



Are You Ready for November?

It's hard to believe that the fall semester is almost over – and that our first go-live is seven months away!

September and October were a busy months and this version of the Workday Finance Update will cover news and information for both months. Over the past few weeks, the project worked on the following:

- Playbacks of key business processes to the Finance Advisory Councils (FAC) and other key stakeholders
- A detailed crosswalk of FRS accounts (approximately 28,000) to the new FDM (Financial Data Model) to support data conversion and integration designs
- End-to-end testing of configured business processes
- Continuation of work on the integration of SciQuest (virtual shopping mall) to Workday
- Design of PCard and travel card business processes within Workday
- Design of allocations and internal service provider functionality
- Planning for user acceptance testing of SciQuest
- Initial build of our system integrations testing (SIT) and data conversion tenants
- Assessment of changes needed to Workday HCM for Workday Finance

In addition, we held the initial Workday Finance Forums, identified members of the FUN (Finance User Network), and held the FUN kick-off meetings.

We're looking forward to sharing our work with you in the next few months!

Changes in Project Governance

Several changes were made to the ERP ESC (Executive Steering Committee) and the Workday Finance Advisory Board in September. David Ertel (Chief Financial Officer, UHealth) joined the ESC. Bill Devoney (Chief Financial Officer, Hospitals), Lance Kaplan (Associate Dean, Miller School of Medicine Finance), and Richard Baum (Associate Vice President, Financial Planning and Analysis, UHealth) all joined the Workday Finance Advisory Board. The team is looking forward to working with each of these talented individuals!



Workday Finance Forum

Beginning in September, Forums were held on each campus to explain what's coming with Workday Finance. This first open invitation presentation provided general overviews of:

- Project background, timeline, and scope
- Governance structure
- Business process design approach
- Changes for FRS (Financial Records System) accounts, expense reimbursements, and procurement
- And, a video of new shopping cart functionality

Forums will occur quarterly and will continue to provide information for a general purpose audience. The team will continue to use other communication methods during this time, including the Workday Finance Update, workshops, and other means until formal training is launched. Please watch for upcoming events!



Making Our Voice Heard

You are probably aware that Workday's design model is consistent for all Workday clients – and while there is considerable flexibility to tailor how it works for UM (a.k.a. configuration), it is not customizable (i.e. we cannot change the core system code). However, there are several ways in which the University of Miami helps Workday identify future priorities for development, such as:

- Workday Community – this web-based portal provides project managers and project teams the ability to share ideas with each other, ask questions, and communicate to Workday. Your Workday project team is very active in this setting!
- Healthcare Industry Special Interest Group – Silvia Prieto and Theresa Ashman are co-chairs of this Workday Community sub-group along with representatives from Rochester Regional Health and Memorial Hermann
- Healthcare Advisory Council – UM/UHealth will have representation in this group to share ideas and priorities as pertains to healthcare
- Design Partner Groups – these groups are small subsets of Workday customers brought together with Workday developers and project managers to provide input on new functionality; The team has participated in several of these including non-employee expense reimbursements, corporate cards, and topics unique to supply chain in a hospital environment
- Higher Ed Project Managers – this biweekly call allows project teams from a large number of higher education clients to exchange ideas



Changes to Workday HCM

The following changes were made to Workday HCM (Human Capital Management) in the past month:

- Updated onboarding Faculty policy document for policies on sexual harassment and consensual amorous, romantic, and sexual relationships
- The prototype for Faculty e-recruiting was built and tested (this module will streamline hiring and improve the efficiency and transparency of recruitment tasks; HRIS (Human Resources Information Systems) is currently testing and reviewing with key stakeholders for feedback)
- Central HR (Human Resources) was provided the ability to initiate Change in Default Compensation business processes for the supervisory orgs they support
- The Manage Education business process will now be auto-approved when initiated by Central HR instead of requiring the approval of the HR Partner
- The re-verification of the I-9 business process was reinstated

The tip sheet on ESS (Employee Self-Service) Onboarding was updated in September, as well.



New Reports!

Two new reports were released into production for use by Cost Center Managers and Finance Reviewers:

- HCM-FIN Security Role Assignments for Cost Centers and Cost Center Hierarchies: This report is run for a particular role and returns the role assignments by Cost Center(s). For example, if you wanted to know who the FBPI's were for a hierarchy, this report will provide that information.
- HCM-ADM-Overtime Hours/Cost: This report is available to HR Partners, Generalists, Managers, and Manager Chain (Managers and their Managers) in addition to CCM's and FR's. It shows the employees who were paid overtime including the cost and the number of hours for a particular time-period.

Important Links

- [Log in to Workday](#)
- [Finance Advisory Board](#)
- [Finance Advisory Councils](#)
- [Training Resources](#)
- [Communications](#)



Walter Salas

Jade Ferreira-Yang

Meet the Team!

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Walter Salas and Jade Ferreira-Yang.

Walter Salas is the Workday Finance functional team member focusing on Projects and Assets, although he also assists with Grants. In his role, he performs tasks such as configuration and data conversion, and supports integrations for Finance modules. Walter received his MBA from UM and has two daughters who also graduated from UM. When he is not working, Walter spends his time enjoying football. His two favorite teams are the Hurricanes and the Dolphins.

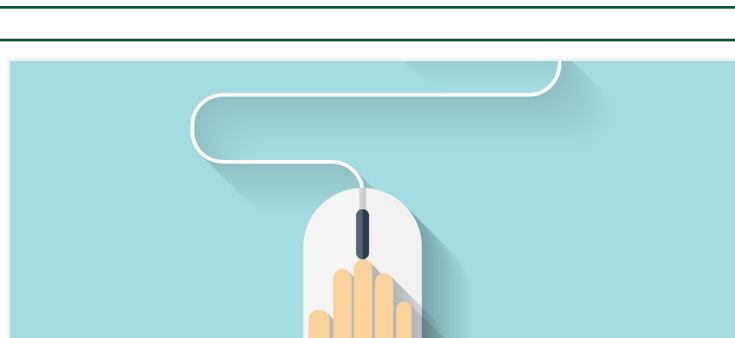
Jade Ferreira-Yang is our Deloitte functional lead supporting Customer Accounts, Grants, and Security. She graduated from UCLA and is an avid reader of fantasy books. When she is not working, Jade enjoys relaxing with a novel (currently The Name of the Wind), or taking a dance class. Jade loves all types of dance - she has trained in ballet, jazz, Horton, and modern hip hop, to name a few.



Are You Ready for FUN?

It's official! Over 230 people from all three campuses were nominated to be part of the FUN (Finance User Network), representing over 125 areas. The FUN will focus on gaining deep knowledge of the new processes for procurement, pcards, and travel/expense reimbursements. FUN kickoff meetings were held on each campus during October. During those meetings, we did a live demo of the new SciQuest functionality.

The next meeting of this group will occur in approximately two months. In the meantime, FUN members will be invited to participate in user acceptance testing for SciQuest.



Security Roles

On September 15, the project team worked with a small group of CCMs (Cost Center Managers) to review planned security roles for various finance business processes. Data is being gathered regarding potential role assignments for each of their areas. The group represented a diverse set of participants from the University and Medical Center, including: a campus (RSMAS), large clinical departments (Medicine and Pediatrics), a center (The Miami Project), a Gables school (College of Arts and Sciences), and large central offices (UMIT and Facilities). The team will use this information for further testing to determine not only how the new processes will work in areas of different sizes and complexity, but also to get a sense of who might need role-based training in the spring.



The Workday Finance Crystal Ball

New section! In this section, the team would like to highlight some of the exciting changes that are currently being designed and tested. This month, you will learn about expense reimbursements. In Workday, the process for travel and business expense reimbursements is called Expenses. This will replace the current eBERF (Electronic Business Expense Reimbursement Form) process in Ariba – as well as the process for paper BERFs. Similar to Ariba, employees or their designees will create Expense reports to capture travel and entertainment expenses, assign travel card charges, assign costing information, and attach receipts. Reimbursements will occur via direct deposit as they do today. In addition, you will be able to add your Expense payment elections directly in Workday, just like you do your payroll payment elections. For go-live, Expense payment elections will be populated based on what was used in Ariba. As with payroll payment elections, employees can change their Expense payment elections any time they wish.

In addition to the functionality for employees, a similar process will be used for non-employees' expense reimbursements. The team is in the process of evaluating this new functionality (which only recently became available in the Workday 27 release in September) and will provide an update in future issues of the Update. The team is doubly excited about this as UM was a member of the Workday "design partner" group that provided input directly to Workday developers.



Meet Your New Financial Data Model

An important element of the new FDM (Financial Data Model) is Program (like Project, Gift, and Grant) is a costing element comparable to FRS accounts. Program will be somewhat different than the others in that it won't be specific to a particular Cost Center. Instead, it will be a cross-functional element that is used in combination with Cost Center to track revenue and/or expenses. When you use Program in various business processes, you will also enter your Cost Center.

We're going through a process now to crosswalk FRS accounts to these new elements. Once the FRS to FDM crosswalk is complete, we will publish it on our website.



Workday 27

Workday provides two major updates a year to provide new functionality and enhancements. The Workday Finance team has an opportunity to test and evaluate new features in advance of every release in order to prepare for the update. The most recent release, Workday 27, went into production on Monday, September 12, and impacts two business processes in particular: Create Job Requisition and Create Position.

As a result of these changes in Workday, you may notice there are times when you have to enter a Cost Center in addition to the Legacy Value. Previously, that information may have defaulted automatically when you entered a Legacy Value. Because both pieces of information are required, there may be times when you have to identify, in advance, both Worktags to use. Please consult with the appropriate Cost Center Manager to determine the Cost Center and the Legacy Value for each business process you initiate. Proper assignment of positions to Cost Centers and Legacy Values ensures reporting and other analytics are correct.