

2018 WORKDAY MILESTONES

Below, please find the high-level 2018 Workday milestones:

Faculty Recruiting (January)

The Faculty Recruitment module went live on December 11, 2017. The Workday team refined business processes and provided training post implementation.

Reporting (June)

Launched [Finance Reports in Workday](#) site.

Workday 31 (September)

On September 8, a new Workday user interface and mobile app was made available. To review the highlights, click [here](#). To learn how to download and configure the Workday application, please review this [tip sheet](#).

Workday Outlook Add-In (September)

The Workday Outlook Add-In was made available. Approve time off requests and view Workday profiles within Outlook and without launching Workday. To learn how to set up this Workday for Outlook add-in, please review this [tip sheet](#).

Workday Change Management Follow-Up Survey (September)

This survey is designed as a pulse check of the University's overall experience in the system from March – September 2018, and was sent to over 3,200 faculty and staff members with Workday roles. The results of the survey are informative and provided great insight as we move from stabilization into optimization. For reference, please see the announcement [here](#), or review the following [infographic](#) for a detailed summary of the results

Staff Workday Recruiting (November)

New recruitment and hiring process was implemented. Training is available for Managers and Primary Recruiters. To register for this training, log in to ULearn and search using the keywords: "Workday Recruiting" or the complete course name "Staff Workday Recruiting for Managers and Primary Recruiters."

Business Intelligence (BI) Community of Practice (CoP) (December)

A BI CoP group was formed of individuals who share joint activities and are encouraged to discuss reports, share tips and tricks, and build relationships to establish a learning community. [Reports](#), the University of Miami's dynamic business intelligence (BI) portal is used to run dynamic reports from Workday. This group will develop specifications for standard reports that are valuable to the UM community. For additional information, please contact: datawarehouse@miami.edu.

Workday Roundtables

In an effort to better prioritize, consolidate, and understand system issues, 16 Workday Roundtables were held in 2018 with faculty, staff, finance business officers, and central office leadership from the Coral Gables, Medical, and Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses. Participants presented a list of issues to discuss during these meetings, which resulted in a prioritized action list for the EBS team. 117 issues were identified, 102 were resolved, 9 are in progress and 6 are pending review for resolution. The top 3 types of issues found were system adjustments (49), training (20) and reporting changes (19).

Training

2,721 faculty and staff attended Workday training.

Webinars

21 webinars were offered to support Workday Recruiting, Workday Reporting, and Ask the Experts session.

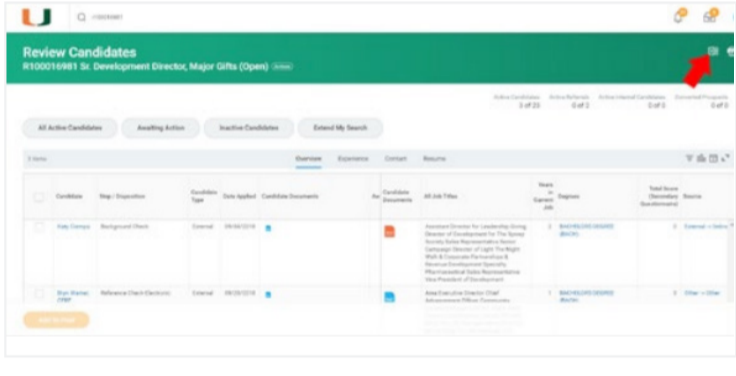
Transform your
workday 

Workday Tips and Tricks

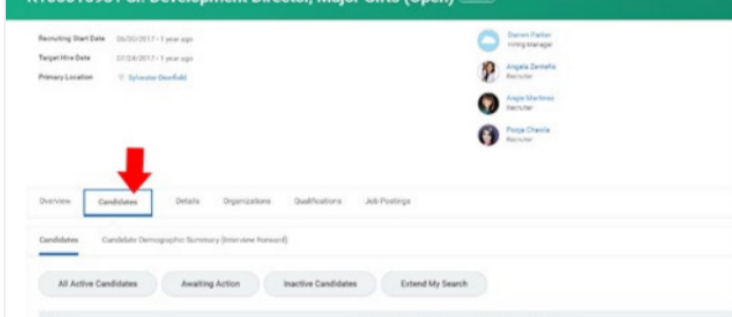
Don't stay in the clouds! Learn these Workday Tips and Tricks to complete your business processes or [click here to access Workday Tip Sheets and Tutorials](#).

Recruiting

- If you would like to export the Candidate Grid to Excel, click on All Active Candidates and select the excel button. Use this option in other tabs and tasks (e.g. list of candidates in offer, the details tab).



- To expedite searching for candidates, in the Workday search bar enter: **"candidate: [candidate's name]"** no brackets



- For information on applying for a job, managing a candidate, and assigning roles, please review [Workday HR: Recruiting tip sheets](#) or visit our new career site (miami.edu/careers).

For technical issues, please contact the UMIT Service Desk at 305-284-6565 or help@miami.edu.



Financial Data Model (FDM) Update

- A new version of the Workday Financial Data Model (FDM) computer-based learning (CBL) module is now available in ULearn. In addition to defining the FDM and its dimensions, this training also describes key concepts of role-based Workday financial reports and demonstrates accessing information in Workday. Note: This CBL replaces the Workday FDM 101 CBL as a required pre-requisite for Workday Finance training. If you have already taken Workday FDM 101 you will not be required to take this updated CBL. However, it is highly recommend to view for updates on key FDM concepts.

To register, please log in to ULearn, and search for following keywords: "FDM," or by searching for the complete course name: **"Workday FDM."**



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 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](#).



Don't Stay in The Clouds, Get Workday Support!

There are a variety of immediate Workday support options to get you the support you need!

Workday Tip Sheets and Tutorials

- Review [Workday Tip Sheets and Tutorials](#) for assistance in completing a business process or running a report.

Call

- Get real-time assistance with Workday issues 24 hours a day, 7 days a week. Please contact the UMIT Service Desk at: (305) 284-6565.

Email

- Submit a question and receive a response by email. Please contact the UMIT Service Desk at: help@miami.edu.

Additional Workday Support

Request a Workday Drop-In Lab

- Get one-on-one assistance in completing a business process or running a report from a Workday expert. To learn more about requesting a Drop-In Lab in your area click [here](#), or email workday@miami.edu.

Workday Instructor-Led Training (ILT)

- Register for Workday instructor-led training (ILT) courses. Visit the [Workday Finance Training Catalog](#) to review a list of available ILT training.

Workday Webinars & Computer-Based Learning (CBLs)

- Register for Workday webinar sessions, and computer-based learning (CBLs). Visit the [Workday Finance Training Catalog](#) to review a list of available webinars this month.

If you are experiencing difficulties completing a business process or running reports due to system performance, please email screenshots and details of the specific business process to workday@miami.edu.

Important Links

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

If you have questions related to Workday, please contact the UMIT Service Desk at: (305) 284-6565 or help@miami.edu.

Connect



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