

About the Application

App Name: Annual Promotion Cycle App

App Category: Human Capital Management

Workday Service Deployed: Workday Extend

The Annual Promotion Cycle App empowers WeWork managers to nominate their direct reports for promotion. As part of the process, managers provided critical information justifying the promotion and nomination. After the business case form was submitted, the nominations were routed to the function's Vice President to review and endorse or reject the nomination. After that, the Vice President had the opportunity to edit the questions submitted by the manager and propose a new promotion salary. Human Resource Business Partners were also granted edit access throughout the process to assist both managers and VPs.

Why Workday Extend

Prior to using Workday Extend, WeWork's promotion nomination cycle required a large manual effort driven by its compensation team and its Human Resource Business Partners. The legacy process involved multiple spreadsheets, no version controls, too many people, no auditing capability, and the entire process took weeks to collect and synthesize data. The WeWork team wanted to create a systematic and controlled process that could streamline the work for managers.

Benefits

- ✓ Formed a systematic and controlled process for all managers utilizing Workday
- ✓ Created a digital process where all data, inputs, and approvals were reportable and auditable
- ✓ Provided real time statistics and daily reports while the nomination process was open to track progress as the tool was being used
- ✓ Saved the WeWork team 2 weeks of manual work

“Implementing a brand-new application in six weeks is unheard of here at WeWork. We had our ups and downs, but at the end of the day we delivered and met every requirement our leadership team wanted. This spoke volumes about Collaborative Solutions and Workday.” - Kenny Lin, Director, People Systems, WeWork