



On September 8, a new Workday user interface and mobile app will be available. This new look will introduce a design featuring clean icons that allow for more intuitive navigation.



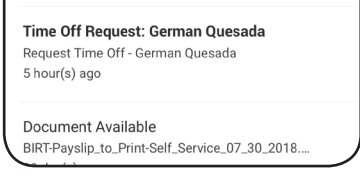
Enjoy Workday on the Go!

- Workday Mobile goes wherever you go and can be accessed 24/7
- On September 8, download the app:
 - [iPhone/iPad](#) (Apple App Store)
 - [Android devices](#) (Google Play)

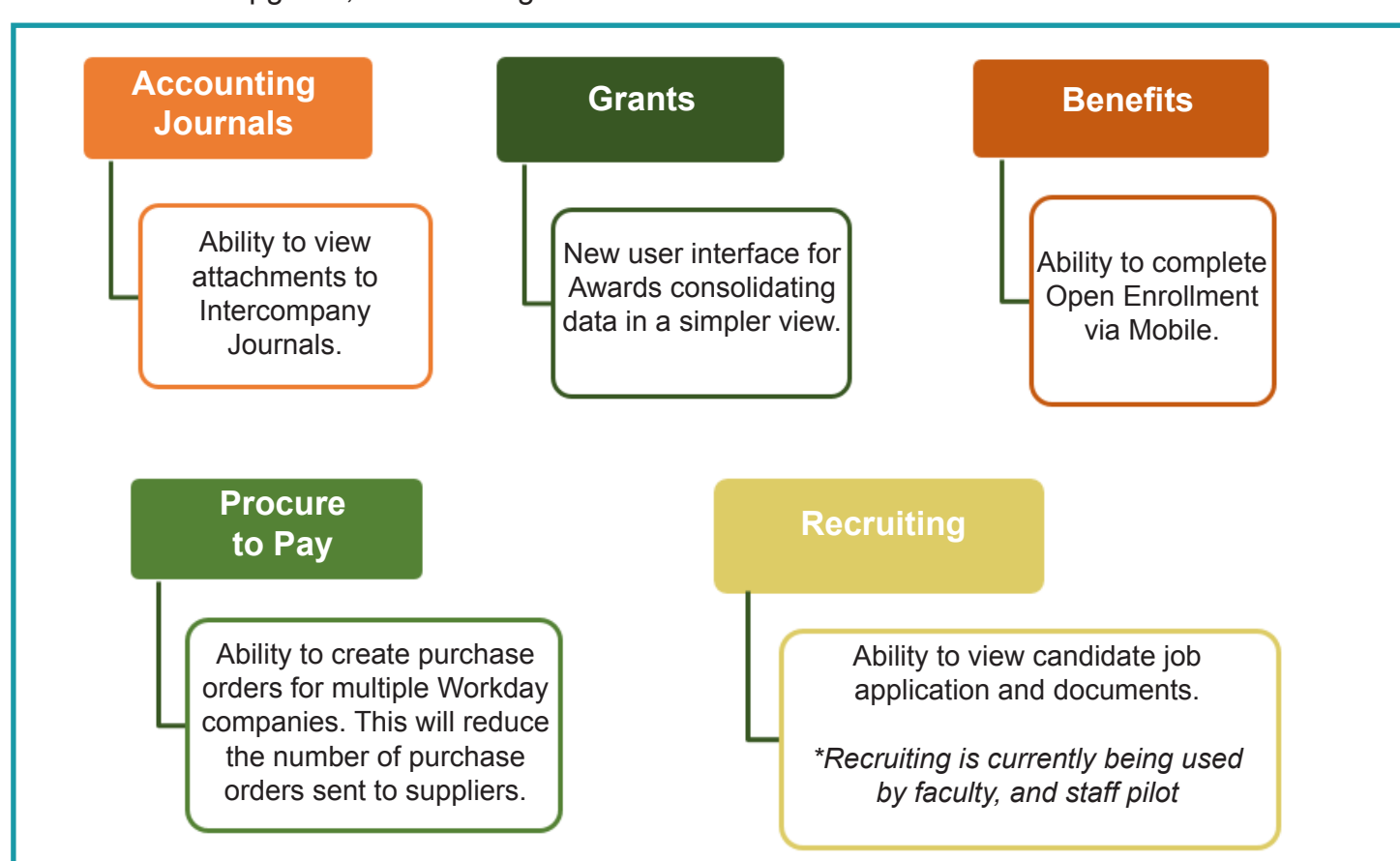
As an employee, you can change personal information, such as emergency contacts, address, phone numbers, and much more. You can also view detailed pay stubs, request time off, and view W2s.

As a manager, you can access your dashboard reports, correct time off, request and approve leaves of absence, approve job titles, create/edit/approve expense reports, photo change and more!

Mobile-Only Functionalities

 <p>Expenses</p> <p>Collect receipts using a mobile device camera and upload to an expense report.</p>	 <p>Take a photo and upload/update your profile from the device camera.</p>	 <p>App Push Notifications (supports Apple and Android devices).</p>
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With the new upgrade, the following items will be rolled out over the next few months:



System Changes

Click [here](#) for a comprehensive list of completed and in-development system changes.



New Workday Website Coming Soon!

Something great is in the works! A new, unified Workday website will be launched at the end of September 2018. Stay tuned for the latest information on Workday HR- and Finance-related updates.



Help Improve Workday! Please Complete the Workday Change Management Survey by Wed., Sept. 5

Six months ago, the Workday Change Management Survey was distributed. Results from this survey provided important feedback to the team, which was used to make improvements, including updating business processes, developing additional training, providing tailored communications, and increasing outreach efforts. In order to continue making progress, we are requesting your feedback in another short survey.

The survey can be taken online by clicking [here](#), and will take no more than five minutes to complete. Your responses will be anonymous. Results of the survey will be shared in future communications, with senior leadership, and at upcoming Workday events.

Thank you, in advance, for your feedback.



Updated Role-Based Resources

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

- [Accountant](#)
- [Cost Center Manager](#)
- [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, please click [here](#).

Important Links

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



A Year in Review

DATA FROM SEPTEMBER 1, 2017 - JULY 31, 2018

Expense Reports Initiated and Approved **31,645**

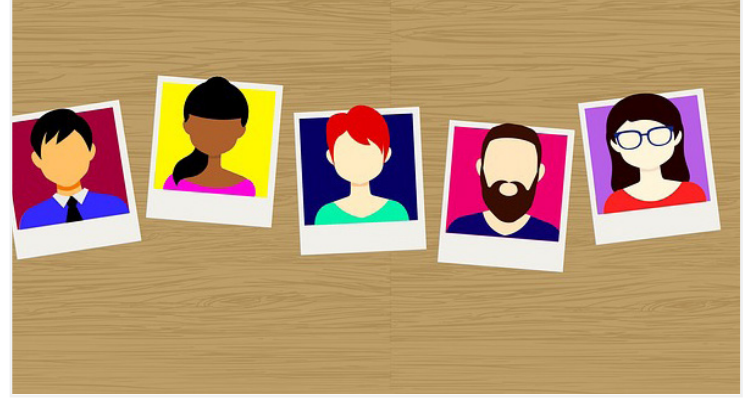
14,830 Manual Journals Posted

Supplier Invoices Approved by Accounts Payable **215,195**

103,312 # of Purchase Orders Issued

Over **1.3 Billion Dollars in Payments Made** *Excluding Salary

of people trained in Workday Finance **2,521**



Workday Ask the Experts Webinar – Grants

On September 8, Workday will be upgraded with a new user interface (UI). This session will offer a sneak peek of the new design featuring significant changes to the Awards screen. **These sessions are specifically for Cost Center Managers (CCMs), Cost Center Sponsored Program Managers (CCSPMs), Principal Investigators (PIs), Award Analysts, and Grant Managers.** During this one-hour session, the following will be covered:

- New Workday UI
- Award Transaction Audit Report
- FAQs
- Support Resources

For your convenience, please select a session from the following dates to learn more about viewing Grant information in Workday:

- Friday, Sep. 7 at 11 a.m.
- Wednesday Sep. 12 at 12 p.m.

To register, please visit [ULearn](#) and search for the keywords: “**Ask the Expert**” or by the complete course name: “**Workday Ask the Experts Session.**”

