

New Workday Features Available!

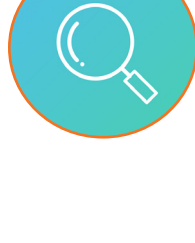
Workday received a few major updates on September 8, 2018. We're breaking down the changes and highlighting the features you'll find in both the new user interface and mobile app.

Highlights:



Expense Reports:

Collect receipts using a mobile device camera and upload to an Expense Report. Within Workday (or the mobile app), the user can select one or more of these expense items to populate an expense report, similar to how they select Travel Card transactions for reconciliation. To learn how to download and configure the Workday application, please review this [tip sheet](#). To learn how to create an Expense Report, please review this [tip sheet](#).



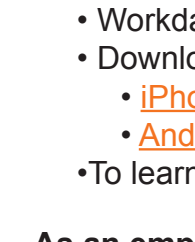
Workday Outlook Add-In

Your Workday just got easier! Approve time off requests and view Workday profiles within Outlook and without launching Workday. To learn how to set up this Workday for Outlook add-in, please review this [tip sheet](#).



Visibility of Supporting Documentation for Intercompany Manual Journals

Approvers in the Create Journal business process now have the ability to view the attached supporting documentation for intercompany manual journals in Workday. With this new upgrade, initiators can now give all Companies access in viewing documents when creating a manual journal. To learn how to create manual journals, check the status of a journal, and define specific journal fields and values, please review [Accounting Journals tip sheets](#).



Purchase Requisitions - Populate With a Split by Percent Between Two or More Driver Worktags

When creating a Purchase Requisition, a new screen is available titled "Line Defaults" where Driver Worktags can be entered to pre-populate every line item in the requisition. At 100% to a single Driver, or split percentages across multiple Drivers (within the same Company), or no pre-population. To learn how to create a Purchase Requisition for catalog goods, please review this [tip sheet](#).

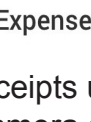
Enjoy Workday on the Go!

- Workday Mobile goes wherever you go and can be accessed 24/7
- Download the app:
 - [iPhone/iPad](#) (Apple App Store)
 - [Android devices](#) (Google Play)
- To learn how to download and configure the Workday application, please review this [tip sheet](#).

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.

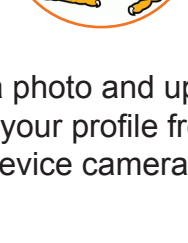
As a manager, you can access your dashboard reports, correct time off, request and approve leaves of absence, approve job titles, create/edit/approve expense reports, photo change and more!

Mobile-Only Functionalities



Expenses

Collect receipts using a mobile device camera and upload to an expense report.



Take a photo and upload/update your profile from the device camera.



App Push Notifications (supports Apple and Android devices).



System Changes

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



Workday Recruiting: A New and Improved Hiring Module

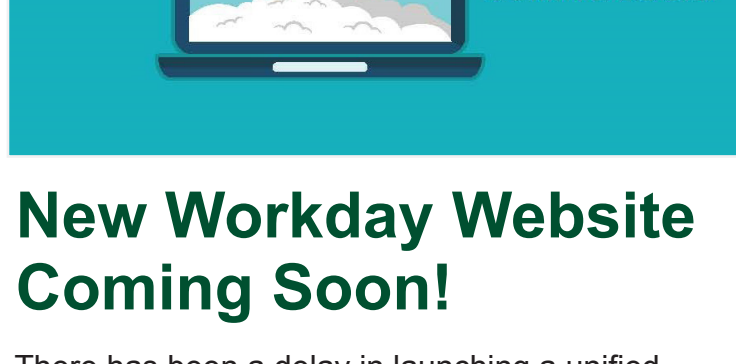
A new and improved hiring module is coming soon to the U and will be implemented for staff before the end of this year. For reference, [please see the announcement here](#). Workday Recruiting is an online recruitment system built to help you find, share, engage, and select the best internal and external candidates for your team. With this new system, you'll experience a streamlined recruitment and hiring process that will reduce hiring time, and improve efficiency, consistency, and process tracking.

Five units comprised of Advancement, Human Resources, Patient Access, Pharmacy, and Enrollment Management are currently participating in a pilot scheduled to complete on October 1, 2018. Feedback from this pilot will be used to update system requirements before its launch.

Below, please find some notable highlights from the pilot as of September 26, 2018:

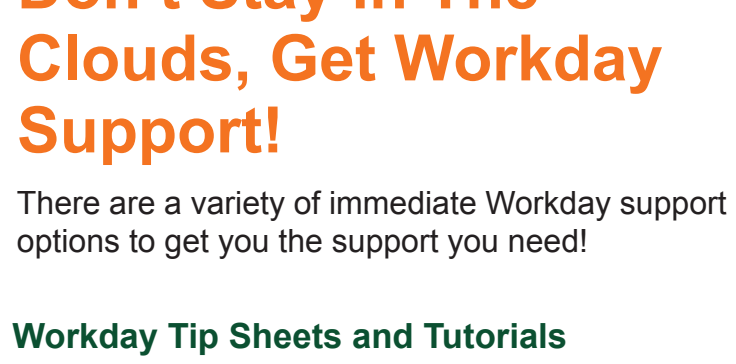
- 50 Managers, Recruiters, and HR Partners have been trained
- 47 job requisitions have been posted in Workday
- 13 candidates have been successfully hired through Workday

To prepare for the full implementation, an email with training details will be communicated in October. In the meantime, you can preview the system by visiting the [Careers at UM website](#) and clicking on "Faculty Positions." Additional information will be provided next month as we continue to develop this exciting change to our recruitment and hiring program. If you have any questions, please contact Lisi Carreno at: lcarrreno@miami.edu.



New Workday Website Coming Soon!

There has been a delay in launching a unified Workday website, but do not worry! A unified site will be launched at the end of October 2018. Stay tuned for the latest information on Workday HR- and Finance-related updates.



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

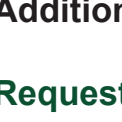
There are a variety of immediate Workday support options to get you the support you need!

Workday Tip Sheets and Tutorials



Review [Workday Finance Tip Sheets and Tutorials](#) 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: help@umiami.edu.

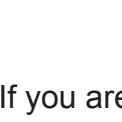
Additional Workday Support

Request a Workday Drop-In Lab



Get one-on-one assistance in completing a business process or running a report from a Workday expert. For the full schedule, please click [here](#). (Note: you do not have to register to attend a Drop-In Lab.) To request a Drop-In Lab in your area, please email workday@miami.edu.

Workday Instructor-Led Training (ILT)



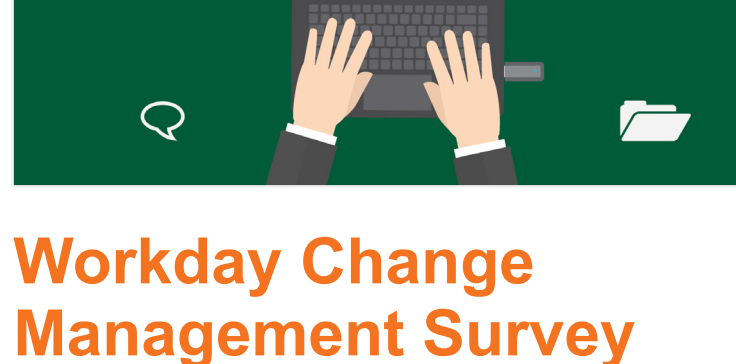
Register for Workday instructor-led training (ILT) courses. Visit the [Workday Finance Training Catalog](#) to review a list of available ILT training.

Workday Webinars & Computer-Based Learning (CBLs)



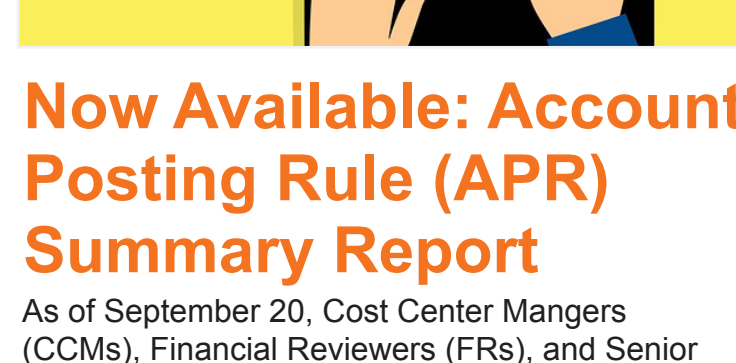
Register for Workday webinar sessions, and computer-based learning (CBLs). Visit the [Workday Finance Training Catalog](#) to review a list of available webinars this month.

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.



Workday Change Management Survey Results

The Workday Sponsor recently announced the results of the Workday Change Management Follow-Up Survey. This survey is designed as a pulse check of the University's overall experience in the system within the last six months, and was sent to over 3,200 faculty and staff members with Workday roles. The results of the survey are informative and provided great insight as we move from stabilization into optimization. For reference, please see the announcement [here](#), or review the following [infographic](#) for a detailed summary of the results.

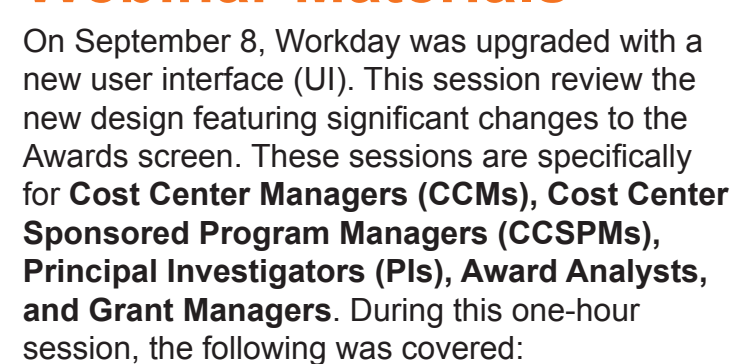


Now Available: Account Posting Rule (APR) Summary Report

As of September 20, Cost Center Managers (CCMs), Financial Reviewers (FRs), and Senior Business Managers (SBMs) are able to run the Account Posting Rule (APR) Summary Report in Workday. This report is used to map the relationship between the Ledger on a Manual Journal to the correct Spend or Revenue Category. To run the APR Summary Report in Workday, please review this [tip sheet](#).

The APR Summary Report is a user-friendly version of the Account Posting Rules currently set up in Workday, and it is a dynamic report that will automatically be updated. Note: This is an additional resource to the [FRS/FDM Conversion Tool](#).

To learn how to run additional reports in Workday, and about Finance reports available by security role, please review this [tip sheet](#).

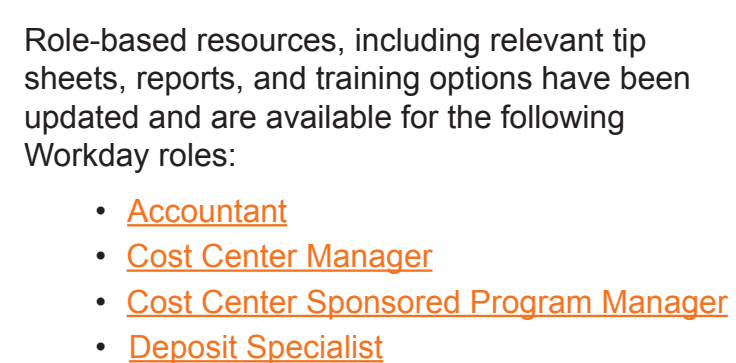


September: Workday Ask the Experts Webinar Materials

On September 8, Workday was upgraded with a new user interface (UI). This session review 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 was covered:

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

The webinar is now available as a Computer-Based Learning (CBL) module. To view the CBL, visit [ULearn](#) and search for the keywords: **"Ask the Expert"** or by the complete course name: **"Workday Ask the Experts Session."**



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](#)

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

Connect



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