



Optimizing Workday Job Catalog

A Strategic Approach to
Job Restructuring





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1 Introduction

A well-structured job catalog is fundamental to effective human capital management within Workday system. It provides a centralized framework for organizing and standardizing job profiles, families, and positions, ensuring consistency in how jobs are classified and managed across the organization. This document outlines a strategic approach to job catalog rework, offering practical guidance and best practices for organizations seeking to optimize their job catalogue.

Workday Job Catalogue Overview:





2 Key Impacts Across Workday Modules

The job catalog acts as a cornerstone of the Workday ecosystem, impacting various modules, including HCM Core, Talent Management, Recruiting, Learning, and Compensation. Key components include job families, job profiles, job profile groups, and compensation grades. A properly configured job catalog facilitates accurate reporting, streamlined processes and effective talent management.

Key Impacts Across Workday Modules

Job profile attributes have various degrees of influence across different Workday modules:

| HCM | Talent | Recruiting | Learning | Compensation |
|--|---|--|---|---|
| <ul style="list-style-type: none">• Job Title• Job Code• Management / Job Level• Local - Job Classifications (EEO/PCS)• Local - Exempt/Worker Compensation Code (US / CAN)• Local - Pay Rate Type• Condition/Validation rules | <ul style="list-style-type: none">• Difficult to fill• Critical• Public | <ul style="list-style-type: none">• Job Title/Description• Perimeter/Responsibilities• Assessments/Questionnaires• Training/Skills/Education Languages & proficiencies• Competencies proficiencies | <ul style="list-style-type: none">• Job Title/Description• Responsibilities• Questionnaires | <ul style="list-style-type: none">• Job Banding• Compensation Grade• External Job Grading (Tower Watson/Hay)• Benchmarking• Eligibility• Condition Rules |



3 A Phased Approach to Job Catalog Restructuring

A successful job catalog rework project typically involves the following key stages:

1. **Project Planning and Kickoff:** This initial phase involves defining clear project goals, deliverables, roles, and timelines. Aligning key stakeholders on objectives and thoroughly reviewing existing catalog issues is crucial for developing a comprehensive roadmap. Allocating sufficient time for defining roles and descriptions is essential for gathering thorough stakeholder input and ensuring a comprehensive review.
2. **Current State Analysis:** A thorough review of the existing Workday job catalog is necessary to identify gaps, inconsistencies, and areas requiring improvement. For example, lengthy and inconsistent job codes can create confusion.
3. **Redesigning the Job Catalog Structure:** This stage focuses on restructuring job profiles, families, and classifications to address the identified gaps and align with broader organizational goals. The aim is to create a consistent, scalable, and future-proof framework. Overly lengthy and descriptive job profile titles can lead to clutter and inconsistency.
4. **Data Mapping and Migration Preparation:** This critical stage involves mapping existing job data to the redesigned catalog structure and developing a detailed migration plan. This ensures seamless data transfer and alignment between the old and new frameworks. For instance, an existing job profile with an undefined job level can be mapped to a new profile with a clearly defined level.
5. **Implementation and Migration:** This stage involves deploying the redesigned job catalog within Workday. This includes migrating data, rigorously testing for accuracy, and resolving any issues to ensure a smooth transition and full functionality within the updated system. Enterprise Interface Builders (EIBs) are commonly used for data loading and migration.
6. **Training and Change Management:** This stage focuses on developing training materials, conducting training sessions and announcing changes to the wider organization. Explaining the benefits and impacts, updating relevant documentation and intranet resources for easy access will make an impact on the overall success of the project.
7. **Monitoring and Optimization:** This stage involves gathering feedback from HR teams and managers on the new catalog's effectiveness, monitoring for any errors or inconsistencies in job classifications or hierarchies. Documenting lessons learned and any areas for future improvement, plan for continuous improvement and updates to the catalog as necessary are also important factors for a smooth rollout.





4 Considerations for Implementation

Considerations for Job Profiles Quantity

The appropriate number of job profiles for an organization can vary depending on factors such as size, complexity, and global presence. In a global organization with 3000 employees, a target of 400-500 job profiles might be reasonable, while for a company with 20000 employees, 1000 job profiles is considered an appropriate number. The key is to avoid creating a job profile for every individual employee, while also ensuring sufficient granularity to meet business needs.

Technical Considerations for Implementation

Job catalog restructuring often involves significant data manipulation and loading via EIBs. This includes creating new job profiles, deactivating obsolete ones, and potentially updating compensation grades and profiles. Careful data mapping and accurate completion of EIB templates are essential for a successful migration.

A typical project execution might involve:

- Restructuring job family groups and job families.
- Mapping new job profiles, job families, and job family groups from existing values.
- Creating new location hierarchies and location zones.
- Aligning compensation grade and compensation grade profile structures.
- Aligning job profiles to sub-families.
- Assigning new job profiles and compensation grades.
- Thorough testing and reviewing impacts on advanced compensation rules.

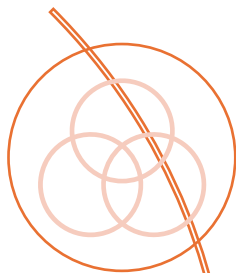
Understanding the full scope of global and local job catalog requirements is essential, especially when managing compensation eligibility rules based on location and location zones. For example, a job family like "System Engineer" may have different compensation grade profiles and pay ranges depending on location.



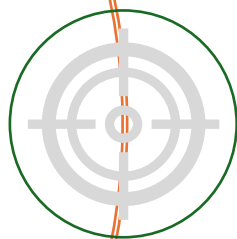
5 General Best Practices

Job Catalog- Do's

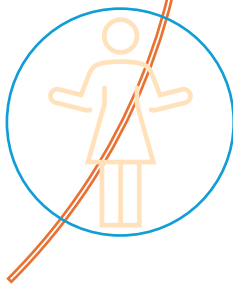
Following this structured approach ensures a smooth and efficient rework of the job catalog, aligning it with organizational goals while leveraging Workday's capabilities effectively.



Thoughtful Impact Analysis
Make sure that the effective date of the change of the Job Catalog is not going to impact the current transactions or current items that need to be moved forward (existing job requisitions, etc.)



Ensure Compliance and Consistency
Verify that job descriptions comply with legal and regulatory standards. Ensure job titles, descriptions, and levels follow a standardized format to avoid discrepancies.



Proper Change Management
Educate managers and HR teams on how to use and maintain the job catalog effectively. Maintain clear records of future modifications to job profiles and ensure traceability.



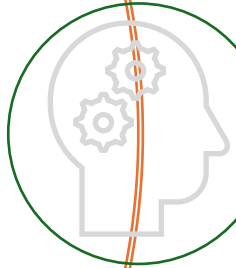
Job Catalog – Don'ts

When working with a job catalog, it is equally important to identify practices that should be avoided to prevent inefficiencies, errors, and misalignment with organizational goals. Below is a list of key "don'ts" to help ensure the integrity and functionality of your job catalog.



Incomplete Impact Assessment

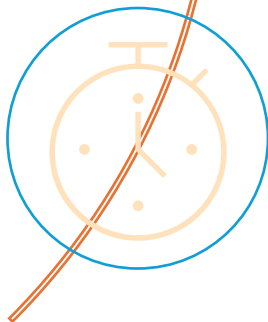
Avoid implementing a revised Job Catalog without first conducting comprehensive training on its impacts for the targeted population or end users.



Inaccurate Job Mapping

Ensure proper planning of the new Job Catalog redesign with a clear mapping of its current state with the proposed one.

Eliminate duplicate or overlapping job roles to maintain clarity and efficiency.



Rapid Deployment

Allow sufficient time with the adoption strategy and give proper consideration to the employees' input on the new Job Catalog. Overlooking this aspect might impact the employees' engagement.



Optimal Approach

Here are a few detailed recommendations that outline an effective and optimal strategy for reworking the job catalog to improve its structure and functionality:



Project Management Tools

*Smart Sheets, Jira, Monday.com, Slack, Gdocs/MSSP.



Data validation (Pre and Post Data Loads)

*File version control, annotations, and approval process.



Test Preparation & Test Management

*Active involvement from the business side, with a designated Test Manager in place.



Adherence to Project Timelines

*Minimize scope creep by postponing new requirements to a future phase.



Change Management

*Ensure effective communication through broad internal discussions that highlight its business impact and the value it brings to employees' careers.



6 Conclusion

A well-planned and executed job catalog rework project can significantly improve the efficiency and effectiveness of Workday implementations. By following a structured approach, organizations can create a robust, scalable, and maintainable job catalog that supports their evolving business needs

ClouDevOps in a nutshell

Cloud DevOps specializes in Workday optimization, assisting customers in streamlining Configurations, Processes, and Security. Services include initial implementations, rollouts of additional regions and countries, implementation of new modules (e.g., Recruiting, Learning), user adoption programs, and Workday integration with various Payroll Vendors. Our team comprises experienced Workday consultants with an average of 5-12 years of expertise, including senior architects with nearly 15 years of experience. We serve customers primarily in Europe, with a growing presence in the US.

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