

november

Happy Holidays!

Three months after the Workday Finance implementation, the Workday project team continues to work hard on improving the Workday system and be responsive to users' needs.

Since go-live, the Workday team has received requests to provide better visibility into reporting. Please read the "Reporting" section for more information on available reports.

A special thank you to Cost Center Managers (CCMs), the Finance Business Process Initiators (FBPIs), Senior Business Officers (SBOs), and the Finance User Network (FUN) who have continued to assist post go-live. The Workday Finance project team is working closely with central offices and departments to identify additional training and any configuration changes, if necessary.

Role-based training will continue to be available through 2018. Please visit the [Workday Finance Training Catalog](#) to review the list of available training classes.

- Theresa Ashman



Role-Based Resources

Role-based resources, including relevant tip sheets, reports, and training options, are now available for the following Workday roles:

- Accountant
- Cost Center Sponsored Program Manager
- Deposit Specialist
- Expense Data Entry Specialist
- ISP Analyst
- ISP Manager
- Procurement Data Entry Specialist
- Receiver

To learn more information specific to other Workday roles, click [here](#).



Changes to Workday HCM

Faculty eRecruiting: In December, the Enterprise Resource Planning (ERP) group will be configuring and implementing the eRecruitment module in Workday to enhance faculty recruitment efforts by streamlining the hiring process, and improving the efficiency and transparency of recruitment tasks.



Help and Support

Drop-In Labs to practice business processes will be available on the Coral Gables, Medical, and the Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses through Thursday, December 14. Drop-in labs are a great way to get hands-on experience in Workday.

For the full schedule of Drop-In Labs, please click [here](#) (please note: you do not have to register to attend a Drop-In Lab).

If you have any questions, click [here](#) to review frequently asked questions (FAQs) about Workday Finance.

For further assistance, please contact the UMIT Service Desk at: (305)284-6565 or help@miami.edu. Please provide as much detail as possible to ensure your incident is triaged effectively.



Angela Marte

Tim Collins

Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Angela Marte and Tim Collins.

Angela Marte is an ERP Functional Lead. She provides post-production support related to Payroll Accounting (e.g. Costing Allocations, Payroll Account Adjustments, etc.). Angela was born and raised in the Dominican Republic, but moved to New York City with her parents when she was 17-years-old. She stayed in New York to earn her Bachelor's Degree in Computing and Management from Lehman College, a senior liberal arts college, at The City University of New York (CUNY). Angela relocated to Miami, gravitating back to the warm weather she had been missing. Angela continued her education here at the University of Miami, earning her MBA for Working Professionals. When she's not at work, Angela enjoys spending time with friends, family, and her two terriers, Frida and Jasmine. She also enjoys running, biking, and embarking on new adventures with her husband, Will. When it comes to music, Angela prefers alternative rock and Caribbean rhythms, such as Merengue and Salsa.

Tim Collins is a Deloitte Human Capital Consultant with the ERP Change Management Team. He assists in instructional design, classroom trainings, Help Desk tickets, and Change Management strategy and support. Tim is originally from Cleveland, Ohio, but he now commutes weekly from Dallas, Texas. Staying true to his Ohio pride, Tim attended Ohio State University, earning his Bachelor's Degree in Sociology, with minors in Organization, and Performance Psychology. Outside of the office, Tim enjoys doing anything athletic or competitive, even if it's just a competition to up his own binge-watching record for his favorite shows. He also follows all sports, but especially Cleveland and Ohio State teams. If Tim's not watching sports or his favorite shows, he's also enjoys watching movies. He tries to watch all the Best Pictures nominees each year. Tim's favorite book is *The Devil in the White City* by Erik Larson, and he enjoys any music he can sing along to.



Reports

Salary Detail reports are now available in both Workday and [Reports](#), the Business Intelligence (BI) portal, based on requests to provide better visibility into salary information in both systems.

The **FIN-PAY-Salary Detail (Workday)** and the **Salary Detail (BI)** reports can be used to verify compensation detail by providing information at the employee level by Cost Center, Driver Worktag, Pay Component, and Spend Category. These reports can be run by those holding the following Workday roles:

- Budget Approver
- Cost Center Manager
- Cost Center Sponsored Program Manager
- Finance Reviewer
- Grant Manager
- Grant Reviewer
- Senior Business Manager
- VP Budget Approver
- Principal Investigator

The **FIN-PAY-Salary Detail** report can be accessed through Workday and allows you to view the breakdown of gross pay per employee over one or more pay periods. This report contains payroll accounting details per employee. To learn more and to view instructions for running this report, please review this [tip sheet](#).

The **Salary Detail** report can be accessed through [Reports](#) and contains the same data as its Workday counterpart. To learn more, please review this [tip sheet](#).

To learn how to run additional reports in Workday and about Finance reports available by security role, please review this [tip sheet](#).

For information on running reports in BI, click [here](#) to review the Reports: Business Intelligence (BI) tip sheet, or please contact: datawarehouse@miami.edu.



Workday Finance Tips and Tricks

- **Assign Cart in UMarketplace**
To learn how to assign a cart to someone else in UMarketplace, retrieve a cart that has been assigned to you in UMarketplace, and/or complete the cart in Workday, please review this [tip sheet](#).
- **Business Intelligence (BI) Reports: October 2017 Release**
To learn about new fields and reports available in the October 2017 release, including how to run the Journal Transaction History and Journal Posted Details reports, click [here](#).
- **Create Change Order**
To learn how to process changes to a Purchase Order (PO) that has already been issued for goods or services, please review this [tip sheet](#).
- **Create Journal for Payroll Accounting Adjustments (PAAs) Prior to September 1**
To learn how to create a manual journal as a Payroll Accounting Adjustment (PAA) to correct payroll completed prior to September 1, 2017, please review this [tip sheet](#).
- **Create Receipt**
To learn how to create Receipts for record goods and services received, please review this [tip sheet](#).
- **Create Expense Report**
To learn how to create an Expense Report, for yourself or on behalf of other workers, to request reimbursement for expenses, reconcile Travel Card transactions, itemize or split cost for items, and find related reports, please review this [tip sheet](#).
- **Create Spend Authorization**
To learn how to create a Spend Authorization, for yourself and on behalf of other workers, to request a cash advance for University-related travel expenses and find related reports, please view this [tip sheet](#).
- **Delegation**
To learn how to delegate your inbox, assign other employees to start tasks on your behalf, delegate a task, stop delegation, and act on someone's behalf (instructions for delegates), please review this [tip sheet](#).
- **FIN-PAY-Salary Details Report**
To learn how to view the breakdown of gross pay per employee over one or more pay periods for a pay group by Worktags in Workday, please review this [tip sheet](#).
- **Salary Detail Report**
To learn how to tie compensation from Workday's Transaction Audit (FIN-ACC-Transaction Audit-P&L by Organization) report to individual employees who have any portion of their salary paid by a specific Cost Center. To learn more, please review this [tip sheet](#).
- **Find Journal Lines for Sales Tax Reporting**
To learn how to report on sales tax liability collected at the department, please review this [tip sheet](#).
- **Finance Reports in Workday**
To learn how to run reports in Workday and about Finance reports available by security role, please review this [tip sheet](#).
- **Principal Investigator (PI) Navigation**
To learn how to access and complete tasks including **Approve/Send Back/Deny Task**, or Delegate Task, please review this [tip sheet](#).
- **Reimbursements**
To reimburse an individual who is a one-time visitor to the University of Miami and is not likely to be reimbursed again, complete the [Non-Employee and Student Expense Reimbursement Form](#) (please note: this form is not meant for processing taxable payments (e.g. honoraria). To learn how to access and complete the form, and follow up on requests that have been submitted, please review this [tip sheet](#).

Tip: If reimbursing the same student or non-employee more than once, use the Check Request business process. To learn more how to request a check, including creating a payee in Workday and setting up a payment, click [here](#).
- **Verify Procurement Card (PCard) Transactions**
To learn how to reconcile purchasing card (PCard) transactions (for yourself or on behalf of other employees), split costs between multiple Spend Categories or Driver Worktags, and find related reports, please review this [tip sheet](#).
- **Workday Finance: UMH Specific**
To review tip sheets related to University of Miami Hospital (UMH), click [here](#).
- **Download: [Workday Finance Security Role Request Form - Initiator & Reviewer Roles](#)**
This form is used to request a change in an employee's security role access for **Initiator & Reviewer Roles** (e.g. Department Accountant, Finance Reviewer) in Workday. Please complete the form and scan and email to help@miami.edu using your UM email account.
- **Download: [Workday Finance Security Role Request Form - Approver Roles](#)**
This form is used to request a change in an employee's security role access for Approver Roles (e.g. Cost Center Manager, Program Manager) in Workday. Please complete the form and scan and email to help@miami.edu using your UM email account.

To learn more tips and tricks, please click [here](#).

Important Links

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

For technical issues, please contact the UMIT Service Desk: (305) 284-6565 or help@miami.edu

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