Workday FAQ

We have compiled some Frequently Asked Questions (FAQs) to help you with your Workday Learning experience. If your question is not answered below, please contact People Connect.

What are the key benefits of Workday?

- Reduce manual processes and paperwork
- Offer richer and dynamic data about our people to improve decision making
- Give us a better view of organisational data such as organisation structures
- Empower our managers to initiate, track and manage people tasks
- Offer managers workflows and reminders to help you manage your people tasks
- Allow employees to update and maintain their information
- Provide us with greater control over end-to-end people processes

What can employees do in Workday?

- Manage your personal information
- Build your career profile
- View available PTO
- Apply for leave/PTO
- Set and view your goals
- View and manage pay and bank details
- Access the Lendlease people directory
- Access your Workday inbox
- View available PTO

What can people managers do in Workday?

- Use visual position management
- Review time off and absence
- Create, edit, close a job requisition
- Conduct annual compensation review
- Delegate certain tasks if on holiday
- Manage performance (goals, reviews and ratings)
- View a suite of Manager Reports in real time including open roles, headcount, turnover, performance

Has Workday replaced any systems?

Workday has replaced many of our old systems including Employee Self Service and Appian.

Workday has also replaced PerformanceLINK.

Is my information secure in Workday?

As a cloud-based application, Workday has an enterprise grade security which ensures all employee information is secure. All Workday data will be encrypted and protected by a number of firewalls, multiple layers of intrusion detection and prevention systems, integrity checking and 24/7 monitoring and response.

As the Workday data centres are located in Europe (Republic of Ireland and Netherlands), employees are hereby notified that a transfer of data to these centres is required. The current Lendlease Employee Data Protection Statement includes the transfer of information globally and to third parties. If you have any questions or concerns related to this process, or how your personal information is managed at Lendlease, please refer to the **Privacy policy located on Pulse.**

Can I log into Workday on my phone with my fingerprint or a PIN?

Yes. You can now use a PIN or your fingerprint to access the Workday App on your mobile device, making logging in easier than ever. If you set this up, you won't need to log in using your Lendlease email and password every time. If you have already downloaded the Workday App, the next time you log in it will prompt you to set up your PIN or fingerprint. If you haven't downloaded the Workday App yet, click **here** for instructions on how to download for Apple or Android devices, including setting up your PIN. Please note you will need to re-enter your Lendlease email and password every 30 days in the Workday App but there's no need to select a new PIN. Our Workday system

Is Workday available in languages other than English?

Yes, Workday will also be available in Chinese (simplified only), Italian and Japanese.

How do I change my language preference settings in Workday?

Navigate to your name at the top right corner of your Workday homepage, and then go to 'My Account' then 'Change Preferences' to change your language preferences.

Why is it important to complete my Workday profile?

Completing your Workday profile is your opportunity to showcase your skills and experience, and find your next opportunity at Lendlease. Job opportunities from across Lendlease are accessible in Workday, and profiles can also be used by our recruitment team to match candidates with opportunities.

What happens if I use up all my leave?

For those based in Australia, your balance will go into a maximum of two days negative, which means you are accessing up to two days of annual leave in advance of accruing it. If you have exhausted your annual leave balance, the 'unpaid leave' option becomes available in the drop-down list. Employees may apply for an amount of unpaid leave in line with the relevant regional policy and this application will be escalated to your manager for approval.

Why does my leave balance look different?

For those based in Australia, in the absence section of Workday, it displays your leave balances in hours, not days, as this is how the leave is stored in the payroll systems. Your weekly hours are listed under your 'Work Shift' in your profile summary, so you can use that to calculate how many days you have available if you prefer to think in days rather than hours. Each type of leave is listed separately. On the Workday App, the 'available balance' is the total hours of all types of leave combined. When you request time off, please select the appropriate type of leave.

I'm going on leave soon – what will happen to tasks assigned to me while I'm away?

You can set up a "delegate" who will receive tasks assigned to you in your absence. Your delegate can be a peer, a subordinate or a superior in your management chain.

In order to set this up, look up "My Delegations" in the search bar and run the task. When you select "Manage Delegations" you will have the option to determine the following:

- which business processes should be delegated
- the duration of the delegation
- an alternate delegate in case the primary delegate also is on leave

How do I increase my salary sacrifice contributions to my superannuation?

You can change your deductions in Workday at any time, but your numbers should always be submitted as a full annual amount. Simply go to the benefits worklet from the home screen, click on benefits under change, select salary sacrifice and choose the first day of the current month as the Benefit Event Date and then submit. Click on open and you will be taken to the screen that summarises your elected benefits. Select the type of salary sacrifice by clicking elect and simply change the annual amount and click continue to complete.

Keep in mind the number should always be an annual amount. For example, if you want to salary sacrifice $20,000 over the next three months leading up to 30 June, you need to multiply the monthly contribution you'd like to make by 12, as the system only accepts an annual amount – so you'd enter $80,000, because: (20,000/3)*12 = 80,000.

How do I reduce my salary sacrifice contributions to my superannuation?

Please remember that the deductions roll over from one month to another so if you want to reduce your salary sacrifice at the end of a period you will need to go back and adjust the amount in Workday.

How do I cease my salary sacrifice contributions to my superannuation?

If you would like to cease salary sacrificing contributions to your superannuation you will need to select 'waive' in Workday, this will update the annual amount field to zero.

Can everyone see my personal details?

Your Professional Profile is like LinkedIn, so everyone can see it. This is where you should add your skills and experience. Other sections in Career, like your career interests and development items, can be seen only by your manager and relevant People & Culture team members. Your personal information like compensation, time off and your age is still secure and is also only available to relevant people, such as your manager and relevant People & Culture team members.

Why does the Search field for Company in Job History say 'Too many results. Search to refine'?

There are simply so many companies as options to select from in that drop-down. To find the organisation you're looking for, type in the first few letters and press 'enter'. It should provide you a short list of companies that include those letters. (For example, type 'LEN' and press 'enter'. Search results will come up with many 'Lendlease' options!)

As a Manager, when am I required to create a new position?

A new position is required when a Manager needs to recruit for a brand new role that currently does not exist or for job changes where an employee's new role is significantly different than the employee's previous role. Creating a new position is done via the Create Job Requisition process. For job changes, new positions must be complete prior to launching the Change Job transaction. Positions must be created under the following scenarios:

- New role in the Manager's organisation that requires a different CJF/Job Profile for the position
- Changing an employee's Employee Type (Perm to Fixed Term, Casual to Perm, etc.)
- Changing the Wages to Salaried or Salaried to Wages status (AU only)
- Changing an employee's Company

Once a change job is initiated, the CJF/Job Profile, Employee Type, Salary/Wages and Company must not be updated and must be the same as the previously approved Job Requisition.

The position I'm recruiting for is paid hourly, how do I know which CJF code to use?

You can use the CJF library that can be found in the Career Worklet or work with your People & Culture representative. You will also need to select the Wages flag in the Organisation menu during the job requisition process.

My manager has delegated tasks to me but I can't put their goals in or update their profile. Do they need to delegate more tasks to me?

In Workday you have the ability to delegate many tasks in Workday but personal information and professional profile is not included in the delegation tasks.

How do I pull up a list of the entire team leave calendar – not just my direct reports, but my direct reports' employees too?

In Workday you only have visibility of your direct reports in your team leave calendar. If you would like to have visibility of your entire 'Organisation' you can do this by running a 'Time Off Taken' report.

How do I pull up an org structure of my extended team (not just my direct reports)?

Go to your profile by clicking on your picture icon in the top right corner of your Workday home page. In the left panel under your name, role and 'actions', click on 'Team'. You can then scroll up to the top of your organisation chain. Then on the right hand side there is a printer icon, select that icon and select PowerPoint or Excel as your drop down option. You can then select how many layers you would like to include. This will give you a view of the entire team including reports of direct reports.

Where can I go if I need help?

- Please see our Employee Toolkit for instructions to access and navigate Workday.
- A toolkit has also been created for our people managers with specific information to assist with supporting your team.
- Our People Connect team is here to help! Reach out online or call us on the numbers below. People Connect replaces HR Services to provide you with the support you need.

ASK PEOPLE CONNECT ONLINE OR CALL:

AUSTRALIA	1800 554 044
EUROPE	+44 (0) 20 8271 8444
Italy please contact your People & Culture representative	
AMERICAS	+1 866 848 1200
ASIA | Malaysia	+603 2385 9911 Singapore 800 1811 071 |

Japan and China please contact your People & Culture representative