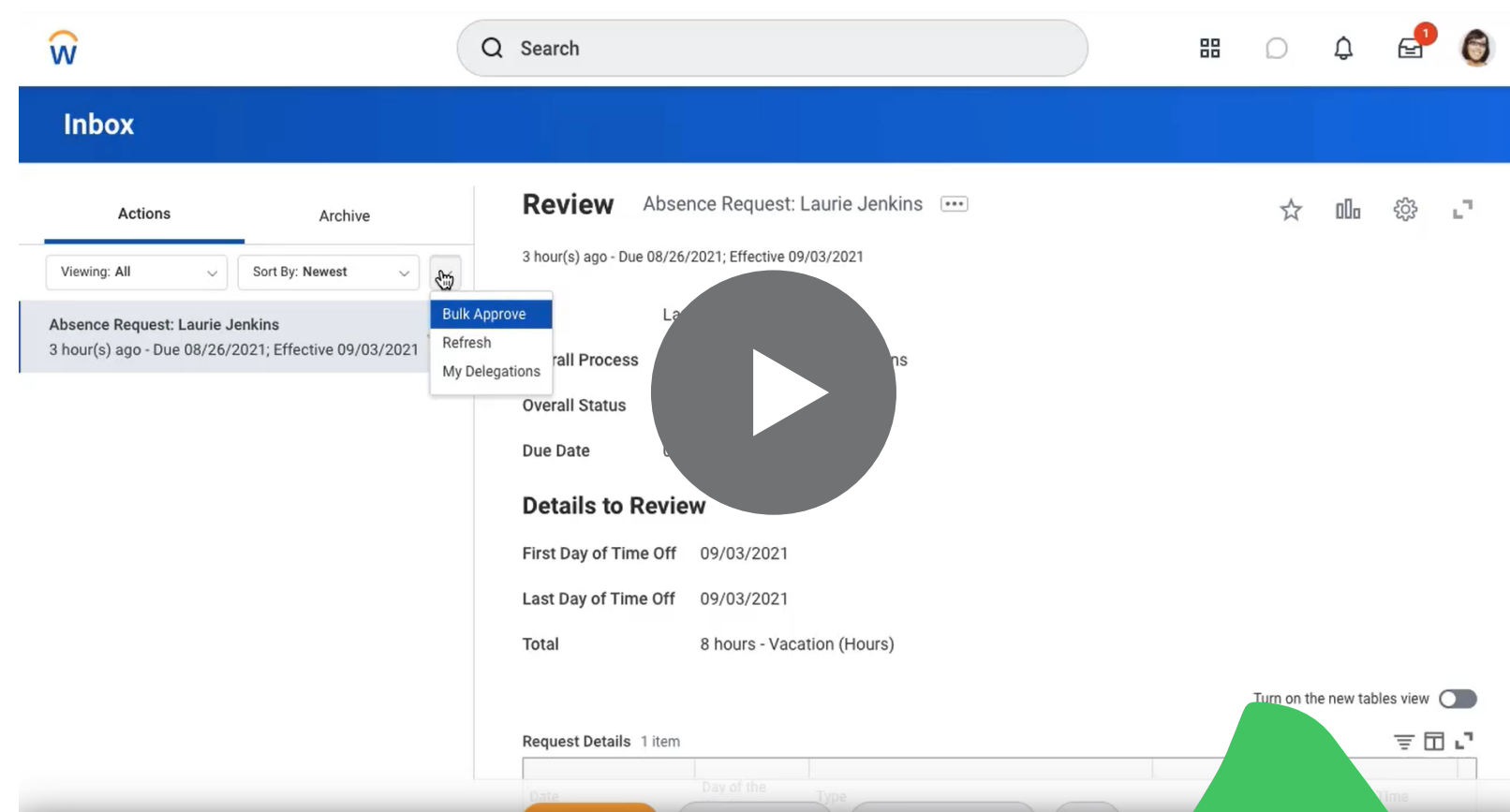
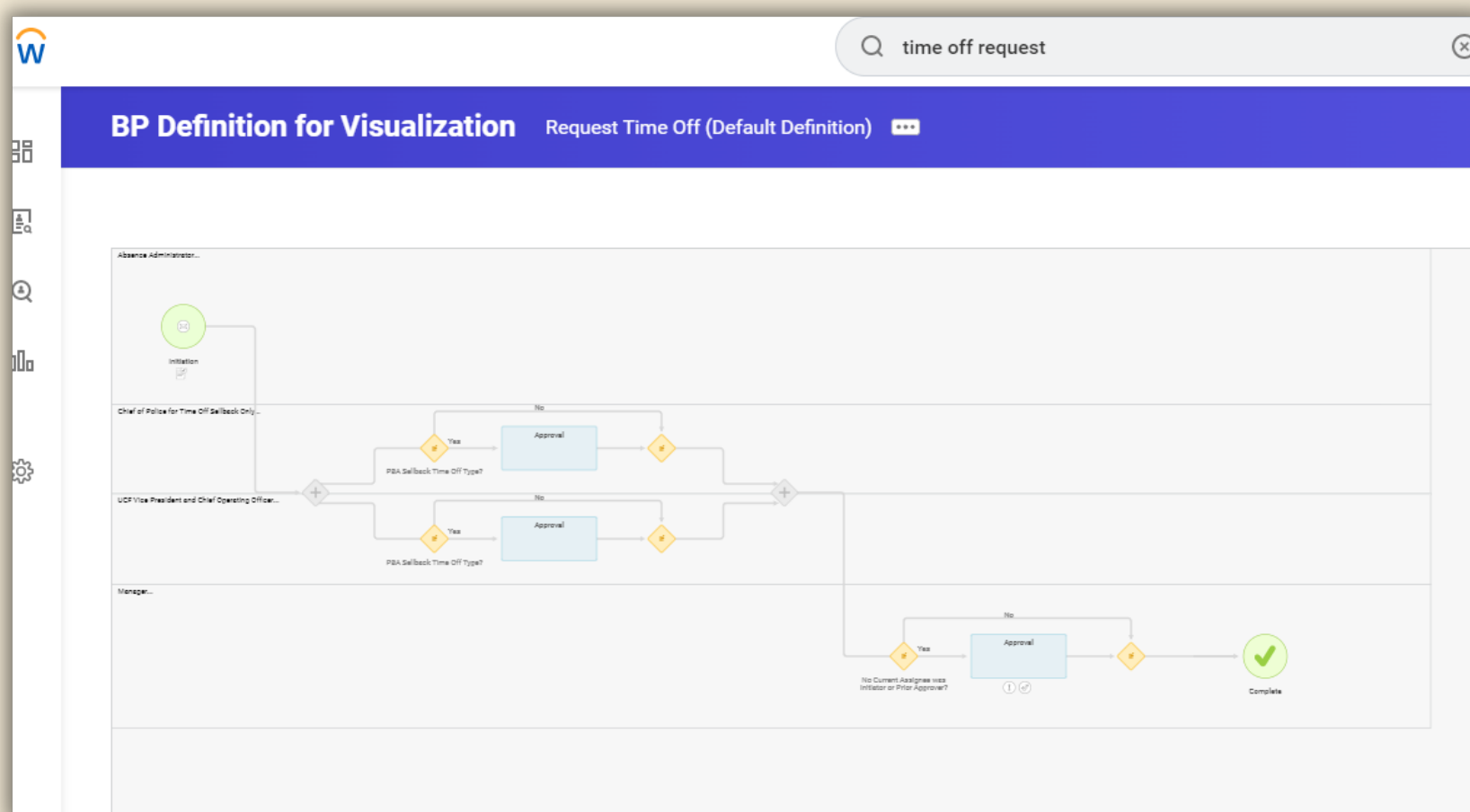
Any Device

Desktop

Mobile



Apple and Android.



Transparent

Easy to Follow

Secure

Accountable

Traceable

[Business process steps and tracking can be viewed in the inbox.](#)

