Workday Drive Overview

Workday Drive (Drive) is a cloud-based tool within Workday that allows any user, based on their security roles, to create reports, analyze and combine data, share and collaborate. Depending how a report is created in Drive, it can also be updated with live data or on a refresh schedule. Drive is secured to the domain in the system functional area and is not a mapped drive on a user's computer. It is one of many technology tools available for your use, when appropriate.

Drive includes features that also makes it a collaborative tool that all state agencies may utilize when sharing Workday-related employee data in a way that allows it to remain within its system of record, and in some cases, be systematically revised by utilizing the live data features when available and applicable. Users have the ability to upload 100 files per drag and drop. The maximum file size is 32 MB.

Workday Drive Use

Drive may be used whenever an employee's Workday data needs to include creating a Workday report for themselves or to be shared among multiple users. Drive is not to be used for personal comments about employee performance, disciplinary documents, performance evaluations, etc., as there are other appropriate tools that can be used for performance management within the Talent and Performance features of Workday. Data access activity is logged within the Workday audit trail, so any access a user gives to another will be documented within the system. Data classification levels are grouped into four categories:

Level 1 – Published   *Level 2 – Limited*   *Level 3 – Restricted*   *Level 4 - Critical*

Level 1 or 2 Data Classification – Static or Live Data

If the employee's Workday data is a level 1 or 2 data classification level (DAS Statewide Policy - [Information Asset Classification, 107-004-050](#)), the owner of the document or report may use Drive to meet the business need. This can be done by either identifying individual users or through the share via URL feature.

Level 3 or 4 Data Classification

If the employee's Workday data is a level 3 or 4 data classification level (DAS Statewide Policy - [Information Asset Classification, 107-004-050](#)), using Drive to store and analyze that data will ensure it stays protected within the system. You can also share the information securely with other users within Workday when necessary. The owner is responsible for providing the appropriate notification to all eligible parties with access to the data being shared and for following the retention period of any document they create within Workday Drive. Do not use the share via URL feature with Level 3 or 4 data.

What about M365 tools?

If available, M365 offers several related tools such as Excel, One Drive and Sharepoint that also have data sharing features, allowing for agency collaboration. However, if the collaboration centers around worker data (Employees, Contingent Workers, External Enterprise Learners, etc.), it may be a better option to utilize Workday Drive, where you can also leverage setting up data to be more current (with updates on a planned refresh schedule).

Note: It is important to note that any data, regardless of what system is used, should be managed appropriately and retained or destroyed as is appropriate to the applicable retention schedule. Also, any data may be considered a public record depending on the content of the record. Always treat information professionally and share it only as needed for business purposes.