

## The Word on Workday

As previously mentioned, the Workday Team is continuing to optimize the overall system and related processes. Review updates to the following four strategic priorities for the Enterprise Business Solutions (EBS) team and central office staff to focus on through Fiscal Year 20, as detailed below:

### Optimization

- Workday consultants have completed a performance assessment of the configuration and security to determine issues and resolutions to improve system speed. The team has already put some of these suggestions in place, and users have indicated improvements.
- Efforts are underway to review current challenges with the Finance Module and provide areas of opportunities with an emphasis on Grants, Assets, and Financial Reporting.
- Began Multi-Company Purchase Orders (POs) and requisitions configuration. [Click here for a comprehensive list of completed and in-development system changes.](#)

### Community Engagement

- Completed last live UHealth Workday Roundtables. Future session will be virtual and extended to target UHealth Workday roles. A subsequent communication will be distributed when more information is available.
- Began implementing a system that provides in-application virtual hand-holding and automated support for Workday processes. Additional information will be provided in future updates.
- Began design of Superuser Certification program. This comprehensive program, launching in early May, will provide advanced training and department level support for designated users on three role-based tracks – Cost Center Manager (CCM), Expense Data Entry Specialist (EDES), and Procurement Data Entry Level Specialist (PDES).
- Workday Grants Focus Group webinars will begin in February specifically for Principal Investigators (PIs) and Grant Administrators. For more information, please read the [Workday Grants Focus Group section](#).

### Strategic Plan Support

- Completed launch of Workday Staff Recruiting module. This new functionality provides an enhanced experience for applicants and employees.
- Begin Talent Management module – a new module will be launched by 2020 that will allow for documenting career development, succession planning, and enhancing talent management and development.

### Analytical Capability

- Began Human Resource Dashboards – a tool that provides data visualization of key performance indicators related to the workforce are currently being developed to assist leaders in monitoring and supporting their talent needs.
- Began analysis of user behavior in system usage. This initiative will improve operational efficiency of processes.

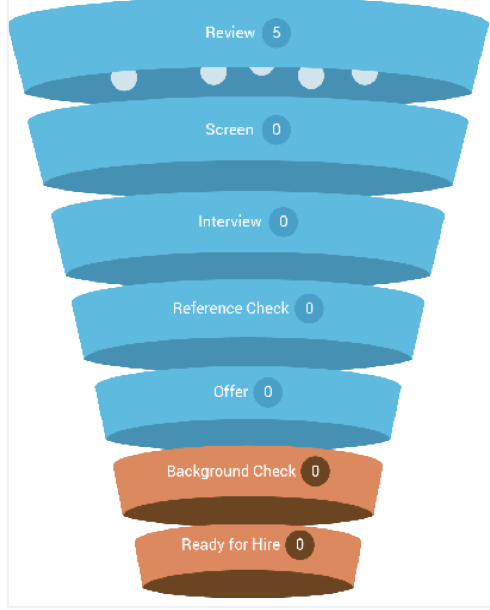
## Staff Workday Recruiting -

### Select the best candidates for your team

Have you heard? Workday Recruiting, the online recruitment system built to help you find, share, engage, and select the best internal and external candidates for your team is live. For information on applying for a job, managing a candidate, and assigning roles, please review [Workday HR: Recruiting tip sheets](#) or visit our new career site ([miami.edu/careers](http://miami.edu/careers)).

We have received some great feedback about the system, including the comments below:

*“Staff Workday Recruiting has streamlined the job posting process by reducing our time to fill positions. This helps us support our internal goal to improve efficiency and business operations,” said Eduardo Dumenigo, Senior Recruiter. “In addition, hiring managers have immediate access to their candidates via the Recruiting worklet, and questionnaires assist in presenting a filtered list of the best candidate... in real time.”*



*“My experience with the new recruiting system has been excellent,” said Mike Pankey, Nursing Director. “I really appreciate the fact that I can review candidates at a glance for specific positions, and the system provides automatically feedback to the candidate on their stage in the hiring process.”*

*“The implementation of Workday Recruiting was a great initiative as it provides hiring managers with direct access to their open positions and candidate pool, said Veronica Maristany, Human Resources Director. “This new system has significantly improved the candidate experience when applying for career opportunities, including our internal candidates, who now have a system they too can leverage as they continue their own growth and development at UM.”*

#### Learn more:

Training is available for Managers and Primary Recruiters. To register, log in to [ULearn](#) and search using the keywords: **“Workday Recruiting”** or the complete course name **“Staff Workday Recruiting for Managers and Primary Recruiters.”**

For questions related to training, please contact the Workday team at: [workday@miami.edu](mailto:workday@miami.edu).



## System Changes

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



## Workday Grants Focus Group

The Office of Research Administration (ORA) will be hosting two Workday Grants Focus Group sessions in February specifically for Principal Investigators (PIs) and Grant Administrators. These one-hour sessions will gather feedback on how Workday can better support their business needs and results will be shared in future communications.

Individual Outlook invitations with webinar details will be shared with PIs and Grant Administrators. For webinar dates and times, please review the following:

- **Monday, February 11, 2019 at 10:00 a.m.**  
Note: This session is specifically for Grant Administrators
- **Wednesday, February 20, 2019 at 1 p.m.**  
Note: This session is specifically for Principal Investigators (PIs)

For more information on Workday Grants Focus Group sessions, please email [workday@miami.edu](mailto:workday@miami.edu).



## 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 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@miami.edu](mailto:help@miami.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. To learn more about requesting a Drop-In Lab in your area click [here](#), or email [workday@miami.edu](mailto: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](mailto:workday@miami.edu).



## 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](mailto:help@miami.edu).

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