**Power Up to Workday Mobile**

The Workday Mobile app is simple and intuitive in support of your on-the-go professional lifestyle. You’ll find the same handy features that are available on the desktop version—no more screenshots! Did you know that you can snap a photo of a receipt using your mobile device camera and upload it to an expense report using the Workday app? Request time off? Check and approve inbox items? Workday Mobile works for you when you want it to.

Download the app for: [Android](https://play.google.com/store/apps) or [iOS](https://apps.apple.com).

*View here for a list of questions on downoad or how to install.*

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**Workday Microlearning**

**Creating a Standing Purchase Order (PO) in Workday**

**Before you begin:** do you have the Financial Data Model values you need?

1. Click the Purchases worklet.
2. Click Request Non-Catalog Items.
3. Select the correct company. Requester: if you are requesting this Purchase Req. on behalf of another Requester, click ≡ and enter their name.
4. Select the correct driver Worktag(s).
5. Spend Category (formerly sub-object code).
6. Click OK.

**Steps to Create a Standing PO from the Workday Homepage:**

*Note: POs are issued for recurring services only.*

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**As an employee:** you can change information, such as emergency contacts, address, phone numbers and more. You can request detailed pay stubs, request time off, and view your 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.

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**Reminder: Student Employee Hiring Process Webinar**

Register today to attend a 90-minute Student Employee Hiring Process Webinar that will cover hiring student into shell jobs, adding job assignments, processing student pay changes, and ending student job assignments.

For your convenience, please select one of the two sessions listed below, based on the type of student employee you hire (Hourly Paid Students or Stipend Paid Students and Graduate Assistants):

**Tuesday, August 6 from 2-3:30 p.m.**

This webinar will cover the hiring process for hourly paid students, and:

- Request Compensation – as part of the add-on process to assign regular pay
- Request Compensation Change – as a standalone process to change hourly pay

**Wednesday, August 7 from 2-3:30 p.m.**

This webinar will cover the hiring process for bi-weekly stipend paid students and graduate assistants, and:

- Period Activity Pay – as part of the add-on process to assign activity-based pay with an effective end date
- Manage Period Activity Pay Assignments – as a standalone process to change or end pay

To register for a session, please visit ULearn (https://ulearn.miami.edu) and search for the keywords: “Student Hiring” or the complete course name: “Student Employee Hiring Process Webinar.”

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**System Changes**

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

**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.

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**Important Links**

- [Login to Workday](#)
- [Frequently Asked Questions](#)
- [Communications](#)

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**If you have questions related to Workday, please contact the UMIT Service Desk at:**

(305) 284-6565 or help@miami.edu.

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

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**July 2019**

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