

Workday Concept: Business Process



What is a business process?

- *A business process is a set of tasks that people initiate, act upon and complete in order to accomplish a desired business objective*
- *Once a business process is initiated, Workday routes the tasks to the responsible roles (users who are capable of completing the tasks based on their membership in security groups) and enforces security and business rules throughout the business process*

Who can initiate a business process?

- *Initiation of a business process is dictated by the person's security role in the system*
- *Any user with the **appropriate role** can initiate a business process*
- *Any employee can initiate an Employee Self Service (ESS) business process (i.e. The Create Expense Report business process)*



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Business Process Example

View two steps in the Hire Business Process:

- 1. A person with the appropriate role initiates the business process by completing the **Hire Employee** task in Workday*
- 2. Workday routes the **Propose Compensation** step to the person with the appropriate role to propose compensation for the candidate.*

*The business process is **complete** when the designated “completion step” is carried out.*

