



November 2018

Workday Recruiting: A New and Improved Hiring Module

Enjoy the new recruitment and hiring process! Workday Recruiting is an online recruitment system built to help you find, share, engage, and select the best internal and external candidates for your team. For information on applying for a job, managing a candidate, and assigning roles, please review <u>Workday HR: Recruiting tip sheets</u> or visit our new career site (<u>miami.edu/careers</u>).

Learn More

Training is available for Managers and Primary Recruiters. To register for this training, log in to <u>ULearn</u> and search using the keywords: "**Workday Recruiting**" or the complete course name "**Staff Workday Recruiting for Managers and Primary Recruiters**."

Drop-In labs will be available the week of Wednesday, Nov. 28 through Friday Dec. 7 to support you in completing any business processes. For the full schedule, please click <u>here</u>. (Note: you do not have to register to attend a Drop-In Lab.)

If you have questions related to hiring or applying, please contact your Recruiter or HR Partner. For questions related to training, please contact the Workday team at: <u>workday@miami.edu</u>.

Mobile Functionalities

- Access the *Recruiting* worklet
- View Funnel and Candidates
- View resumes and other attachments
- Move Forward and Decline
 Candidates
- Take action on recruiting tasks in your Inbox

Workday Mobile goes wherever you go and can be accessed 24/7 Download the app:

- iPhone/iPad (Apple App Store)
- Android devices (Google Play)





Workday Tips and Tricks

Don't stay in the clouds! Learn these Workday Tips and Tricks to complete your business processes or <u>click here to access Workday Tip Sheets and</u> <u>Tutorials.</u>



Purchasing

- If you have a Requisition (Purchase Requisition) in progress or draft, and would like to cancel it, search for the Requisition (RQ-xxxxxxxx) using the related actions and select Cancel.
- Reconcile Procurement Card Transactions in the same Verification as long as the transactions are in the same UM Company.

Grants Reporting

• When running the <u>Award Audit Transaction</u> <u>Report</u>, select View by: "Spend Category as Worktag" and then by: "Journal Source" to see data. Note: The data is returned faster this manner vs clicking on the amount.

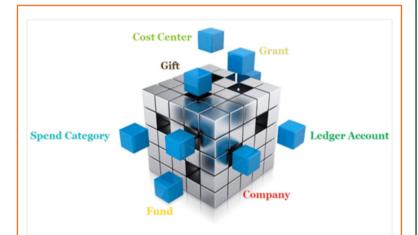


For technical issues, please contact the UMIT Service Desk at 305-284-6565 or help@miami.edu.



System Changes

Click <u>here</u> for a comprehensive list of completed and in-development system changes.



Now Available: Workday Financial Data Model (FDM) Update

A new version of the **Workday Financial Data Model (FDM)** computer-based learning (CBL) module is now available in <u>ULearn</u>. In addition to defining the FDM and its dimensions, this training also describes key concepts of role-based Workday financial reports and demonstrates



ACTION REQUIRED: Update Contact Information to Receive ENN Messages

The University of Miami Emergency Notification Network is a comprehensive communication solution that allows the University to quickly disseminate an urgent message in the case of an emergency. To ensure you continue to receive ENN messages, please log in to <u>Workday</u> to complete the update/confirm contact information task sent to your Workday inbox by Monday, Dec. 3, 2018. For instructions on how to update your contact information in Workday, please review this <u>tip sheet</u>.

Failure to update and confirm your contact information in Workday by Monday, Dec. 3, 2018, will prevent you from receiving official ENN messages.

If you have any questions, please contact the UMIT Service Desk at 305-284-6565 or <u>help@miami.edu</u>.

Are you a Manager with one or more direct reports?

accessing information in Workday. **Note: This CBL replaces the Workday FDM 101 CBL as a required pre-requisite for Workday Finance training.** If you have already taken Workday FDM 101 you will not be required to take this updated CBL. However, it is highly recommend to view for updates on key FDM concepts.

To register, please log in to <u>ULearn</u>, and search for following keywords: "**FDM**," or by searching for the complete course name: "**Workday FDM**."



UMIT Change Management – Training Spotlight

The UM community has been excited to participate in hands-on training for <u>Workday Recruiting.</u> Kudos to the UMIT Change Management team facilitating system training and answering questions!

Need support?

Attend a Staff Workday Recruiting Drop-in lab for assistance in completing any business processes. For the full schedule, please click <u>here</u>. (Note: you do not have to register to attend a Drop-In Lab.)





As a manager with one or more direct reports, an action is required on your part to confirm important details in Workday. Please confirm and update the work location (building name, e.g. Richter Library, Gables One Tower, etc.) and work space (floor or room number, e.g. room 200) for your direct reports in <u>Workday</u> by Monday, Dec. 3, 2018.

In the event of an emergency, having an updated work location enables the University to respond to workplace emergencies at a precise location. To learn how to make changes to location, workspace, and more, please review this tip sheet. Note: An employee is not authorized to make this correction in Workday, only the manager, HR partner, or the HR business process initiator for your team can enter this information.



Don't Stay in The Clouds, Get Workday Support!

There are a variety of immediate Workday support options to get you the support you need!

Workday Tip Sheets and Tutorials



Review <u>Workday Tip Sheets</u> and <u>Tutorials</u> for assistance in completing a business process or running a report.

Call



Get real-time assistance with Workday issues 24 hours a day, 7 days a week. Please contact the UMIT Service Desk at: (305) 284-6565.

Email



Submit a question and receive a response by email. Please contact the UMIT Service Desk at: <u>help@miami.edu</u>.

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:

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

To learn more information specific to other Workday roles, please click <u>here</u>.

Important Links

- Log in to Workday
- <u>Training Resources</u>
- Frequently Asked Questions
- <u>Communications</u>

Additional Workday Support

Requst a Workday Drop-In Lab



Get one-on-one assistance in completing a business process or running a report from a Workday expert. To learn more about requesting a Drop-In Lab in your area click <u>here</u>, or emaill <u>workday@miami.edu</u>.

Workday Instructor-Led Training (ILT)



Register for Workday instructorled training (ILT) courses. Visit the <u>Workday Finance Training Catalog</u> to review a list of available ILT training.

Workday Webinars & Computer-Based Learning (CBLs)



Register for Workday webinar sessions, and computer-based learning (CBLs). Visit the <u>Workday</u> <u>Finance Training Catalog</u> to review a list of available webinars this month.

If you are experiencing difficulties completing a business process or running reports due to system performance, please email screenshots and details of the specific business process to workday@miami.edu.

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

Connect

To subscribe to this message, please contact us at: <u>workday@miami.edu</u> using the subject line "Subscribe to Workday Update."