



## Countdown to Go-Live!

With just 4 weeks and 3 days weeks left until the September 1 go-live, please be sure you and your staff are taking advantage of Workday Finance training. There are numerous opportunities to get prepared, including webinars, computer-based learning modules, in-person training, and practice labs.

Recently the Enterprise Resource Planning (ERP) Executive Steering Committee (ESC) announced the Workday Finance project is on track for the September 1 implementation. Click [here](#) to see a summary of some of the changes that may impact you or your department. For reference, please see the announcement [here](#).

**Please pay careful attention to your email for specifics on deadlines and milestones leading up to go-live.** Deployment Activities and details on the deployment schedule will be communicated in early August.

As we head into the final weeks before go-live, I want to thank everyone who has contributed to this project – and what we expect will be a successful launch. Nearly every person at the University and its hospitals have in varying degrees, contributed to this project. A special shout-out goes to the Cost Center Managers (CCMs), the Finance Business Process Initiators (FBPIs), Senior Business Officers (SBOs), and the Finance User Network who have dedicated a great deal of time to ensure all areas are informed and prepared to use the new system on September 1. The Workday Finance team thanks you for your support and courage for change!

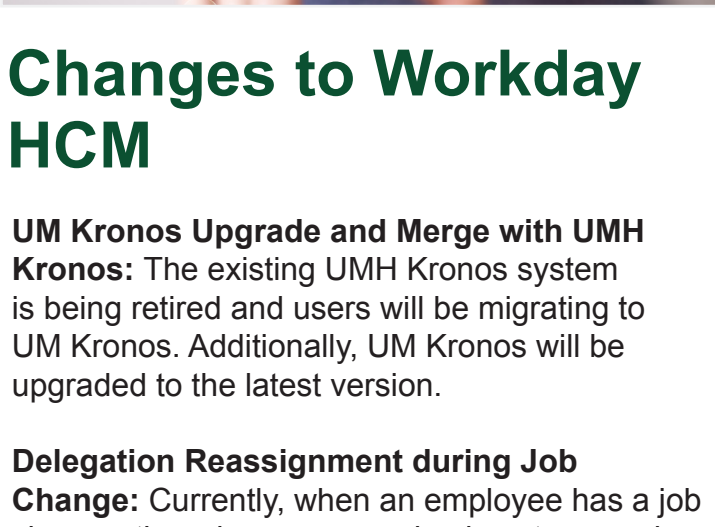
- Theresa Ashman



## Purchasing Card - Updated Card Distribution Timeline

On September 1, the University's P-Card will change from American Express (AMEX) to MasterCard (U.S. Bank). Existing cardholders do not need to apply for the new P-Card, but must complete the required CBL training (information below) in order to obtain their new cards in August. Training can still be completed online to get the card prior to September 1. Please note, existing AMEX cards will be inactivated at the end of the August billing cycle. The new MasterCards will not be activated for use until September 1.

If you have any questions about the P-Card program, please contact the Corporate Cards Office at: (305) 284-2417 or [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu).



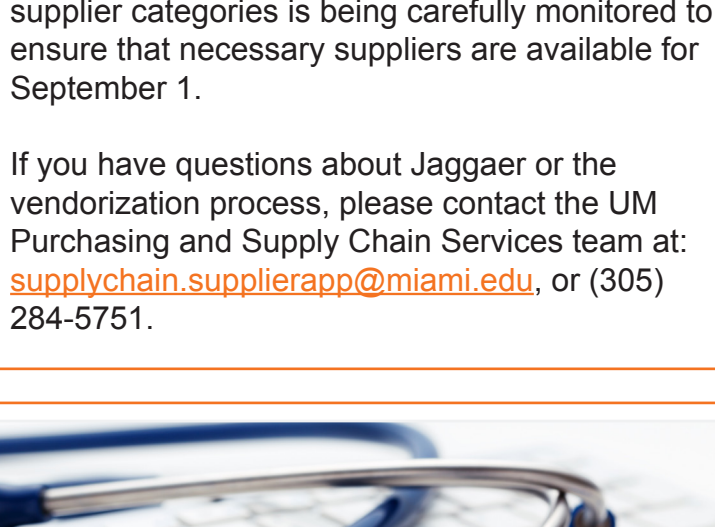
## Changes to Workday HCM

### UM Kronos Upgrade and Merge with UMH Kronos:

The existing UMH Kronos system is being retired and users will be migrating to UM Kronos. Additionally, UM Kronos will be upgraded to the latest version.

### Delegation Reassignment during Job Change:

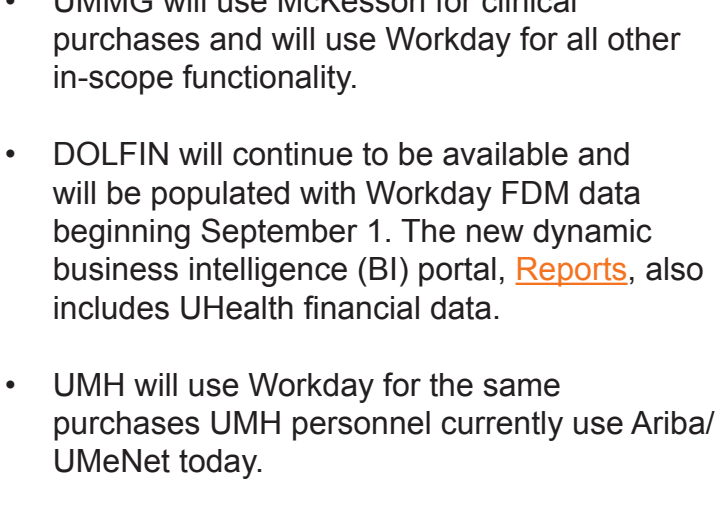
Currently, when an employee has a job change, there is no process in place to cancel delegations. Configuration is being updated to include a step to cancel or reassign delegations.



## Supplier Management

The University's vendorization process will now take place in Jaggaer, the new electronic supplier management system. Suppliers will be invited to use Jaggaer in an application process that involves providing contact information as well as insurance certificates, if applicable. A new process is being developed to request new suppliers. More details will be provided shortly. Suppliers began enrolling in January and progress in critical supplier categories is being carefully monitored to ensure that necessary suppliers are available for September 1.

If you have questions about Jaggaer or the vendorization process, please contact the UM Purchasing and Supply Chain Services team at: [supplychain.supplierapp@miami.edu](mailto:supplychain.supplierapp@miami.edu), or (305) 284-5751.



## Impact for UHealth

UHealth, including the University of Miami Hospitals and Clinics (UMHC), Ann Bates Leach Eye Hospital (ABLEH), the University of Miami Hospital (UMH), and the University of Miami Medical Group (UMMG), will be impacted by the Workday Finance implementation as follows:

### September 1:

- UMH and ABLEH will use Workday for capital and non-clinical purchases, expense reimbursements, and P-Card reconciliation. McKesson will continue to be used for clinical purchases and Lawson will be used for general ledger.

- UMMG will use McKesson for clinical purchases and will use Workday for all other in-scope functionality.

- DOLFIN will continue to be available and will be populated with Workday FDM data beginning September 1. The new dynamic business intelligence (BI) portal, [Reports](#), also includes UHealth financial data.

- UMH will use Workday for the same purchases UMH personnel currently use Ariba/UMeNet today.

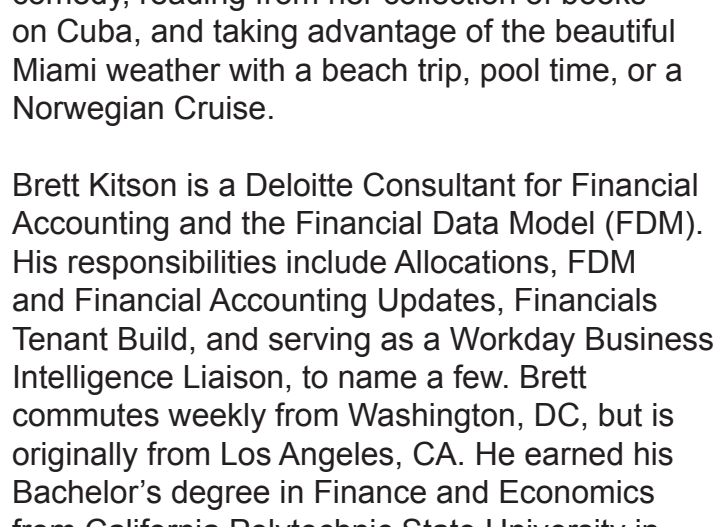
### October 29:

UMH will be impacted as follows:

- McKesson will be used for clinical purchases

- Workday will be used for capital and non-clinical purchases, expense reimbursements and P-Card reconciliations

- Lawson will be used for general ledger



Vivian Kaye

Brett Kitson

## Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Vivian Kaye and Brett Kitson.

Vivian Kaye is an ERP Trainer for UMIT and the Change Management Team. She serves as a primary trainer for Accounting Journals, Ad Hoc Bank Transactions, and Internal Service Providers. Prior to being an ERP Trainer, Vivian served as user support and a DMAS/FRS Trainer for the Controller's Office. Vivian was born in Havana, Cuba, but was exiled to the US with her family at the age of three. She grew up in Tampa and Miami. Vivian earned her Bachelor's degree in Business Administration from Florida International University and her MBA from here at the University of Miami. Away from the office, Vivian enjoys attending Marlins, Dolphins, and Heat games. She also enjoys a good romantic comedy, reading from her collection of books on Cuba, and taking advantage of the beautiful Miami weather with a beach trip, pool time, or a Norwegian Cruise.

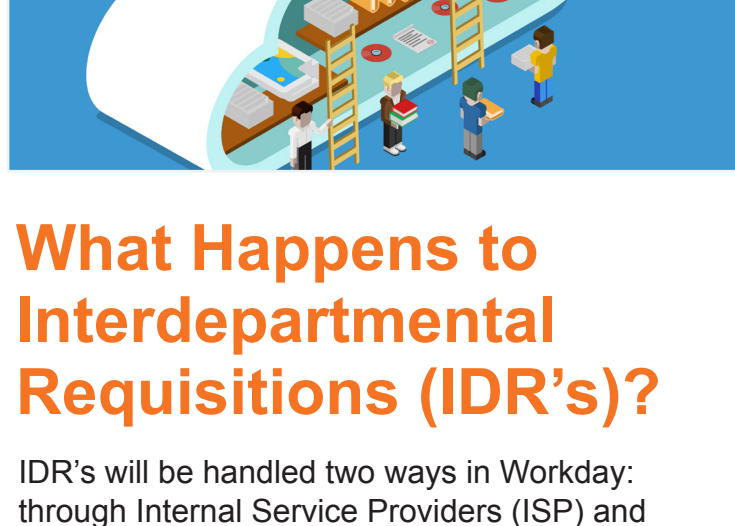
Brett Kitson is a Deloitte Consultant for Financial Accounting and the Financial Data Model (FDM). His responsibilities include Allocations, FDM and Financial Accounting Updates, Financials Tenant Build, and serving as a Workday Business Intelligence Liaison, to name a few. Brett commutes weekly from Washington, DC, but is originally from Los Angeles, CA. He earned his Bachelor's degree in Finance and Economics from California Polytechnic State University in San Luis Obispo, CA (Cal Poly). When Brett is not in the office, he enjoys exploring whichever city he finds himself in for the day, one rooftop at a time. He enjoys traveling and most recently took a trip to Puerto Rico. Brett's playlist of choice is 80s hair metal and one his most recent reads was, [Yes And: How Improvisation Reverses "No. But" Thinking and Improves Creativity and Collaboration](#) by Kelly Leonard and Tom Yorton.



## Security Role Assignments Due Friday, August 4 at 6 p.m.

The final round of role assignments kicked off officially last week with a webinar to explain the process. Cost Center Managers, or their designees, are working hard to validate previous role assignments and add new ones. This critically important exercise assists with getting people trained for the September 1 go-live.

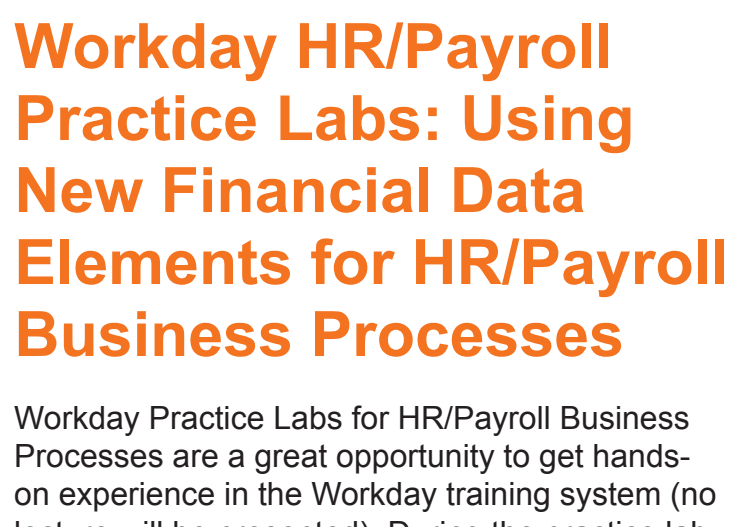
If you did not attend the CCM Finance Forum Webinar that was held on Thursday, July 20, visit ULearn to access the Computer-Based Learning (CBL) and search for the keywords: "Finance Roles." The Forum focused on the requirements for completing the Workday Finance Security Role Assignment Workbooks. If you have questions or need further assistance, please contact the Workday project team at [workdayfinance@miami.edu](mailto:workdayfinance@miami.edu). Office Hours, in 15-minute segments, are available to help complete the Role Assignment Workbook. To register, please visit [ULearn](#) and search for "Workday Roles."



## What Happens to Interdepartmental Requisitions (IDR's)?

IDR's will be handled two ways in Workday: through Internal Service Providers (ISP) and through accounting journals.

A list of approximately 70 ISP's were identified for September 1 and those areas are being trained on the new functionality. For areas that are not an initial ISP, but who charge other areas for goods or services, please be sure you discuss with your Cost Center Manager to assign the role of Accountant to the people who perform this task today and advise them to take the Accounting Journals training. To register, log in to [ULearn](#) and search using the following keyword: "Journals."



## Workday HR/Payroll Practice Labs: Using New Financial Data Elements for HR/Payroll Business Processes

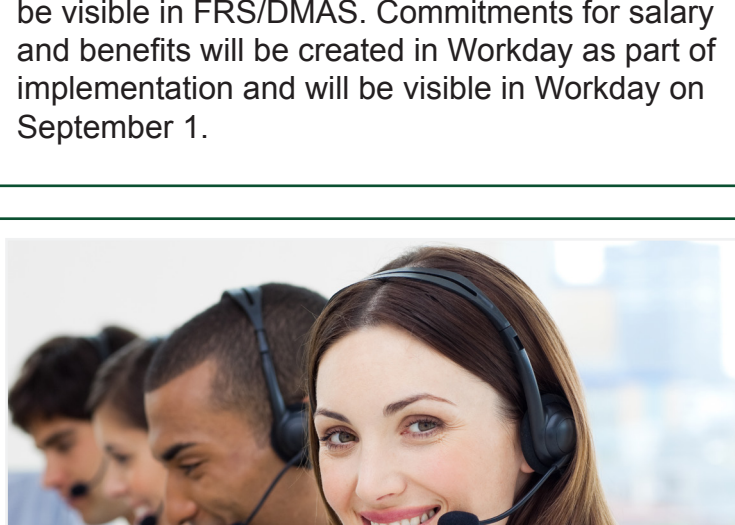
Workday Practice Labs for HR/Payroll Business Processes are a great opportunity to get hands-on experience in the Workday training system (no lecture will be presented). During the practice lab, you will be able to run through scripted exercises of various HR/Payroll business processes, including costing allocations and payroll accounting adjustments, and additional scenarios using your department's recent transactions.

Practice labs are available on the Coral Gables, Medical, and the Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses through August 31. Space is limited and available on a first come, first served basis. To register, log in to [ULearn](#) and search using the following keywords: "Practice Lab" or the complete course name: "Workday HR/Payroll Practice Lab."

These one-hour sessions are for those who have already attended one or more of the following Workday training courses:

- Workday Update: HR/Payroll Business Processes

- Workday: Payroll Accounting



## Important Information about Salary Encumbrances

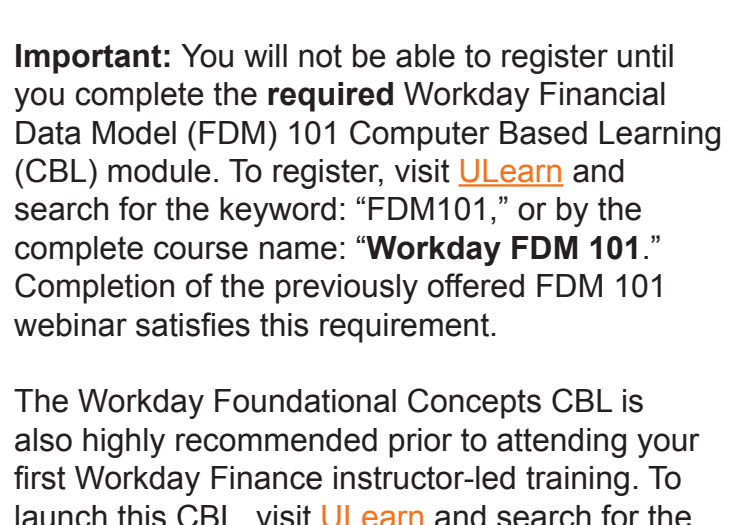
Salary and benefit encumbrances will not be loaded to FRS or DMAS for Fiscal Year 2018 (FY18) due to the transition to Workday. Encumbrances that relate to purchase orders will be visible in FRS/DMAS. Commitments for salary and benefits will be created in Workday as part of implementation and will be visible in Workday on September 1.



## Workday Finance Support

The Workday Finance website has been updated to include the ["Workday Finance Training Role Matrix"](#) under the Workday Finance Training tab. The matrix provides a list of recommended training for each role in Workday.

The Workday Finance Team has created an email account specifically for Finance project support. Feel free to send your questions, concerns, or suggestions to [workdayfinance@miami.edu](mailto:workdayfinance@miami.edu) and a Workday Finance expert will get back to you.



## Register for Workday Finance Training

Please continue to encourage your staff to attend training.

Training sessions cover the following:

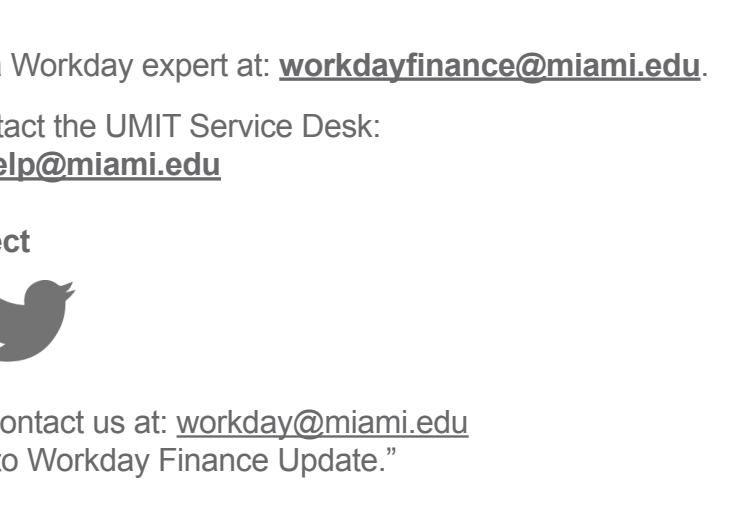
- Purchasing and Expense Reimbursement business processes in Workday
- Accounting Journals
- Creating Ad Hoc Bank Transactions (Gables/RSMAS only)

To register, log in to [ULearn](#) and search using the following keywords: "Procurement," "Expenses," "Journals," and/or "Ad Hoc."

Please visit [ULearn](#) to view the full schedule and select a date, time and location. Sessions are offered on the Coral Gables, Medical, and the Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses.

**Important:** You will not be able to register until you complete the **required** Workday Financial Data Model (FDM) 101 Computer Based Learning (CBL) module. To register, visit [ULearn](#) and search for the keyword: "FDM101," or by the complete course name: **"Workday FDM 101."** Completion of the previously offered FDM 101 webinar satisfies this requirement.

The Workday Foundational Concepts CBL is also highly recommended prior to attending your first Workday Finance instructor-led training. To launch this CBL, visit [ULearn](#) and search for the keyword: "Concepts," or the complete course name: "Workday Foundational Concepts."



## Workday Finance Practice Labs

Practice labs are a great opportunity to get hands-on experience in Workday (no lecture will be presented). You will be able to complete both scripted exercises from the Workday Finance course(s) you have already completed, and additional scenarios using your department's common purchases or expense reimbursements. Practice labs are currently available for those who have attended one or more of the following Workday training sessions:

- Workday: Expenses
- Workday: Procurement
- Workday: Procurement and Expenses
- Purchasing Card Education (U.S. Bank)
- Accounting Journals
- Business Intelligence (BI)

Practice labs are currently scheduled on the Coral Gables and Medical Campuses. To register, log in to [ULearn](#) and search using the following keywords: **"Practice Lab."**



- [Log in to Workday](#)
- [Finance Advisory Board](#)
- [Finance Advisory Councils](#)
- [Training Resources](#)
- [Training Questions](#)
- [Finance Training Role Matrix](#)
- [Communications](#)