COUNTDOWN TO GO LIVE!

March Madness!

With just two months left until the June 1 go-live, there are numerous opportunities to get prepared, including forums, webinars, computer based learning modules, and live training!

The intensity is noticeably higher as the go-live date nears and the Workday Finance team is putting the finishing touches in the system. The Workday Finance website has been updated to include a countdown clock on the homepage and a calendar of "Upcoming Events" under the Communications tab. Now you can see how many weeks, days, hours, minutes, and seconds are left until go-live.

User Acceptance Testing continued through March by numerous stakeholder groups at the departmental level as well as in central offices. A special thank you to those who have participated in testing. Your hands-on testing and feedback are a critical part of this important milestone.

At the end of March, training began for Finance Users Network (FUN) members and logistical personnel. See the "Register for Workday Training" section below for additional details.

During this time, the Executive Steering Committee was also hard at work refining the go/no-go criteria for the project.

The Workday Finance team is looking forward to the next few weeks and thank you for your continued support and enthusiasm.

- Theresa Ashman

Supplier Onboarding

The current vendor process will be automated with the implementation of Workday Finance, in conjunction with JAGGAER's (formerly SciQuest) Total Supplier Management tool. In January, Procurement and Supply Chain Services sent invitations to active suppliers (active within the previous 24 months). The UMarketplace allows the supplier the ability to provide information, receive purchase orders, and submit invoices. Moving forward, suppliers will be managed exclusively through the portal by Supply Chain Services. Updates on the suppliers that already enrolled are being shared with Cost Center Managers. Click here to access Supplier Resources.

FDM 101 Required Prerequisite for Training

Financial Data Model (FDM) 101 Computer Based Learning (CBL) is a **required prerequisite** for individuals looking to take Workday Finance training. This one-hour CBL provides a basic understanding of the new Workday FDM dimensions, including Company, Cost Centers, and driver Worktags. To register, please log in to ULearn and search for the keyword: "FDM101," or by the complete course name: "**Workday FDM 101**."

Completion of the FDM 101 webinar previously offered satisfies this requirement.

Interested In More?

Learn about new terminology, new roles, and functionality in Workday. To register, search for the following keywords:

- "**Grants101**," or by the complete course name: "**Workday Grants 101**."
- "**Gifts101**," or by the complete course name: "**Workday Gifts 101**."
- "**Security101**," or by the complete course name: "**Workday Security 101**."

Registration is Now Open for Workday Finance Training

To help you prepare for the Workday Finance implementation, the Workday team has created hands-on training sessions that will cover the following:

- Purchasing and expense reimbursement business processes in Workday
- Accounting Journals

Who should attend training? Anyone who:

- Uses Ariba/UMeNet to prepare purchase requisitions, or create expense reimbursements on behalf of others
- Your current job function requires you to prepare non-salary journal entries in FRS

To register, log in to ULearn and search using the following keywords: "Procurement," "Expenses," and/or "Journals."

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 online 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 FDM 101 webinar previously offered satisfies this requirement.


Connie Corredor   Zach Beard
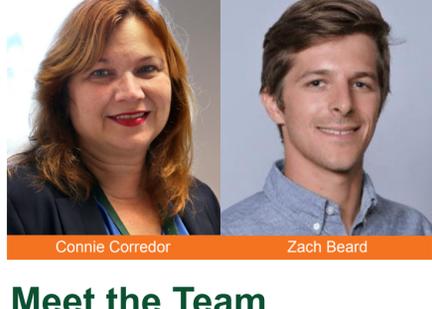
Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Connie Corredor and Zach Beard.

Connie Corredor is a Senior Business Integrations Developer with the Decision Support Services Team, currently developing the new business intelligence platform, Data Warehouse. The team supports business intelligence systems, including the Oracle Business Intelligence Enterprise (OBIEE) and Microstrategy platforms. Connie earned her Bachelor's Degree in Management Information Systems from Florida International University. Though she has lived most of her life here in Miami, Connie was born in Cuba and her family originates from Spain and Italy. In her free time, Connie enjoys salsa dancing.

Zach Beard is a Deloitte functional lead for the Procure to Pay and Banking Workstreams and assisting in solving functional and technical issues. In addition to Workday, he supports all Bank of America integrations, JAGGAER's (formerly SciQuest), FedEx, OptiFreight, Canelink, and Epic, among others. Zach earned his Bachelor's Degree in Legal Studies from Indiana University. When he's not in office, Zach enjoys traveling, trying new foods, playing golf, and tenging people in memes on Instagram. Zach admires the art of cinematography and his favorite directors are Stanley Kubrick, Quentin Tarantino, and the Cohen Brothers.
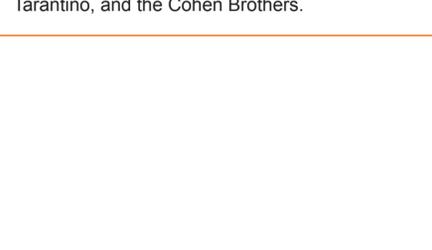
Tip Sheets:

- Entering Time: Review and Approve Time

Important Links

- **Log in to Workday**
- **Finance Advisory Board**
- **Finance Advisory Councils**
- **Training Resources**
- **Communications**

Security Role Assignments

Templates for security role assignments will be released at the end of March. These templates will allow Cost Center Managers to assign required security roles for Cost Centers, Programs, Projects, Gifts, and Grants **by no later than April 17**. This important exercise will assure that people have the necessary roles for the system go-live on June 1. Much like the Workday HCM implementation, roles are assigned to positions, not people, thus system access requests are generally not needed when new people are hired.

You can see what roles you have, as well as the staff who report to you, by visiting the "My Team" worklet in Workday. (Directions: Once in the worklet, hover your mouse over the name of the individual and click on the "related actions" icon (•••). Then, hover over the "Security Profile" option and click on "View Role Assignments for Position.")

Go/No-Go Criteria

The Enterprise Resource Planning Executive Steering Committee (ESC) approved the go/no-go criteria for Workday Finance at the end of February.

Examples of the criteria the ESC considers critical include:

- Business processes are tested and free of critical defects
- Security roles are assignments and users have been trained
- Critical reports are tested and ready
- Integrations are tested and free of critical defects
- HCM processes, especially payroll, have been tested and are not adversely impacted by new configuration
- Data conversion results have been verified
- Central offices are prepared for June 1
- Departments are prepared for June 1

The next big decision the ESC will make is the preliminary system readiness decision on March 29. The criteria they will consider to make this decision include:

- HCM payroll processes are not disrupted
- Procurement and accounts payable processes are ready (e.g. requisition, pcard, invoice, settlement)
- Grants invoicing, billing, and award creation are ready

Finally, the overall readiness decision will occur on April 25. These decisions will ultimately lead to the launching of the deployment plan as we countdown to June 1.

Super User Assignment

As discussed in the March CCM Forum, the Workday Finance team is requesting Super User assignments in your areas by Tuesday, April 11, at 5 p.m. If you did not attend the CCM Forum, see the presentation here for requirements and Super User profile. Please identify the staff member (no more than two) in your Cost Centers ("departments") who will act as the go-to person for assistance for Workday Finance business processes. This designation does not apply to procurement or expense reimbursement business processes.

FRS/FDM Conversion Tool is Here!

The Applications & Services Team is excited to present the FRS/FDM Conversion Tool brought to you by Tony Senita, an ERP Developer. Click here to visit the FRS/FDM Conversion Tool homepage or visit miami.edu/FRStoFDM.

Search for matching dimension(s) between FRS and Workday Financial Data Model (FDM) value(s).

The FRS/FDM Conversion Tool provides users an interactive and dynamic way to search, view, and compare FRS and Workday Financial Data Model (FDM) field values.

The FRS Sub-Object/FDM Conversion Tool provides users an interactive and dynamic way to search, view, and compare FRS Sub-Object and Workday Financial Data Model (FDM) field values.

Changes to Workday HCM

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

- **Payroll Testing for Workday Finance Implementation:** As part of the Workday Finance implementation, it is necessary to ensure all HCM functions are working as intended and any change due to the new Financial Data Model is incorporated, tested, and communicated to users. The first part of this effort is centralized on Payroll Functions. By the end of March, HRIS and the Payroll Office must confirm that Payroll functions can be completed without issues and present a plan for any changes required.

- **Workday Faculty e-Recruitment:** HRIS has been working on the implementation of Workday e-Recruitment, which will streamline hiring, and improve the efficiency and transparency of recruitment tasks. Pilot testing for Faculty will start at the end of March, and will include:

  Gables Campus

  - Department of Strategic Communication (School of Communication)
  - Department of Teaching & Learning (School of Education & Human Development)
  - University of Miami Libraries

  Medical Campus

  - Division of Hospital Medicine (Department of Medicine)
  - Department of Pediatrics
  - Department of Radiology
  - Department of Public Health Sciences

- **HCM Business Processes, Templates and Reports for Workday Finance Implementation:** As part of the Workday Finance implementation, it is necessary to ensure all HCM functions are working as intended and any change due to the new Financial Data Model is incorporated, tested and communicated to users. The second part of this effort is focus on HCM Business processes, eligibility, integrations, and reports and needs to be completed by signed off by end of April.

Stay Tuned

Coming Soon!

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.

If you have questions related to Workday, please contact the UMIT Service Desk at:
(305) 284-6565 or itsupportcenter@miami.edu

Connect
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using the subject line "Subscribe to Workday Finance Update."