



## The Countdown Begins!

The end of February marks the final stretch of Phase I of the Workday Finance project. The June go-live is quickly approaching – just three months left to go!

User Acceptance Testing (UAT) will be wrapping up for departments in early March. Soon after, the Workday Finance team will work with central offices to test processes in which they'll be heavily involved, as well as assisting them as they prepare to work in the new environment on June 1.

This month, the Workday Finance team conducted 79 departmental and central office testing sessions on various business processes. Overall, more than 404 Finance User Network (FUN) members, Finance Business Process Initiators (FBPIs), Cost Center Managers (CCMs), Senior Business Officers (SBOs), P-Card holders, and members of the Finance Advisory Board (FAB) and Finance Advisory Council (FAC) took part in this exciting opportunity and provided valuable feedback. We have received some great feedback about the sessions from participants, including the comments below:

***“After attending UAT, I have a positive feel for the overall process,” mentioned Betsy Sanchez, Manager, Business Operations. “It’s much easier to navigate than I had expected [and] the provided tip sheets were a great help.”***

***“UAT was a great opportunity to touch and feel the system,” said Allen Mora, Director, Research Administration. “It reinforced some things, clarified some questions, and gave me a perspective on Workday moving forward.”***

Plans are underway for developing implementation training content and logistics for go-live. There are various “pre-training” Computer Based Learning (CBL) modules available now in ULearn. These CBLs provide a good overview of various aspects of new Workday-related functionality and terminology. Visit the “Workday Awareness 101 Series Now Available” section below to learn more.

Great work on continuing the momentum. Thank you for your continued support and enthusiasm!

- Theresa Ashman



George Holbrook

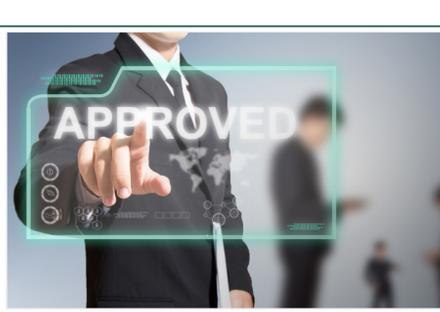
Raghu Dharwada

## Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet George Holbrook and Raghu Dharwada.

George Holbrook is an ERP Developer with the P2P Finance Team, focusing on data conversion and the design of the new payroll and accounts payable checks. In addition to his responsibilities for the Workday Project, George supports the Legacy Financial Systems, including Accounts Payable, Purchasing, Tax Reporting, Ariba, and FRS. George earned his Bachelor of Business Administration from the University of Miami. When he is not at work, George enjoys home remodeling and fishing. He loves all types of music and his favorite book is the great American classic: *Lonesome Dove* by Larry McMurtry.

Raghu Dharwada is a Deloitte Integrations Consultant with the Workday Finance Team. He builds and deploys integration discovery and design sessions. Working closely with the functional and client teams, he also provides day-to-day support on integrations, with a focus on SciQuest, EPIC, OptiFreight, P2P, Banking, and Financial Accounting. Raghu earned his Master's degree in Electrical and Computer Engineering from South Illinois University. When he is not at work, Raghu enjoys spending time with his family and learning new music. Raghu has been learning Carnatic music, a genre of Indian classical music, for the past eight years. He occasionally performs when he visits his hometown, Dallas, Texas!



## Senior Business Officer vs. Senior Business Manager

As part of the Workday HCM implementation, the Senior Business Officer (SBO) role was created, and will remain as is for the Workday Finance implementation. This role, used in conjunction with either the Cost Center Manager (CCM) or Finance Reviewer (FR) role, provides expanded visibility into Human Resource information about Faculty and Staff. The assignment of the SBO role requires the approval of their vice president, dean, or medical chair as well as approval by the Vice President for Human Resources. Only one SBO is permitted per school, medical department, or college. The SBO role will not change as a result of implementing Workday Finance.

A new role has been created for the Workday Finance implementation called Senior Business Manager (SBM). This role will be assigned by CCMs during the March role assignment exercise. Please keep in mind this role does not affect the SBO role, and current SBOs may or may not also have the SBM role. Ultimately, the assignment of the SBM role depends on operational workflow needs of each area. The SBM role will perform the following approval functions:

- Approve purchase requisitions >=\$25K
- Approve expense reimbursements >=\$10K
- Approve certain HCM business processes (replaces CCM involvement in these processes):
  - Edit Position Restrictions
  - Create Position
  - Change Default Compensation
  - Propose Compensation Change
  - Request Compensation Change

Currently, CCMs are the approvers of the HCM business processes listed above, but beginning June 1, the SBM will be the approver, and CCMs will receive a notification.

CCMs will have additional approval capability as a result of new Finance business processes for procurement and expenses. They will continue to approve payroll accounting adjustments, costing allocations, one time payments, and activity pay. For more information, please view the Security 101 CBL in ULearn. To register, please visit ULearn and search for the keyword: “Security 101,” or by the complete course name: **“Workday Security 101.”**

Stay tuned for the upcoming CCM Forum to learn more about new Finance roles.



## Changes in FRS Prior to Go-Live

During the Financial Reporting System (FRS) Crosswalk Validation Exercise (discussed in prior issues of the Workday Finance Update), Cost Center Managers (CCM) had an opportunity to review their current FRS accounts and the data that will transform these accounts into Workday Financial Data Model (FDM) elements. Information from the exercise was incorporated into the build of the UAT tenant. The feedback the team received from this exercise helped identify potential conversion issues so that the strategy for go-live could be finalized.

CCMs will be asked to request changes in advance of the final conversion. A communication will be jointly issued by the Controller's Office and the Workday Finance team, outlining the changes that should be made, the timeline to make them, and the forms required. Please monitor your email carefully for this communication if you are a CCM.



## Workday Finance 101 Series Now Available

Learn about the Financial Data Model (FDM) Grants, Gifts, and Security functionality in Workday as part of the Finance 101 Series. The following Computer Based Learning (CBL) modules are now available in [ULearn](#).

- **FDM 101 CBL.** This one-hour CBL provides a basic understanding of the new Workday FDM dimensions, including Company, Cost Centers, and driver Worktags. To launch this CBL, please log in to ULearn and search for the keywords: “FDM101,” or by the complete course name: **“Workday FDM 101.”**
- **Grants 101 CBL.** This thirty-minute CBL provides a basic understanding of the Grants functionality in Workday. It will introduce new terminology and roles, provide a review of the Grants lifecycle, and highlight key changes for ORA and department activities. To launch this CBL, please log in to ULearn and search for the keywords: “Grants101,” or by the complete course name: **“Workday Grants 101.”**
- **Gifts 101 CBL.** This fifteen-minute CBL provides a basic understanding of the Gifts functionality in Workday. It will introduce new terminology and roles, provide an overview of Gifts administration at the University, and highlight key changes for departments. To launch this CBL, please log in to ULearn and search for the keywords: “Gifts101,” or by the complete course name: “Workday Gifts 101.”
- **Security 101 CBL. (Coming Soon)** This one-hour CBL reviews how security roles function in Workday, which impacts what users can see and do in the system. It provides an overview of department-assigned roles, introducing new roles and exploring changes to existing roles. Additionally, it outlines the process for assigning roles to users prior to Finance implementation. To launch this CBL, please log in to ULearn and search for the keywords: “Security101,” or by the complete course name: “Workday Security 101.”



## Changes to Workday HCM

The following changes were made to Workday HCM in the past month:

- **New process for performance appraisal:** the TALK for Success performance appraisal process was released in January. Various CBLs and webinars supported the release by providing information for managers and employees.
- **Workday e-Recruitment for Faculty:** a pilot for Faculty e-Recruitment will begin at the end of March. Pilot areas include Public Health, Radiology, and a Division within the Department of Medicine.
- **Time Tracking Eligibility for Student Primary Job:** a validation was put in place to prevent students from clocking time on the Primary job. Primary jobs were established in Student Employment to streamline the process of hiring students.

## Tip Sheets:

- [Entering Time: Review and Approve Time](#)

## Important Links

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



## Welcome to Our Students!

The Workday Finance project team recently hired six students to help with the remainder of the project.

- **Carmen Bazan** – Carmen is wrapping up her Master of Science in Business Analytics. Her Bachelor's degree is also from UM. She'll be working with the operations transformation team on business process reengineering. She's a Lean Six Sigma Green Belt and she's interested in volleyball, sketching in charcoal, and improvisational theater.
- **Julija Lukac** – Julija is finishing up her Master of Science in Business Analytics. She earned her Bachelor's degree from the University of Washington. Julija is working on with the operations transformation team on business process reengineering. She played tennis in college and is from Serbia.
- **Alan Lekah** – Alan is wrapping up his Bachelor of Science in Computer Science with minors in mathematics and business management. He is working with the data conversion/data validation team. He was previously a senator in the UM student government.
- **Xu Zhang** – Xu is finishing her Master of Science in Business Analytics. Her Bachelor's degree is from the University of Toledo. Xu is working with the data conversion/data validation team. She is a Six Sigma Champion and Green Belt. Xu is from China and is interested in nature preservation and animal welfare.
- **Charles Philipps** – Charles is wrapping up his Bachelor's degree in Finance. He earned his Bachelor's degree from the University of Western Ontario. Charles is working with the operations transformation team. He is interested in all sports, especially basketball, football, and soccer.
- **Sunday (Qiushi) Zhong** – Sunday is finishing his Master of Science in Finance. He earned his Bachelor's degree from the University of Tulsa. Sunday is working with the operations transformation team. He is from China as well and has been involved in organizing various student groups and events.

Carmen, Julija, Xu, Charles and Sunday are currently enrolled in the University of Miami (UM) School of Business Administration, while Alan is a student in the UM College of Arts and Sciences.

Welcome aboard!



## Coming Up!

Drop-In Labs to practice business processes learned in training will be available in May prior to go-live. Information about dates and locations will be communicated as soon as possible.