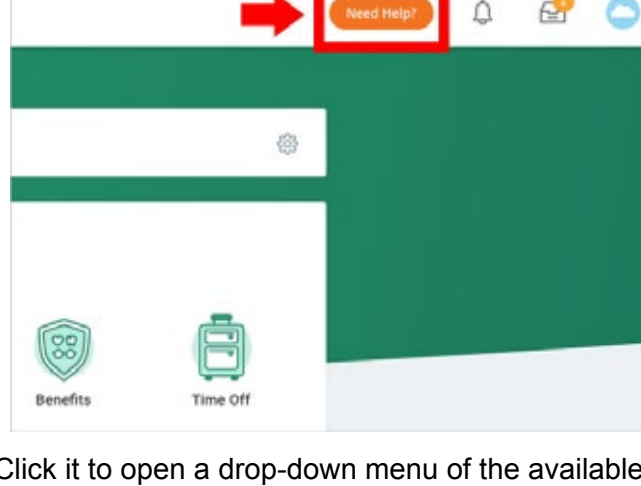


Now Available: *WalkMe for Workday* Interactive Navigational Guides

WalkMe for Workday – a new smart tool that makes getting help with Workday processes much easier – is now available.

WalkMe Smart Walk-Thrus are interactive, navigational guides within **Workday** that explain business processes in an intuitive manner. These smart guides will initially complement existing Workday tip sheets and, ultimately, replace them.

In order to start using WalkMe, you'll need a plugin. The WalkMe plugin has been automatically installed on most computers. If you have a Mac or would like to install the plugin yourself, please [click here](#).



On your Workday page, you will see an orange "Need Help?" icon. Click it to open a drop-down menu of the available guides. In this first phase, 22 guides are available to explain processes across four Workday categories – Expenses, Procurement, HR, and Basic. Additional Smart Walk-Thrus will be available soon.

For any questions, please contact the UMIT Service Desk at: (305) 284-6565 or help@miami.edu.

Start using WalkMe for Workday today – and experience Workday in an exciting new way!

New Workday Super User Class Is Eager to Learn



Michelle Cerrato-Dominguez is determined to become a Workday Super User. The senior clinical program coordinator asked to be nominated last Spring to the initial [Workday Super User Certification Program](#) class, but another candidate was chosen from her work team. When nominations for the Fall 2019 class opened a few weeks ago, Cerrato-Dominguez asked again – and this time she was selected.

Determination and the desire to master Workday skills are among the key qualities required for Super Users.

"I was sent to every workshop when Workday rolled out so I know the basics, but I definitely want to be a Super User – it would really open up my world," said Cerrato-Dominguez, who attended the October 8 orientation together with 54 other candidates selected for the Fall 2019 program. She has 24 members on her work team. "And all the Workday questions come back to me," she said.

The Fall 2019 program offers certification training again for both [Procurement Data Entry Specialists \(PDES\)](#) and [Expense Data Entry Specialists \(EDES\)](#). Future series will offer other Workday training tracks.

Anurag Sarin, associate vice president for the Enterprise Business Solutions (EBS) team, welcomed the new class.

[Read full article.](#)

Super Users Find Learning, Inspiration, and Entertainment at *Workday Rising 2019*

To learn about the vast array of Workday financial and human capital management products, more than 13,000 excited attendees from around the world – among them a team of Super Users from UM – traveled to Orlando, Florida, for [Workday Rising 2019](#). Over four days, in Deep Dives, Hands-on Labs, Table Talks, Theater Sessions, Breakout Sessions, and Ask Workday Sessions they learned, and were inspired and entertained.



Five UM Super Users were selected in a lottery for the graduates of the first Workday Super User Certification Program class last spring.

"I had no idea how massive Workday is – it's a billion-dollar-enterprise," said Cristina Barrera, an office manager at the Rosenstiel campus. "I thought it was simple – the University rolled it out a few years ago, and so we use it. But now I see Workday from a different perspective, see how people use it from the retail side to education and much more – and I'm excited by some of the new products that are coming."

When the nomination period opened in Spring 2019 for the first Super User Certification class, Barrera asked her supervisor to nominate her for the Procurement Track. He did, and she was chosen as one of two candidates from her campus.

"The program has been super beneficial," Barrera said. "It was a little nerve-racking with the four-hour test at the end, but it was an amazing opportunity – and I tell everyone they should do it."

At the conference, she attended a range of sessions and conversed with groups from around the world to learn their experience of Workday, some who had used it for a few months, some for years.

"Now I have newfound appreciation for Workday – Rising was really an eye-opener," Barrera said.

Lu Li, a finance manager with Health Information Management, enjoyed connecting with her Super User colleagues in a new way and also starting her days off with such inspiration, both music and metaphor.

[Read full article.](#)

Workday Microlearning: Repay UM Expenses

Scenarios sometimes emerge that require staff or faculty to pay back funds to the University. Below are the two most common instances and the steps you should take to reconcile expenses.

**Note: Spend Authorizations are reconciled through Expense reports.*

Scenario 1



Unused Cash Advance.
Researcher traveling outside the country receives a Spend Authorization for a cash advance. The unused amount of the cash advance must be returned.

Scenario 2



Personal Charges on a Travel Card.
An employee uses a University Travel Card and charges an unapproved personal item. The University makes the automatic payment for the card. The personal charge amount must be paid back.

Coral Gables campus: Make a deposit at the Cashier's Office (Ashe Building) using the Cashier's Office – Departmental Transmittal Form. Include the following:

- Description:** "Repayment of funds for [Employee's Full Name]"
- Revenue/Expense Category:** Ledger Account 1308:A/R Employees for #1 and Ledger Account 2001 for #2.
- Driver Work tag:** Driver Worktag used on original payment request.
- Amount:** Amount being returned to the University.
- You cannot use the same Expense Report for both Cash Advance and Travel Card reconciliations. You must submit separate Expense Reports for these items.**
- There should be only one (1) expense report per Spend Authorization.**

Medical campus: Contact the Medical Finance Office for instructions.

Rosenstiel campus: Contact the Business Office for instructions.

Available November 1: New *My Awards Portfolio* Dashboard

Beginning Friday, November 1, specified Workday roles are invited to access a new *My Awards Portfolio* Dashboard that provides a one-stop shop to view aggregated award data and an overview of research reports from Budget to Actuals.

The Office of Research Administration (ORA) and Enterprise Business Solutions (EBS) teams have partnered to create this dynamic update that facilitates the retrieval and analysis of University research portfolios.

To learn more, please view this [My Awards Portfolio tip sheet](#) and/or attend these upcoming [ORA Administrative Update meetings](#).

Workday Roles with Access:

Principal Investigators, Co-Principal Investigators, Grant Managers, Cost Center Managers, Cost Center Sponsored Program Managers, and Grant Reviewers.

My Awards Portfolio Dashboard Reports:

- My Active Awards:** Identifies the budget vs. actuals for a PI's active awards.
- My Expiring Awards:** Identifies the PI's expiring awards.
- My Award Proposals:** Identifies all award proposals for a PI regardless of status.
- Tasks Awaiting My Approval:** Identifies various business processes awaiting the PI's approval.
- My Award Purchases:** Identifies purchases for the PI's active awards.
- Clinical Trials:** Identifies the cash, actuals, and cash balance for a PI with Clinical Trials.

If you have one of the above specified Workday roles, but cannot see the dashboard, contact workday@miami.edu.

For questions about the data and/or Sponsored Projects, please contact ORA at 305-284-9733 or email ORA-SI@miami.edu.

Workday Table a Popular Stop at 2020 'Canes Total Rewards Fair



The Workday table was a popular spot both for questions and for Workday giveaways for the 2020 'Canes Total Rewards Fair held October 14-17 on the three University campuses.

Farah Floyd of the Enterprise Business Solutions (EBS) team staffed most of the day at the Shalala Student Center on the opening day of the fair and was one of several members of the EBS and Change Management teams who shared Workday table staffing responsibilities over the four days of the fair.

"A lot of people who stopped by were asking for training either because some things have changed or they needed a refresher," Floyd said. "I found myself referring many to ULearn and telling them about the Super User program."

"From when it opened at 10 until noon it was nonstop with people stopping by, asking questions and grabbing goodies – the pens and lanyards were really hot items," Floyd said.

Floyd said that many who stopped by inquired about Workday training. "Either because things have changed or that they needed a refresher," she said. She offered some 1:1 training at the table and referred others to [ULearn](#) and suggested the Super User training program.

Megan Walsh, a director of programs at Frost School of Music and University employee for 17 years, stopped by and identified herself as a very satisfied Workday user.

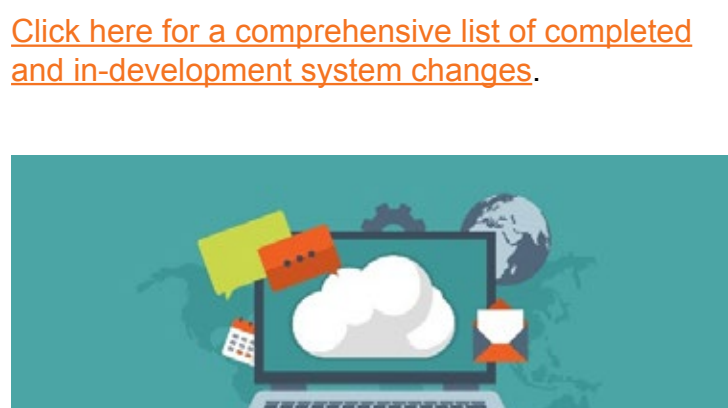
"Workday is easy to access and use – I love it," Walsh said. "I manage a team of 51 teachers as part of the Frost Preparatory Program and use Workday for most everything I do."

Aimee Belatti and Anais Alonso, both supervisors with Patient Access, were among those asking for help and additional Workday training. They were excited to learn about the [Workday Super User Certification Program](#).

To stay current on Workday changes and updates, be sure to subscribe to the monthly [Workday Update newsletter](#).

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 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](#).

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

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

Connect



We value your feedback. Got an idea to share? A Workday item you'd like to know more about?

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