

Super Users Orientation Kicks Off Exciting Certification Program

The Workday Super User Certification Program got off to an exciting start on Tuesday, May 14, as nearly 70 participants attended the Orientation session in the Hurricane 100 room at the Watsco Center. The new program is geared to empower Super Users to work together serving as troubleshooters and liaisons, and ultimately to boost efficiency for Workday teams across the University.

"We're here together to build a community of practice, and we're excited that you are motivated to find the fastest, most efficient ways to do your job," Marcy Beckford, executive director of UMIT Change Management, told the group in her welcome remarks.

Anurag Sarin, UM associate vice president responsible for optimizing Workday through innovative ideas and practices, highlighted three core components of the program—education, exposure, and community.

"Our intention is to make sure that we are providing the exposure and education necessary in respect to expense and procurement so that the Super Users become end-to-end experts," Sarin said.

"We're creating a community of like-minded individuals so they can work together to go forward as a tight-knit group and will want to give back something of what they've learned," he added.

The participants, representing two tracks—Procurement Data Entry Specialist (PDES) and Expense Data Entry Specialist (EDES) roles—form the first cohort of this pilot. Managers nominated candidates based on their initiative and problem-solving capabilities.

Ponciano Gari, a senior manager in Business Operations on the medical campus, was accepted into the PDES track and attended the Orientation.



"I really like this initiative of the University to try and get more people more in-depth training—I'm looking forward to learning a lot," Gari said, adding that he appreciated the chance to collaborate and had already learned a range of valuable tips from the colleagues at his table.

In addition to strengthening their knowledge of Workday, Super User candidates enjoy access to central support teams as they explore issue resolutions, serve as early adopters of systems changes, and network with fellow Workday sleuths across the University.

The program continues with training sessions through June and July, with a certification exam and recognition event in mid-August. Five lucky graduates will be selected to attend Workday Rising 2019.

The Super User pilot program was highly selective. A second cohort for the PDES and EDES tracks will launch and new tracks will be added for Cost Center Managers and Human Resources Business Process Initiators in the fall of 2019.

Workday Microlearning:

Line Defaults Save Time Ordering Multiple Line Items

Purchasers with a long list of items to order for a purchase requisition no longer have to copy and paste to add items in one by one. Instead, choose the Line Default feature at Checkout, then let Workday work for you, populating each line automatically with the designated Driver Worktag. This time-saving feature offers an excellent improvement for the purchase of multiple line items in Workday, whether goods or services.



Item Identifiers	Item Tags	Cart Details	Memo	Program
Manufacturer Name : Staples Manufacturer Part Number : 020810/020810 UNSPSC : 44121706		Cart Name : Staples Order for May 2019 External Supplier ID : 405934 Product Type : Punchout Requisition ID : 2448506 Requisition Line ID : 7932049 Unique Name : S1100431		P500014 Wellness Center
Manufacturer Name : Staples Manufacturer Part Number : 876203/876203		Cart Name : Staples Order for May 2019 External Supplier ID :		P500014 Wellness Center

Here's how it works:

1. Connect to UMarketplace when purchasing goods
2. Add items to cart
3. Review cart
4. Send to Workday
5. In Checkout, select Line Default
6. Select Use Default worktags
7. Insert the appropriate Driver worktag

Works the same way for Service Purchase Requisitions starting at number 5.

For more information, attend a "Workday Procurement" training offered on different campuses each month, or log into [ULearn](#) and search for Procurement.



Workday Recruiting Survey: Thank You for Your Feedback!

A big Thank U to those who shared ideas and input via the Workday Recruiting Survey offered from May 7-17. The new recruiting module went live nearly six months ago, and we remain very interested in knowing your ongoing experience.

We're still assessing the survey results (all feedback was anonymously recorded), and look forward to sharing what we've learned in the Workday Update June issue.

Thank you again! Your feedback helps guide us.

Now Available: Travel Card Transaction Alerts

Employees with Travel Card transactions that have not been added to an Expense Report will receive notifications via email on the 31st and 45th day from the transaction date. If the transaction is more than 61 days old and has not been reconciled on an Expense Report, an email will be sent to both the cardholder and their manager.

Reminder: Close POs and Initiate Change Orders Are Suspended for Fiscal-Year End

Between June 1 and June 10, during the Fiscal-Year End, users will not be able to Close POs or initiate Change Orders. These features will be temporarily suspended until Accounts Payables has completed their year-end closing.

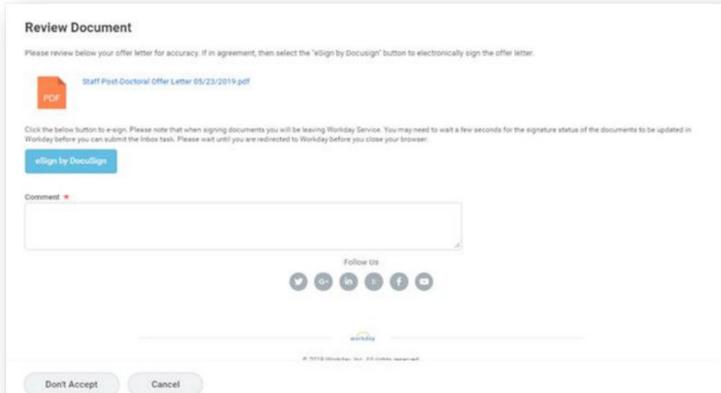
Attention Cost Center Managers Now Available: DocuSign to Manage and Execute Offer Letters

Effective May 24, a new Workday feature called DocuSign is available to improve the overall candidate experience and the recruitment process for staff. DocuSign is an electronic signature tool that will enable the University to manage and execute offer letters within Workday. Note: This functionality will not impact candidates who applied for a position before May 24, 2019.



What's new?

The candidate will be able to review their offer letter and select the "eSign by DocuSign" button to electronically provide a signature (screenshot below for reference).



For additional assistance, contact HR at (305) 284-3798 Gables campus or (305) 243-6482 on the Medical campus.

Coming Soon: Reverse Journal Functionality

Effective Monday, June 3, Accountants and Accounting Managers can make use of the new Reverse Journal functionality that replaces the Unpost action used to undo a journal posted by mistake or with an error.

Reversing a journal provides a complete audit trail of corrections to journal entries, and follows the approval workflow of the original journal. Once approved, Reverse Journals post in the next open period.

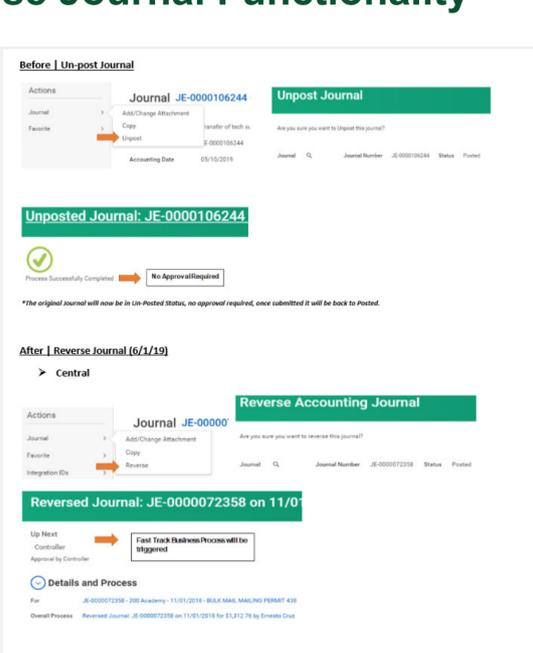
What's new?

Central Office Accounting Managers may use different functionality based on whether the period of the original journal is open or closed.

- If the period is open, they are able to use the Reverse action. Once approved, the operational journal is created and includes a hyperlink to the original journal
- If the period is closed, they are able to copy and reverse the journal

Department Accountants are able to copy and reverse journal.

[Click here](#) to access tip sheets.



System Changes

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

Important Links

- [Log in to Workday](#)
- [Training Resources](#)
- [Frequently Asked Questions](#)
- [Communications](#)



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 Sponsor 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](#).

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."