



May

On Wednesday, April 26, the Enterprise Resource Planning (ERP) Executive Steering Committee (ESC) [decided to delay the Workday Finance implementation](#) until **September 1**. This date was chosen after careful analysis of many factors, including the impact on resources based on competing priorities, integration changes, challenges related to data conversion, reporting, and overall user readiness. The ESC and the project team believe the new go-live date will provide the necessary amount of time and opportunity for additional testing and validation of the system.

Please read the "Important Project Changes" section to learn more about what this means for upcoming activities.

The Workday Finance team appreciates your continued support and enthusiasm.

- Theresa Ashman

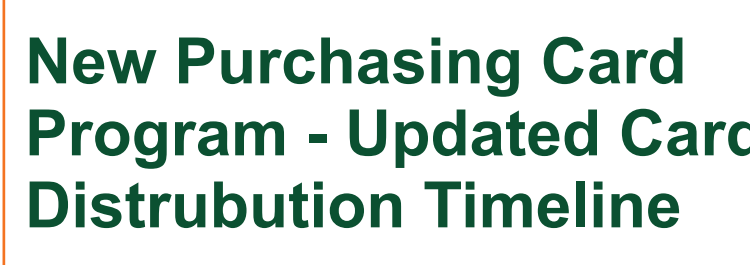


Important Information About Salary Encumbrances

There will not be encumbrances in FRS for **Fiscal Year 2018 (FY18)**. *This means there will be no FY18 encumbrances in FRS for compensation between June 1 and August 31.* On September 1, the Workday Finance Team will establish commitments (i.e. encumbrances) in Workday.

Please note that this timing only applies to compensation-related encumbrances. It does not impact encumbrances established as part of procurement transactions in Ariba/UMeNet between June 1 and August 31.

If you have questions or need further assistance, feel free to contact the Workday project team at workdayfinance@miami.edu.



Due to the delay of the Workday Finance implementation, the release of the University's new Purchasing Card (P-Card) program has also been delayed to align with the project. **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 a U.S. Bank card. A new P-Card will be provided when training is successfully completed.

Important Dates

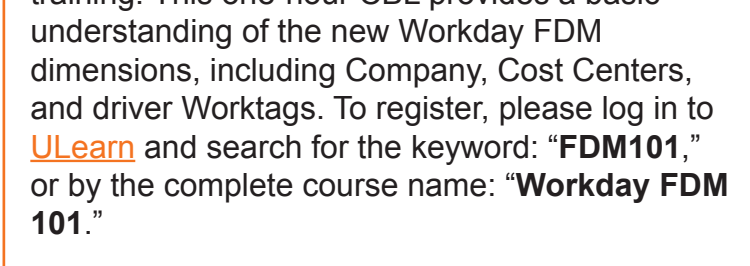
April 17: REQUIRED "Purchasing Card (U.S. Bank)" training available as a computer-based learning (CBL) module in [ULearn](#) (this CBL is required to receive the new P-Card). To register, log in to [ULearn](#) and search using the following keywords: **"U.S. Bank"** or the complete course name: **"Purchasing Card (U.S. Bank)"**.

July 17: Last day to complete **required** training in order to receive new P-Card by September 1.

August 1: New MasterCard (U.S. Bank) cards can be picked up by those who have completed training. Details on the pick-up process will be provided in July. Please note, arrangements to pick up the cards earlier than August 1 can be made, if necessary, by contacting the Corporate Cards Office at: (305) 284-2417 or pcard.ap@miami.edu with at least 24 hours' notice.

August 31: AMEX cards deactivated and can no longer be used.

September 1: MasterCard (U.S. Bank) cards activated for use. MasterCard (U.S. Bank) and AMEX charges received on or after September 1 will be reconciled in Workday. If you have any questions, please contact the Corporate Cards Office at: (305) 284-2417 or pcard.ap@miami.edu.



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."**

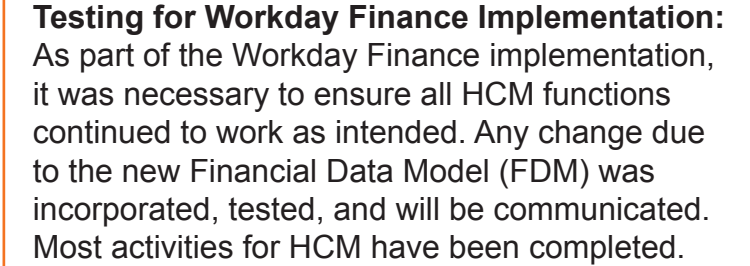
**Completion of the FDM 101 webinar previously offered satisfies this requirement.*

Interested In More?

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."

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."**



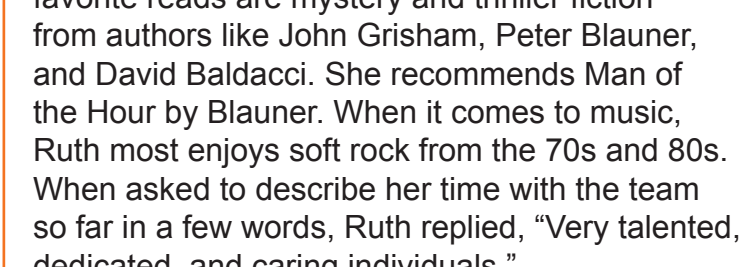
Changes to Workday HCM

Testing for Workday Finance Implementation: As part of the Workday Finance implementation, it was necessary to ensure all HCM functions continued to work as intended. Any change due to the new Financial Data Model (FDM) was incorporated, tested, and will be communicated. Most activities for HCM have been completed. HRIS is aligning to the new deployment plan based on the new Workday Finance go-live date, September 1, 2017.

New Performance Appraisal Process – TALK for Success: HR developed a new performance review process called TALK for Success. The first phase was implemented in February, Fiscal Year '17. HRIS is configuring the second Phase, which will be effective June 1, 2017.

FY18 Tidemark Budget Rollover and Workday: HRIS is currently collaborating with the Budget Office, Compensation, and the Workday Finance team to develop the load for FY18 merit, allowances, and pay changes.

Upgrading Onboarding Documents: Currently, Onboarding documents are routing to employees with outdated information. Configuration changes are being completed to update document links and create new documents to ensure new hires are reading and acknowledging accurate University of Miami policies.



Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Ruth Alcala and Alyssa Thompson.

Ruth was born in Caracas, Venezuela as the daughter of a diplomat, but also spent her childhood years in Philadelphia, Pennsylvania and La Havre, France. She earned her Master of Business Administration degree from the University of Oklahoma. Away from the office, Ruth enjoys Tai Chi, traveling, and reading. Ruth's favorite reads are mystery and thriller fiction from authors like John Grisham, Peter Blauner, and David Baldacci. She recommends Man of the Hour by Blauner. When it comes to music, Ruth most enjoys soft rock from the 70s and 80s. When asked to describe her time with the team so far in a few words, Ruth replied, "Very talented, dedicated, and caring individuals."

Alyssa Thompson is the Deloitte Finance Reporting Lead. She troubleshoots reporting issues and facilitates reporting review sessions, among other related responsibilities. Alyssa commutes from Seattle, Washington, but is originally from Walnut Creek, California. She earned her bachelor's degree in Industrial Engineering from California Polytechnic University, also known as Cal Poly. Alyssa enjoys trying new restaurants and cocktails, working out at Orangetheory Fitness, and going to concerts and shows. Her favorite type of music is anything with a good guitar solo and her favorite kind of a movie is a good thriller. Alyssa and Ruth share David Baldacci as a favorite author; and Alyssa also enjoys James Patterson and Stephen King.



Important Project Changes

With the decision to delay the Workday Finance implementation beyond June 1, please note the following changes:

- Workday Finance Training will continue, as scheduled. Additional training and more opportunities for practice will be added throughout the summer.
- Ariba/UMeNet, FRS, DMAS, and the Resource Recovery Services (RRS) will continue to be used after June 1 until the September 1 go-live.
- The University's Purchasing Card (P-Card) will change from American Express (AMEX) to MasterCard (U.S. Bank) with the implementation.
- The "Purchasing Card (U.S. Bank)" training is available as a computer-based learning (CBL) module in [ULearn](#) and is required to receive the new P-Card. This CBL must be completed by July 17. Please read the "New Purchasing Card Program - Updated Card Distribution Timeline" section to learn more.
- **Reports.** University of Miami's new dynamic business intelligence (BI) portal, is still scheduled to launch on June 1. Five years of detailed financial data will be available and viewable in FRS format via the portal. Workday Financial Data Model (FDM) dimensions will be added after the Workday Finance go-live. Subsequent phases of the Reports implementation will include Workday Human Capital Management (HCM) and Canelink student data. Cost Center Managers (CCMs), Finance Reviewers, and Microstrategy Financial Records Users are invited to sign up for Reports training by visiting [ULearn](#) and searching for the following keywords: **"BI Solution"** or the complete course name: **"Business Intelligence (BI)."**



Workday 1.5

University of Miami Hospitals (UMH) is scheduled to migrate to Lawson on October 29, 2017. The Workday Finance project team will be working with UHealth to support this go-live. Workday will be replacing Ariba/UMeNet after September 1 for non-clinical purchases, eChecks, and eBERFs. Capital equipment, non-healthcare purchases (e.g. office supplies and uniforms), and services will be purchased through Workday.



FY18 Tidemark Budget Rollover to Workday

A one-hour **Fiscal Year 2018 (FY18) Tidemark Budget Rollover to Workday Webinar** is now available as computer based learning (CBL) module in [ULearn](#). This webinar covers:

- Compensation Structure Changes and Merit Program
- Merit, Lump Sum Payments, and Gap to Minimum
- Allowances
- Activity Pay
- Costing Allocations
- Open Positions
- Timeline

To register, please visit [ULearn](#) and search for keyword: **"Tidemark,"** or by the complete course name: **"FY18 Tidemark Budget Rollover to Workday."**



Register for Workday Finance Training

Please continue to encourage your staff to attend training even with the change in go-live date. This additional time will be beneficial as they work on mastering new skills and technology.

Training sessions cover the following:

- Purchasing and Expense Reimbursement business processes in Workday
- Accounting Journals
- Creating Ad Hoc Bank Transactions

Who should attend training? Anyone who:

- Uses ARIBA/UMeNET on a regular basis to prepare purchase requisitions, or create expense reimbursements on behalf of others
- Prepares non-salary journal entries in FRS
- Uses manual cash journals to record deposits

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 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 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."**



Security Role Assignment Exercise

On April 3, the Workday Finance Team released the first Role Assignment exercise with requests for assignments of Cost Center Sponsored Program Manager, Senior Business Manager, Cost Center Manager (if needed), Purchase Data Entry Specialist, Expense Data Entry Specialist, UM Receiver, Accountant, Program Manager, Program Reviewer, Area Head, and Deposit Specialist. More than 30,000 role assignments have been received so far. The Workday Finance Team will be loading these into a test tenant for further review and analysis.

Roles that weren't requested in that initial exercise will be requested in the coming weeks.



Supplier Management

The University had embarked on a process to leverage UMarketplace, the University's new electronic supplier management system in partnership with Jaggaer, to enroll suppliers and obtain and maintain current and accurate information (including insurance certificates). In order to do business with UM (or its hospitals), all suppliers must enroll, provide necessary documentation, and have a complete profile in the portal by Tuesday, August 1.

If you have questions, please email UM Purchasing and Supply Chain Services at: supplychain.supplierapp@miami.edu, or by phone at (305) 284-5751.



Workday Finance Practice Labs

Practice labs are a great opportunity to get hands-on experience in the Workday training system (no lecture will be presented). One-hour practice labs are currently available for **those who have already attended 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."**