

They're Super Now: Celebrating First Workday Super Users

The 34 graduates of the first [Workday Super User Certification Program](#) were recognized for their effort and achievement on Thursday, Aug. 15 with a celebration lunch and ceremony at the Watsco Center Fieldhouse.

"Thank you for this big investment of time on your part and for investing in yourself," Brandon Gilliland, University vice president and chief financial officer, told the graduates and their supervisors who attended. "This makes you and the University of Miami stronger."

[Read more](#)

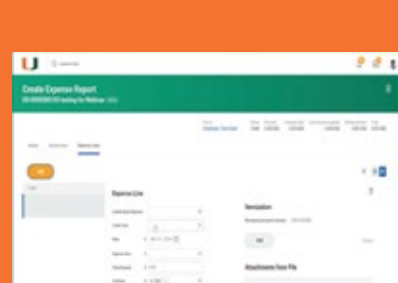


Workday Microlearning

Expenses Enhancements

New and Improved

Fresh new look-and-feel

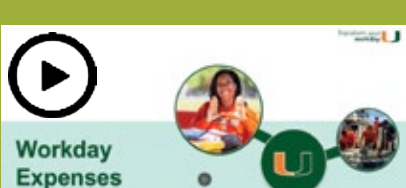


Some expense items previously required **Business Purpose** as an additional field; this field has been eliminated. **Memo** is now the required field.

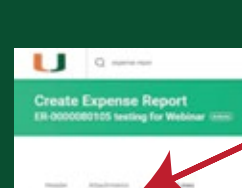
Streamlined send-back process

Expense Reports sent back by the Disbursement Office (Expense Partners) for corrections where the dollar amount is not impacted are now rerouted **only to the Disbursement Office**—no longer to the entire approval workflow

Watch the "Expenses: What's New" webinar (10 minutes)

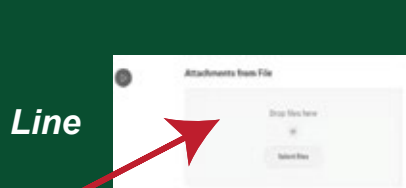


More consistent experience between desktop and mobile



Header

Attachments can now be made at the header or line level—same option as available when using the mobile app.



Line

[Click here to view FAQs that further detail these enhancements](#)

Also, [Register for Workday: Ask the Experts Webinar](#) on Friday, Sept. 13 from 10-11 a.m.

Now Available: Cost Center Driver Hierarchy Reviewer

The Cost Center Driver Hierarchy Reviewer (CCDHR), a new Workday role created to streamline reporting and performance, has recently gone live and is now available.

What's new?

The Worktag Reviewer role has been removed at the Driver (Program, Project, Grant or Gift) level and been replaced with a CCDHR (Program (PGH), Project (PRH), Grant (GRH), or Gift (GFH)) role that combines Drivers of each type.

Who should know? What changes?

Cost Center Managers, Senior Business Managers, Cost Center Sponsored Programs Managers, and Financial Reviewers now have the newly assigned CCDHR role when they log into Workday. Security access remains unchanged.

These roles will run reports as before, but will notice faster response time because the system no longer needs to view the individual Drivers assigned to your role.

In this case, with the new CCDHR role, you will see the Program Hierarchy Reviewer assigned at the Cost Center level:

| | |
|----------------------------|------------|
| Program Hierarchy Reviewer | CC00594PGH |
| | CC01590PGH |

When you search for your Cost Center Driver Hierarchy, and click "Details," you will see that it includes the Drivers assigned to that Cost Center Driver Hierarchy. This is a new functionality that now shows the relationship of which Drivers are assigned to a Cost Center Driver Hierarchy:



Enjoy this new enhancement that serves to improve the Workday experience. Your Workday team is working for you.

Coming Soon: Principal Investigator (PI) Dashboard

A new Principal Investigator (PI) Dashboard that provides a one-stop shop to view aggregated award data and an overview of research reports from Budget to Actuals will soon be available.

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

Who should know:

Principal Investigators, Co-Principal Investigators, Grant Managers, Cost Center Managers, Cost Center Sponsored Managers

PI Dashboard Worklets:

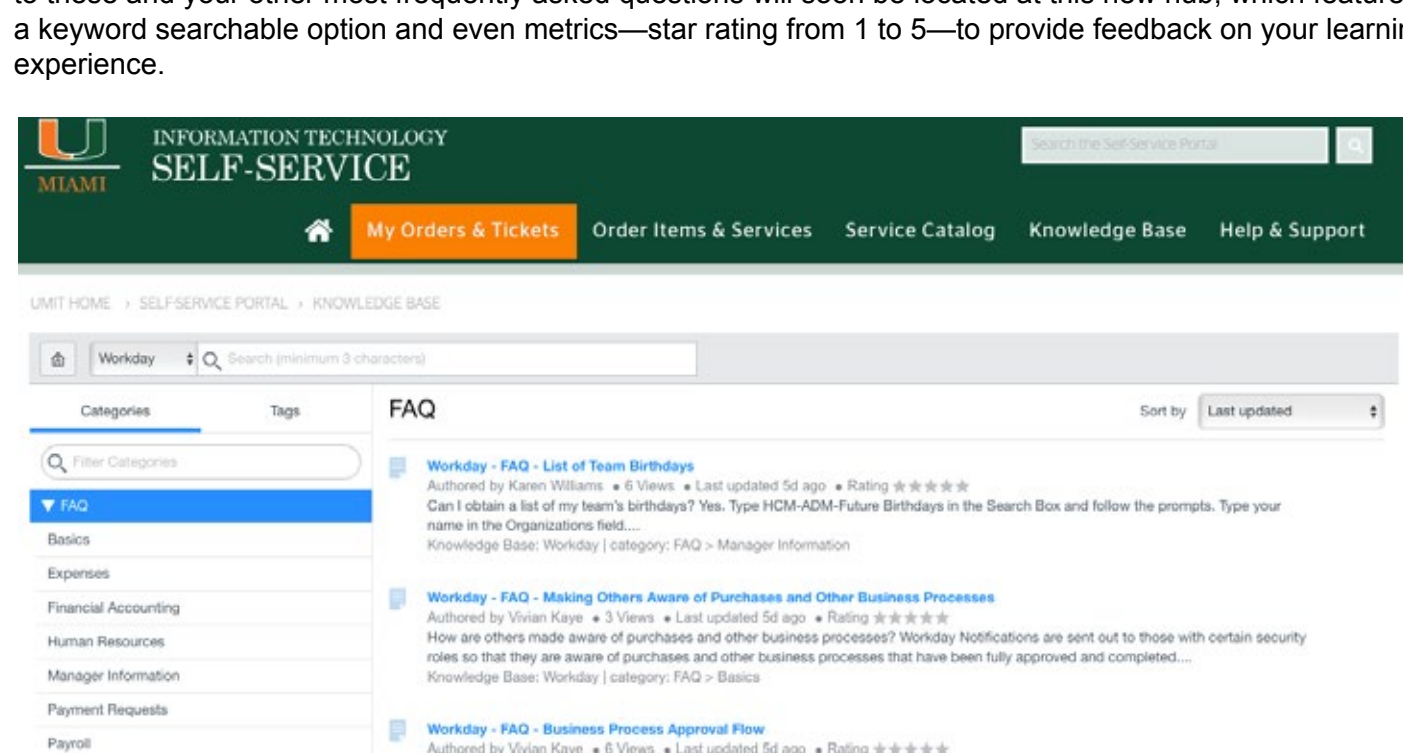
- **My Active Awards:** Identifies the budget vs. actuals for a PI's active awards
- **My Expiring Awards:** Identifies the PI's expiring awards
- **My Award Proposals:** Identifies all award proposals for a PI regardless of status.
- **Tasks Awaiting My Approval:** Identifies various business processes 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.

Stay tuned for training opportunities and more details.

Coming Soon: Workday FAQs in UService

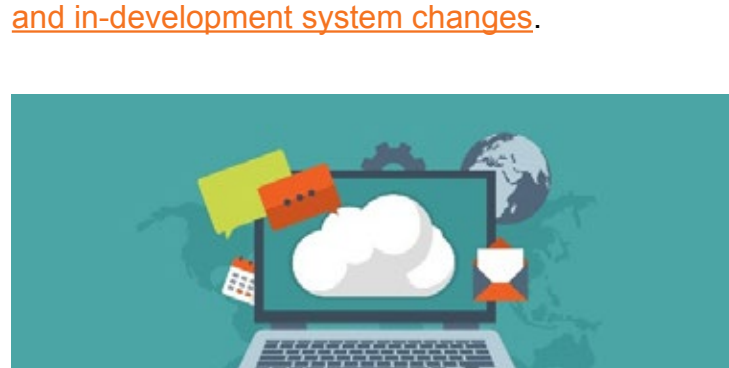
More than 90 Workday FAQs in 15 categories—including Expenses, Financial Accounting, Security Roles, Time Off, Training and more—will soon be available online via the [Self-Service portal within UService](#), UM's service management system.

"How do I know what security role I have?" "Can a manager modify an approved Time Off request?" Answers to these and your other most frequently asked questions will soon be located at this new hub, which features a keyword searchable option and even metrics—star rating from 1 to 5—to provide feedback on your learning experience.



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



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