Now Available: Workday FAQs in UService

Over 100 updated Workday FAQs across 15 categories—from Expenses to Time off to Training, and more—can now be accessed via the Self-Service portal within UService, UM's service management system (once in UService, click on “Knowledge Base” then “Workday” to access the Workday FAQs). Samples of the new FAQs access can be viewed below.

Begin using the new Self-Service portal within UService today. FAQ pages on the Workday website will be removed by October 15, and UService will be the only access. These and your other most frequently asked questions can be easily examined at this new hub.

“What are the Cost Center Hierarchy levels?” “What does ZDNU before a Worktag indicate?” Answers to these and other frequently asked questions can be easily accessed within UService, including detailed information on

Close Visibility for POs

A new enhancement was recently made to allow you to see who closed a Purchase Order (PO) within Workday. Previously, the Close Visibility for POs feature was only available to Central Office roles, but this latest enhancement now gives additional visibility to the Close Visibility tab for roles other than Central Office. Ongoing transactions for POs with the Close Visibility field open will now display the individual that closed the PO.

Now, information about who closed the PO is included in the Additional Information column, as shown below:

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Amount</th>
<th>Close Date</th>
<th>Close Time</th>
<th>Close by</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO123456</td>
<td>$1234.56</td>
<td>2020-09-10</td>
<td>10:00 AM</td>
<td>John Doe</td>
</tr>
<tr>
<td>PO789012</td>
<td>$6789.01</td>
<td>2020-09-11</td>
<td>11:00 AM</td>
<td>Jane Smith</td>
</tr>
<tr>
<td>PO567890</td>
<td>$4567.89</td>
<td>2020-09-12</td>
<td>12:00 PM</td>
<td>Bob Brown</td>
</tr>
</tbody>
</table>

If any role other than a Central Office role, such as a Cost Center Sponsored Program Manager, Procurement Data Entry Specialist (PDES), or Procurement Data Entry Specialist Track, closed the PO, that information would not have been visible in the Previous Transaction tab. Yet, if any role other than a Central Office role, such as a Central Office role, closed the PO, that information would have been visible in the Previous Transaction tab.

The new easy-to-use platform within UService provides a keyword search function, the opportunity to flag a topic for further review, and also provides the opportunity to leave feedback about each FAQ. Samples of the new Workday FAQs access can be viewed below.

Now Available: Find Internal Service Deliveries

The Workday team is pleased to announce that a Find Internal Service Deliveries by Organization report is now available.

This new report allows Cost Center Managers and Senior Business Managers to view Internal Service Delivery, Accounts. Once the Open Enrollment period launches, you will be invited to click the link on your email or UMIT homepage to review and update your benefits. The Open Enrollment period runs from Monday, October 14 through Friday, November 1, 2019. All benefit elections will automatically roll over, except for Flexible Spending Accounts. Clearer visibility for POs will be available.

Now Available: Find Internal Service Deliveries by Organization

<table>
<thead>
<tr>
<th>Organization</th>
<th>Worktag</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISP Analyst</td>
<td>ZDNU123</td>
<td>$123.45</td>
</tr>
<tr>
<td>ISP Analyst</td>
<td>ZDNU456</td>
<td>$456.78</td>
</tr>
<tr>
<td>ISP Analyst</td>
<td>ZDNU789</td>
<td>$789.01</td>
</tr>
</tbody>
</table>

Now Available: Close Visibility for POs

The newly added Close Visibility field is now available within the Worktag in the PO. This feature is available to roles other than Central Office, such as ISP Analyst, Procurement Data Entry Specialist (PDES), or Procurement Data Entry Specialist Track.

Close Visibility provides visibility for roles other than Central Office, such as ISP Analyst, Procurement Data Entry Specialist (PDES), or Procurement Data Entry Specialist Track. This feature allows visibility for roles other than Central Office, such as ISP Analyst, Procurement Data Entry Specialist (PDES), or Procurement Data Entry Specialist Track. This feature allows visibility for roles other than Central Office, such as ISP Analyst, Procurement Data Entry Specialist (PDES), or Procurement Data Entry Specialist Track.

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