



What's Changing: Moving From UDDS to Workday Organizations

Updated March 2024

When we move our financial and human resources business processes to Workday, we will use supervisory organizations and cost centers to organize and manage people and money. UDDS will be retired. The new structures will organize HR and financial information in ways that give us greater flexibility, better reporting, and streamlined workflows.

Organizations are the basic building blocks of Workday. Some examples include supervisory organizations, academic units, and cost centers. Workday organizations:

- Serve a common purpose
- Provide access to information via security roles
- Establish a reporting structure within your school or division
- Allow staff to process, approve, and report on HR and financial transactions



Supervisory Organizations

Supervisory organizations (also called sup orgs) are groupings of employees who report to the same manager. Sup orgs are viewable in Workday and provide a current organizational chart.

- Employees with more than one position will belong to more than one sup org.
- Managers are not in the same sup org as their employees; their sup org depends on who they report to.
- A manager may have more than one sup org reporting to them.
- The ability to take actions, like approving time or conducting performance reviews, defaults to the manager of a sup org.
- Every sup org has just one parent sup org. Every sup org reports to the one above it, creating a hierarchy for approvals and reporting that ultimately reports to the Universities of Wisconsin.



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Cost Centers and the UW Cost Center Hierarchy

- Cost centers generally identify a university department. A budget, employees, and ongoing expenses are typically assigned to a cost center.
- Positions will be assigned security roles for cost centers that allow staff in those positions to take action on business processes for financial transactions.
- Like sup orgs, cost centers roll up to the next level to create one reporting hierarchy for the Universities of Wisconsin.



Benefits to the Universities of Wisconsin

- Sup orgs and cost centers will allow for better information sharing and reporting.
- Cost centers and cost center hierarchies provide a consistent structure to organize the financial activities of our universities.
- Supervisory organizations provide the structure to organize and report on employees with standardized workflows across the Universities of Wisconsin.

Workday will be implemented as a part of the Administrative Transformation Program. Want to learn more about what's changing with Workday?

Scan the QR code with your smartphone or visit atp.wisconsin.edu

