

PATT Process In Workday®

Practical Tips & Guidance

TARGET AUDIENCE

Practical tips to empower
experienced and newcomers to
the PATT Process in Workday®:

- HCM Admin
- Admin / Payroll Delegates
- Advisory & Support
- QA

OVERVIEW

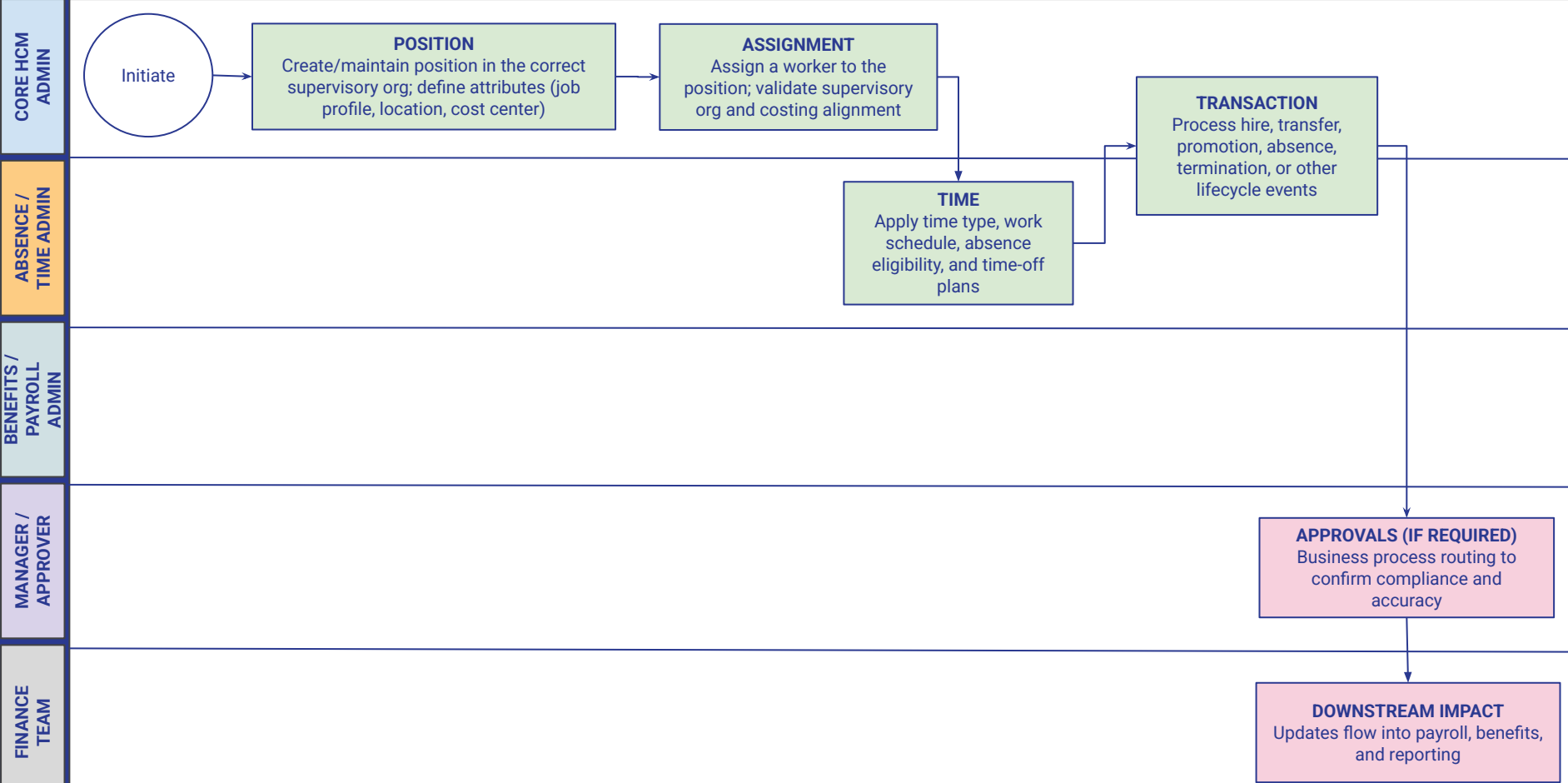
The PATT Process in Workday®—Position, Assignment, Time, and Transaction—provides the foundation for managing the employee lifecycle with accuracy and consistency. It ensures roles are defined, workers are correctly linked to positions, time and absence rules are applied, and transactions like hires, transfers, and terminations flow seamlessly.

For Core HCM, Absence, Benefits, Payroll, and Finance administrators, PATT is invaluable: it aligns data, drives downstream processes, and maintains compliance across the organisation. By reducing errors and improving transparency, it strengthens both employee experience and operational efficiency.

This practical guide is designed to build confidence and equip Workmates—whether new to Workday® or transitioning from other systems—to navigate PATT with clarity, accuracy, and ease.



SAMPLE OF PATT PROCESS IN WORKDAY®



Practical Tips for Your First PATT Transactions

Tip	Why It Matters
Lean on Defaults	Using predefined job profiles and templates allows Workday to cascade most values automatically, reducing manual entry and lowering error risk.
Watch Supervisory Orgs	Supervisory organizations drive reporting and routing. Ensuring positions are in the right org avoids downstream approval and costing issues.
Preview Before You Submit	The transaction preview shows all impacted fields and workflow steps. Reviewing it helps catch mistakes before they ripple through the system.
Check Eligibility Rules	Confirming benefit and absence eligibility early prevents problems when employees try to enroll or request leave. Misalignments usually trace back to assignment setup.
Track Progress in the Inbox	Workday's Inbox provides full visibility into approvals and routing. Monitoring it reduces delays and eliminates guesswork.
Collaborate Across Functions	PATT touches multiple areas. Early collaboration between HCM, Absence, Benefits, and Payroll admins saves rework and ensures smooth handoffs.

THE TEAM



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