

WORKDAY **EXTEND** APP CATALOG

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WORKDAY EXTEND



Have you ever thought:

I wish I could do that In Workday?

If you could enhance Workday to better suit your business needs, what would you do? Would you automate complex manual business processes? Capture valuable data that's hidden in emails and spreadsheets? Replace costly legacy integrations that require constant maintenance? Workday Extend can solve all these challenges and more, giving your business the Workday experience it deserves.

IMAGINE THE POSSIBILITIES...

KAINOS EXTEND SERVICES



Leverage
Workday UI,
data models,
and security



Provide a
seamless user
experience for
your workforce



Boost your
investment
in Workday and
increase ROI



Build apps for
your unique
business
requirements



Encourage
company-wide
adoption
of Workday

Offerings



APP DISCOVERY

Comprehensive
analysis of your app
needs & requirements
to help you build
business case

APP BUILD & DEPLOY

We develop custom
apps, or we can
deploy pre-
packaged apps

ADVISE & ASSIST

We can share our
extensive Workday
Extend experience
with your Team

EXTEND AMS

We provide post go-
live application
management &
support for all
Extend apps

NEW FUNCTIONALITY

Time Tracking & Absence

- Sabbatical Leave
- Check-in App
- Donate PTO

Compensation, Talent & Performance

- Rewards & Recognition
- Long-Term Incentive Plans
- Share Option Enrollment
- Magnet Nursing Accreditation
- FMLA Leave Management
- Disciplinary Without Punishment

Staffing & Core Processes

- Conflict of Interest
- Travel Management
- Flexible Work Arrangements
- CLM / Offer Letter
- Employee Document Management
- Agency Temp Request
- User Access
- Employee Relation Case Management
- Educational Assistance

Finance & Expenses

- Company Credit Cards
- Subsidy and Overtime Pay

Benefits

- Benefits Shop

STREAMLINED APPLICATIONS

Time Tracking & Absence

- Leave of Absence Extension
- Time Tracking

Compensation, Talent & Performance

- Tech Promotion
- Employee Recognition
- Headcount Management
- Performance Management
- Feedback Application
- Ad-hoc Merit Process

Staffing & Core Processes

- Manage Contingent Workers
- Manage My Team
- Severance Document Generation
- Job Requisition with Equipment Onboarding
- Workers' Council
- Streamline Employee Promotion
- Contract Extension

Finance

- Cost Allocation
- Gift Disclosure
- Auto Allowance Tracker
- Manage Bank Accounts

BULK PROCESSES

Finance & Expenses

- Mass Ancillary / One Time Payments

Staffing & Core Processes

- Bulk Create Job Requisition
- Mass Contingent Workforce Management
- Bulk Hire / Reduction
- Workforce Reduction



NEW FUNCTIONALITY



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Sabbatical Leave



Allows eligible employees to request sabbatical leave based on set rules, integrates with time tracking and core leave of absence features, and offers mobile access and language translations. Employees enjoy streamlined process for requesting sabbatical leave and facilitating seamless administration, reporting, and rule management within Workday using Workday Extend.

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Check-In App



Enhance check-ins with separate note sections for each participant, reduced administrative work through automated Outlook invites, and the use of check-in templates managed by the L&D (Learning and Development) team.

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PTO Donation



The Donate PTO application enables users to donate hours from their own PTO accrued balances to other users. Once approved, the hours are transferred. Features including validation of hours available to donate and calculations to reflect different salaries are built into the app.

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TIME TRACKING
& ABSENCE

COMPENSATION, TALENT & PERFORMANCE



Rewards & Recognition

This app allows employees to recognize their colleagues, offer developmental feedback, and choose a suitable reward for their teammates who go above and beyond—all fully integrated into Workday.

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Long-Term Incentive Plans

The Long Term Incentive Plans app automates a three-year rolling incentive plan to help retain top talent. It enrolls eligible participants, calculates payouts based on performance, generates reports, and allows admins to see payouts anytime.

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Share Option Enrollment / Staff Participation

This application allows users to submit their participation requests via a new task. Admins then approve the requests with an Extend BP. Validations on the Extend BP also allow automatic approval requests that don't require admin review.



Magnet Nursing Accreditation

This app extends the Worker Profile Career Tab by adding categories to track progress. Users record a 'Points System' score backed by evidence uploaded across all categories, ensuring support for the score.

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Disciplinary Without Punishment

This application centralizes employee feedback and performance management in Workday. Employees access their feedback records via dashboards, while managers and HR oversee all records, create feedback entries, and initiate the Workday Approval process based on feedback type.

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COMPENSATION & TALENT PERFORMANCE, CONT.

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FMLA Leave Management



Take charge of FMLA leave management using Workday and retire third-party systems. Elevate the employee experience, reduce expenses linked to outsourcing FMLA management, and empower decision-makers with robust reporting capabilities, all conveniently accessible through Workday.

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Conflict of Interest

This Extend application simplifies Conflict of Interest form submissions. Track pending approvals, in-progress submissions, and conflicts of interest through custom reports. No follow-ups, only status tracking.

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STAFFING & CORE PROCESSES



Travel Management

This app allows organizations to manage employee travel requests within Workday. Travelers submit flight, hotel, or rental car requests, and the travel team can prioritize requests by urgency and type. The app also provides powerful reporting within Workday.

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Flexible Work Arrangements

With this Extend application, you can view agile work location and remote working plans for the current and next week. Access colleagues' schedules, view company policy, and request leave on Workday. HR can also raise requests and access reports.

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Contract Lifecycle Management

This app enables contract administrators to create, maintain, and delete contracts, while complex data mappings ensure seamless contract data migration from external systems into Workday.

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Agency Temp Request

Allow hiring managers and authorized employees to request new temporary workers or extend existing agency temps, streamlining the approval process, offering bulk processing, and enabling administrators to override requests and manage application parameters.

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STAFFING & CORE PROCESSES CONT.

User Access



The application helps the customer with their process to maintain Workday Implementor Accounts for their Workday Partners. Once a request is approved, the application enables the accounts to be automatically enabled and disabled based on the parameters provided when the request is raised.

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Employee Relation Case Management System



This application streamlines employee complaint management for HR professionals, enabling them to create and manage cases via a dashboard, eliminating the need for separate spreadsheets and reducing manual effort and risk.

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Educational Assistance & Tuition Reimbursement



This application enables the process for employees to request educational assistance and tuition reimbursements and the subsequent approvals to be managed all within Workday. The employee selects which request they wish to make and the appropriate information they need to provide is presented. On submission, the approval process is automatically triggered and employees can track and manage the requests through their dashboard. Process administrators have access to manage the records and override where needed.

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Subsidy and Overtime Payments



This application presents a centralised solution to manage Worker requests for subsidy and overtime payments, a process previously managed outside of Workday using separate systems, spreadsheets and manual calculations. Workers are guided through the process through a dynamic form which captures the required information, and on submission the approval steps are automatically triggered. Approvers are supported in their task by automated calculations for subsidy amounts and currency conversions, and all parties can track the progress of the requests through the application dashboards. On approval of payments, an integration is triggered to create a Supplier Invoice in Workday Financials.

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EMPLOYEE DOCUMENT MANAGEMENT

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Employee Document Management App



Drive Workday adoption and go beyond integrations by leveraging native employee document functionality right within Workday.

Ensure regulatory compliance

Transform document compliance in Workday with flexible controls built to manage retention and purge policies across different countries.

Globally scalable document generation

Generate, manage, store, and access employee documents such as contracts, offer letters, and compensation statements inside Workday.

Document editing you're already familiar with

Create beautiful and dynamic HR documents for Workday that align with your corporate brand. With Microsoft Word or Google Docs as your editor, document template creation is a breeze.

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Company Credit Cards



This application allows organizations to manage company credit cards within Workday. Using the app, employees can request and manage credit cards with a supported business process and reporting. The app makes expenses more transparent, speeds up reconciliation, and securely tracks transactions in Workday.



BENEFITS



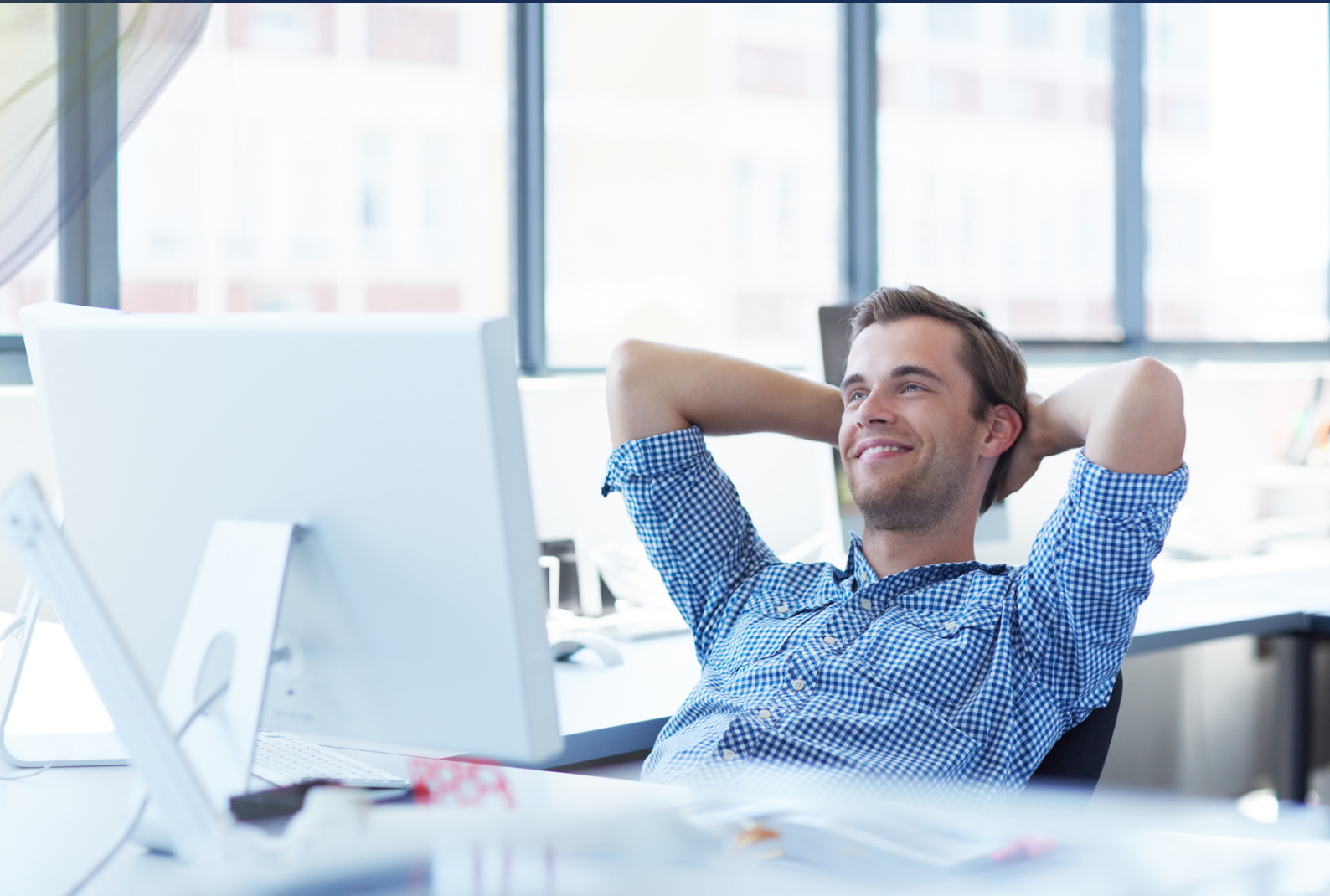
Benefits Shop



This application provides a streamlined user interface designed to facilitate employees' access to their benefit budgets and product selection options. It incorporates automated calculations to determine available budget allocations and the potential influence on monthly net earnings. Moreover, approvers benefit from the consolidation of essential data and supporting documentation within a single task, enhancing efficiency.

Process administrators gain enhanced automation and control functionalities, including automatic updates of Absence balances, data lock capabilities to prevent unintended modifications, retrospective change implementation, and a flexible configuration page for crucial application adjustments. These features significantly reduce the reliance on extensive coding modifications for accommodating various future updates.

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STREAMLINED PROCESSES



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TIME TRACKING & ABSENCE



Leave of Absence Extension

The Request Leave Extension app enables employees to extend their leave of absence. Admins configure leave types and validation, and an approved extension updates the leave event end date.

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Percentage Time Tracking

The Time Tracking app lets employees log project time on a new Workday screen that includes absence and project time. Bulk approval reduces manager effort.





Tech Promotion

This app provides managers with a tool to nominate employees for promotion and supports the entire technical promotion process. Customize promotions within Workday, optimizing the user experience, and reducing admin tasks through automated Google Calendar invites.

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COMPENSATION, TALENT & PERFORMANCE



Employee Recognition

The recognition application enables users to send personalized recognition cards with custom images. It supports special recognition requests with approval routing for HR and managers to celebrate outstanding work and includes an admin page for easy app management without developer intervention.

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Headcount Management

This application lets managers and HR teams create job requisitions, edit positions, and streamline the process with default settings, validation rules, and bulk editing capabilities. It consolidates approval workflows for efficiency during the approval process.

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COMPENSATION, TALENT & PERFORMANCE

Feedback Application



This application provides a confidential, user-friendly platform for employees to offer peer feedback, while managers can request feedback through automated or customized emails, seamlessly integrating it with Workday's 'Anytime Feedback' feature.

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Ad-hoc Merit Process



This system facilitates on-demand merit and promotion processes, consolidating all compensation elements onto a single user-friendly page. It combines job promotions and compensation adjustments into a unified process with configurable workflow controls. Real-time reporting and budget management are integrated, and it seamlessly auto-completes standard Workday Core processes. The key benefit is the streamlined management of ad-hoc or annual promotions and compensation changes, eliminating duplication and complexity.

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Severance Document Management

This application assists severance programs with document upload, automatic sorting, and document generation, notifying initiators when documents are ready.

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STAFFING & CORE PROCESSES



Manage My Team

This app saves thousands of hours by allowing quick submissions of common requests including change job, one-time payment, transfer, and change compensation requests.



Job Requisition with Equip. Onboarding

This app condenses the Job Requisition form and pre-populates key details. It integrates to ServiceNow to automate new hire equipment orders.

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Streamline Employee Promotion

Initiate the "Promote Employee" process quickly and easily through the Customer Worklet or Custom Task in Workday, empowering managers with a better overall experience.

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Worker's Council

The Works Council App streamlines the hearing process in Workday. It triggers the review process for committee members and tracks decisions for compliance reporting.

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STAFFING & CORE PROCESSES



Manage Contingent Workers



This award-winning app simplifies managing contingent workers, reduces time, and improves manager experience. Using a new Manage Contingent Worker Dashboard, managers can add a CW, change contract end date, change the CW's organization assignment contact details.

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Contract Extension



The Contract Extension Application enables Users to initiate a Contract Extension request for different Contractor types from a new simplified and dynamic page developed in Workday Extend, replacing the previous process which necessitate the completion of multiple separate pages. The application is the presentation layer for the change job process and subsequent sub-processes are fully contained within the Workday platform.

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FINANCE

Cost Allocation



Create new employee self-service custom tasks and business processes within Workday. The process involves assigning cost allocation and includes functionalities such as employee self-certification, up-to-date costing allocations, line manager approval, validations for project selection, and tracking of costing allocations in Workday. Reduce time and effort in completing costing allocations for employees, simplified process creation, and increase control for HRIS teams through custom reports to monitor employee entries.

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Gift Disclosure



This application enables employees to report on all gifts sent and received to/from third parties on Workday. Once a gift has been recorded, there is a Gift Dashboard which provides visibility of all gift disclosed for Employees and their Managers. Approval workflow or notifications have been configured to be triggered based on the reported value of the gift.

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Auto Allowance Tracker



This application collects vehicle details for Auto Allowance recipients, automates incentive application, MVR checks, and fuel card orders based on Workday transactions. Data is tracked on the Auto Allowance Tracker dashboard, and changes to the employee's Auto Allowance Incentive Plan are automatically applied to their Compensation record upon process completion.

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Manage Bank Accounts



This application looks to simplify the process of managing bank accounts in Workday by acting as the presentation layer for the Maintain Payment Elections backend tables. The Bank Accounts application enables employees to view, add or edit their Bank Accounts and instructions for payments from a customised bank accounts page on their Worker Profile - a page that has been designed with the target Users in mind with company specific language, guidance and validations. For new hires, the application will also deliver a new 'Add Bank Account' Business Process which will be triggered as a subprocess from the existing Onboarding Business Process.

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BULK PROCESSING



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Mass Ancillary / One Time Payments



The Ancillary Payments App enables managers to easily create one-off or recurring payroll inputs in bulk using a simple template. Inputs are automatically validated for accuracy and security before being intelligently directed for appropriate approval, which can also be carried out in bulk. This app encourages manager self-service, cuts down on manual effort, improves accuracy, and streamlines the approval process.



Mass Contingent Workforce Management



This award-winning app enables users to initiate five common processes through an Extend dashboard, including both single and bulk transactions. The ability to mass hire and terminate simplifies the process and enhances adoption and user experience.

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STAFFING & CORE PROCESSES



Bulk Create Job Requisition

The Create Job Requisition application will enable HR Business Partners to create multiple job requisitions through a single custom task within Workday.



Bulk Hire

This app provides managers with bulk approval ensuring quick time-to-value and a custom user experience for the managers. This app streamlines the following four processes into one: create pre-hire, create job requisition, create position, and hire.



Workforce Reduction

This app supports executives and senior managers in executing workforce reduction. In-app dashboards and reporting aid in the selection of affected workers. It also generates and manages severance budgets and documentation.

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HAVE AN **APP** IDEA?

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Top tier NPS ranking
and high customer
satisfaction

60+

Dedicated
Extend team
members

70+

Customers
helped on
Workday Extend

100+

Apps built
by Kainos
experts



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