MERCER

welcome to brighter

10 Workday tips

to help manage your COVID-19 response

In light of the COVID-19 pandemic, companies continue to adjust to remote workforces, increased absences, and quarantine protocols. Here are 10 Workday tips to help you analyze workforce trends and communicate your business continuity plans.

1. **Use dashboards** to share critical messages from leadership to keep employees connected and engaged.
2. **Update eligibility rules** on earnings so that pay is adjusted accordingly for any furloughed employees, then update the rules again once they return to work.
3. **Create a task** across the organization requesting your workforce to update personal and contact information.
4. **Mass distribute letters and documents** to save time and increase productivity.
5. **Build custom reports** so your executives can view real time data about COVID leaves and PTO usage.
6. **Update new time off and leave plans** to comply with COVID directives.
7. **Run turnover reports** to measure trending data and real-time statistics.
8. **Review audit reports** for Workday 2020R1 to identify any outstanding issues that may have downstream impacts.
9. **Update I-9 processes** so they can be managed remotely.
10. **Adjust onboarding processes** to comply with stay-at-home orders in any states where you are hiring.

Want to learn more about these tips or other ways to utilize Workday in response to COVID-19?

Mercer can help, contact us today!

imercer.com/ams

ams@digital.mercer.com