workday®

Organization management in Workday.

The organization management capabilities in Workday help organizations model business changes, act on data-driven insights, and adjust to evolving market conditions. We combine organizational management, visualizations, and modeling with the seamless ability to execute in one solution, empowering your organization with agility in the face of change.

As dynamic as your business.

Designed for flexibility, Workday enables you to build organizational structures that reflect how you do business. You can also view them as dynamic organizational charts, which can be configured to display critical insights that empower company leaders to take action.

Workday supports two staffing models for users based on their organizational needs to allow for adaptable controls. This flexibility enables an organization to focus on more specific business needs rather than enforcing one staffing model.

- **Position management:** This comprehensive model includes budgetary control and commitment accounting that enable you to track open, filled, available, and unavailable positions, and set hiring restrictions and role assignments.

- **Job management:** With this model, you can define hiring restrictions at the organizational level with greater flexibility and without limits on the number of jobs that can be filled.

Custom structures—unique to you.

With Workday, you can build your organizational structures to reflect the way your enterprise does business.

We provide hierarchical structures that evolve as your company, business needs, and locations grow. Setting up hierarchies helps streamline business process routing, security, analysis, and reporting. As well, security can be configured so that roles are automatically inherited at a higher level within a hierarchy, ensuring that business processes are protected and the right individuals within the organization have the right access to view information and reports. Workers can then take action based on their role within the hierarchy.

Key Benefits

- Comprehensive view of workforce structure to inform decision-making
- Dynamic, flexible structures to meet unique business requirements
- Seamless modeling and executing of a reorganization en masse
- Embedded analytics to gain a deeper insights into the organization
- Single security mode

Key Features

- Job or position management
- Flexible and custom org and hierarchical structures
- Actionable organizational charts
- One system that connects to benefits, compensation, payroll, and more
- Org studio interface: reorganization modeling and seamless execution
- Drag-and-drop interface
- Mass action to execute change
- Collaborative, secure environment
- Visualization of hierarchies and span of control

A few organizational structures you can create with Workday:

- **Supervisory:** design and manage your reporting relationships
- **Company hierarchy:** manage your organization across reporting legal entities and create roll-up structures
- **Cost center and cost center hierarchy:** use financial cost center information to manage the organization
- **Geographic hierarchy:** manage the organization across geographic divisions
- **Custom organizations:** define your unique membership criteria
- **Matrix organizations:** represent collaborative organizations, dotted-line relationships, and helix management styles with control over security visibility to direct or indirect reports

Organizational charts that empower action.

Navigate your organization with an interactive, graphical org chart. The single security model in Workday means that security adapts as you make changes, giving every user the right level of access to see what they need to.

With the organization management capabilities in Workday, companies can:

- Configure dynamic charts to indicate which fields should be displayed to easily adapt to your organization's requirements
- Leverage native reporting and analytics to create and run reports using organizational parameters such as cost center, region, and company or custom reporting structures
- Access employee records directly from a graphical chart, enabling users to review and modify information quickly and efficiently
- Initiate business processes to increase efficiency, such as moving workers or reorganizing the business from directly within the graphical view
- View any key metric, such as headcount or span of control, within your org chart for deeper insights into the organization
- Easily visualize supervisory and matrix management relationships to understand the workforce ecosystem
- Leverage effective dating to view historical, point-in-time, or future organizational structures with ease
- Easily prepare for executive presentations by exporting organizational charts to a PDF file or Microsoft® PowerPoint with pictures and metrics, and choose the number of levels to include

Our flexible organization management capabilities empower you to manage all types of organizations, model reorganizations, and complete mergers and acquisitions—all within Workday.
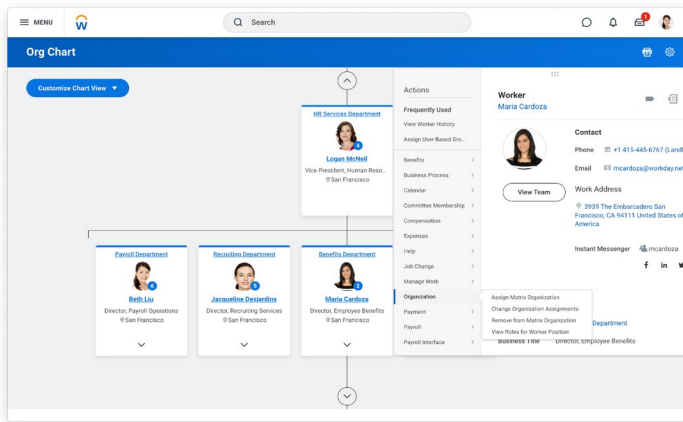

Actionable org charts.

Org studio: intuitive and easy-to-use org design.

Leveraging one security model, the org studio feature in Workday enables you to design proposed organizational changes in real time using an intuitive drag-and-drop interface for collaborative planning and seamless execution. You can also visualize the new hierarchy and span of control before submitting an org design. After all plans are approved, Workday transfers your design and data to worksheets, where you can refine and correct your plans and then implement the new structure as a mass action, streamlining the reorganization process.

Org studio enables you to:

- Create multiple design drafts using live and future-dated data, helping to reduce human error

- Share and collaborate in real time with other stakeholders, streamlining and simplifying the reorganization process

- Configure reports to view your current or proposed organizational data to evaluate the design's impact on your workforce

- Use business process control options to manage the design workflow and to duplicate and share designs

- Take action from within your org design to initiate job and position changes to help streamline the process

- Experience the powerful security framework, auditing capabilities, and business-process-based routing in Workday for shared participation and approval

- Check for errors and approve changes using mass actions in worksheets, helping to reduce the time it takes to complete the reorganization process
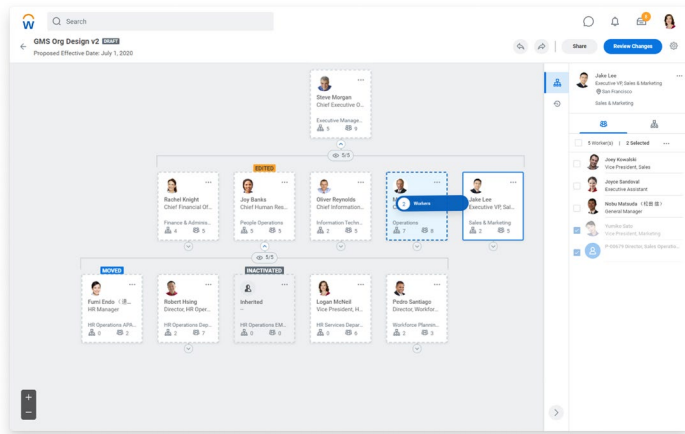
Org studio design.

Structure your business for change.

The organization management capabilities in Workday empower organizations to build dynamic, flexible structures to meet their unique business requirements. The ability to take action directly from org charts enables managers and leaders to focus on more strategic activities. With a comprehensive view of their workforce and the ability to model and seamlessly execute a reorganization, businesses can embrace change and better prepare for the future.

To learn more about organization management in Workday, please visit our website or contact us today.