**Human Capital Management Suite (HCM)**

### Human Resource Management

**Core HR**

HCM is designed to help administer University positions and appointments, hire staff, track affiliations, and maintain records.

**Hire Employees (Staff, Faculty, Other Academic Appointees, Internal Temps, Visitors, Postdoctoral Researchers (PDR), Student Employees)**
- Hire employee
- Employment verification processing
- Track faculty, other academic appointees, PDR, and staff data and tax withholding preferences
- Offer letters
- Maintain academic appointments, reappointments and promotions, including joint appointments
- Student employees (FWS and non-FWS)
- Contingent labor management
- Manage affiliations (non-UChicago employee with supervisory responsibility or need to be on-site)

**Administer University Positions and Appointments**
- Establish and maintain organizations
- Create, edit and close job requisitions
- Create and close positions
- Maintain job data
- Essential operational reporting

**Maintain Employee Records**
- Add staffing changes and transfers
- Add or update faculty appointments, other academic appointments, and PDR
- Process job/employment data changes
- Process employee personal data changes
- International assignments
- Titles, classifications, certifications and training

**Employee Separation**
- Administer employee separations (voluntary, involuntary, separation due to death, reduction in workforce, mass data changes)

### Benefits Administration

HCM helps administer and manage benefits plans offered at the University.

- Benefits core administration, events and eligibility
- Provider integrations for benefits
- Review and communicate benefit plan offerings and rates
- Provide confirmation of elections to employees (new hires)
- Provide employee benefit election data to provider
- Self-service available in 2015 for benefits enrollment

### Payroll Solutions

HCM addresses a full range of payroll needs to assist in processing, audit, and reporting.

- Foreign national processing
- Apply automatic tax updates
- W2 and W2c self-service
- Quarterly and annual tax filing integrations
- Process expense and payroll payments
- Schedule payroll operations
- Calculate and process gross and net pay
- General ledger integration
- Produce and review payroll and audit reports
- Process other deductions
- Collect garnishments
- Perform PE, QE, ME, and YE closing
- Transmit data to service providers, federal and state entities
- Process retroactive payroll adjustments, including corresponding accounting entries

### Cross-Module Functionality

**Employee Self Service**
- Perform personal data changes
- Benefit election for new academics, PDR, and staff
- View payroll advice
- Onboarding (I-9, affirmative action, direct deposit)

**Historical Data Conversion & Archiving**
- Convert essential historical data where practical and possible; when impractical or impossible, archive essential historical data

**Reporting**
- Reports to support business processes
- Limited set of essential operational reports
- Query tool (super users only)

**Integrations**
- Integration for core Systems
- Essential Integrations to units

**User Support**
- Workday Service Center
- Workday knowledge base and training
- Deployment support

**Compensation**

HCM helps organize, staff, and pay the University workforce, all while reducing costs and compliance risks.

- Maintain compensation policy, plan and structure
- Manage compensation periods and pay schedules
- Compensation packages
- Prepare and administer annual increases
- Administer terms of labor contract
- Document salary changes
- Approve academic and staff pay actions
- Perform ad hoc compensation changes, e.g. bonus allowance

**Agreed scope for Phase I of UChicago Workday implementation**