Workday Recruiting: A New and Improved Hiring Module

Workday Tips and Tricks

System Changes

Now Available: Workday Financial Data Model (FDM) Update

UNIT Change Management – Training Spotlight

Role-Based Resources

Important Links

ACTION REQUIRED: Update Contact Information to Receive ENN Messages

Don’t Stay in the Clouds! Learn These Workday Tips

In the event of an emergency, having an updated staff space (floor or room number, e.g. room 200) for each work location enables the University to respond to an emergency. To ensure you continue to receive ENN messages, an emergency. To ensure you continue to receive ENN messages, please log in to Workday and complete the update/confirm contact information task sent to your Workday inbox by Monday, Dec. 3, 2018.

As a manager with one or more direct reports, you are responsible for ensuring that your direct reports update their Workday profiles. To make this correction in Workday, only the manager, HR partner, or the HR business process manager, HR partner, or the HR business process owner can make a change to location, work location, or any other employee profile field. This update is required and can be completed anytime within Workday. Process steps are available to help managers update their direct reports’ profiles. To learn how to make changes to location, work location, or other profile fields in Workday, visit the UMIT Service Desk at: help@miami.edu.

The University of Miami Emergency Notification (ENN) messages are an important tool for delivering critical information to the university community. All employees enrolled in Workday are assigned to receive ENN messages. To ensure you continue to receive ENN messages, an emergency. To ensure you continue to receive ENN messages, please log in to Workday and complete the update/confirm contact information task sent to your Workday inbox by Monday, Dec. 3, 2018. Process steps are available to help managers update their direct reports’ profiles. To learn how to make changes to location, work location, or other profile fields in Workday, visit the UMIT Service Desk at: help@miami.edu.

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