

Human Capital Management Standard

Introduction

The State of Oklahoma requires a robust, flexible and secure platform to deliver human resource services. The collection of related services is human capital management. Leveraging the capabilities of a single platform allows the state to maximize efficiency while helping ensure data security and integrity.

Purpose

This document establishes the standard human capital management suite of products and the corresponding related services delivered.

Definitions

Absence management – Tracks leave taken by an employee, including paid, unpaid, sick and extended leave types.

Benefits administration – Employee benefits enrollment and tracking of selections.

Compensation – Tools used to ensure employees are fairly and completely paid.

Human capital management. – The core system that houses employee and position data. All employees of the State of Oklahoma are entered in HCM.

Learning – Delivers and tracks training courses for employees.

Payroll – This function calculates the amount to pay employees factoring in withholdings and additions.

Recruiting – The act of approving positions and posting notices. It also includes any pre-hire processes such as interviews or job assessments.

Talent optimization – Employee performance review process and goal setting.

Time tracking – Tracks the time worked by employees and calculates any shift differentials, overtime, compensatory time, holiday pay or other exceptions to regular time worked.

Standard

After an evaluation of the available products, the State of Oklahoma selected Workday as the standard HCM solution to maximize the capabilities of the application. The state has implemented the following modules and features defined in the definitions section of this document:

- HCM.
- Payroll.
- Compensation.
- Recruiting.
- Time tracking.
- Absence management.
- Benefits administration.
- Learning.
- Talent optimization.

Putting these functions into a singular application allows for data synergies and reduces complexities. The need for integrations to outside systems is reduced and the overall system is easier to support.

Protecting the state's data is of utmost importance. Workday is a global leader in data security and privacy:

- Workday encrypts all attributes of customer data before it is persisted in a database.
- Transport layer security protects user access via the internet, helping to secure network traffic from passive eavesdropping, active tampering or message forgery.
- Workday applications are hosted in state-of-the-art data centers designed to protect mission-critical computer systems with fully redundant subsystems and compartmentalized security zones.
- Workday has implemented an enterprise secure software development life cycle to help ensure the continued security of Workday applications.
- All transactions and events are providing an audit trail on all actions taken by users.

Employee self-service and manager self-service functionality is provided by the Workday application. No add-on products should be used to perform this function.

Workday does not directly provide a physical time-clock device. If the delivered functionality in Workday Time Tracking does not meet the needs of the agency and a physical time clock is required, they should use the current State of Oklahoma standard for time clocks (TimeClock Plus).

Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

References

[HB2913 §62-34.11](#)

Revision history

This standard is subject to periodic review to ensure relevancy.

Effective date: 03/21/2022	Review cycle: Annual
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Approved by: Joe McIntosh, Chief Information Officer	