

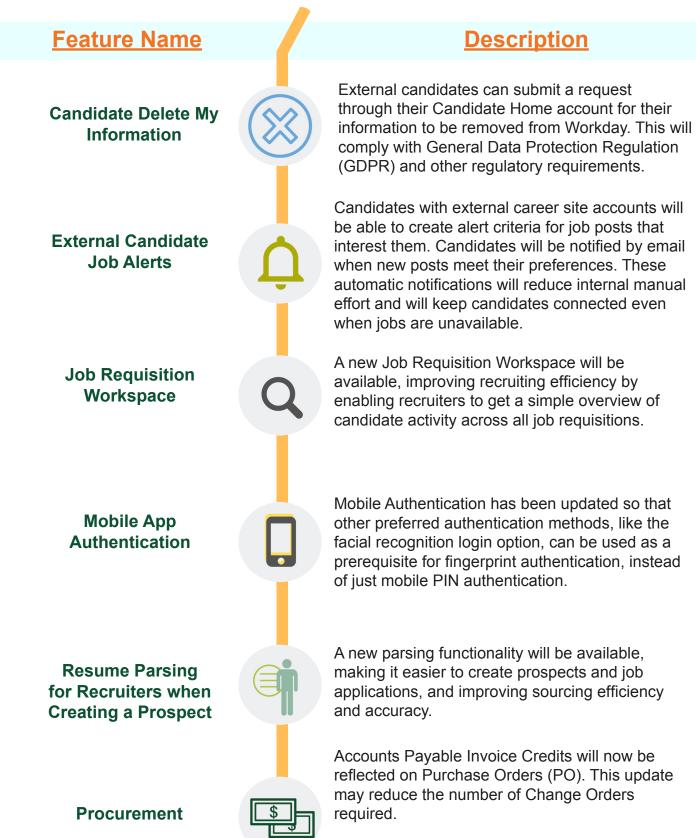


February 2019

Workday New Release - Coming March 9

On March 9, new Workday features and functionalities will be available. Below, we break down the changes and highlighting what's new!

Highlights:



Current efforts are underway to implement the following items/features (a subsequent communication will be distributed when more details are available).

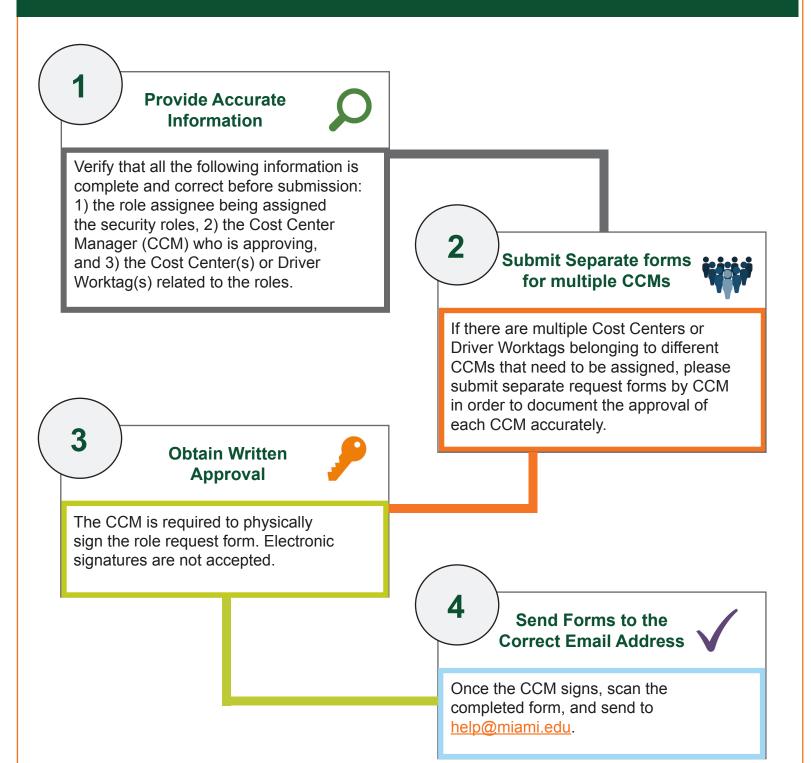
- Multi-Company Requisitions and Multi-Company Purchase Orders (Change Orders)
- Expense Report User Interface update

Unlike the previous Workday release in September of 2018, which brought a brand new look to the Workday homepage, most updates on March 9 are centered on new features designed to increase integration functionality.

Workday Microlearning -

Avoid These Common Mistakes When Submitting Workday Finance Security Role Request Forms

(Initiator & Reviewer Roles)





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

		_
	_	-
1.	-	-
	1	1-

Review <u>Workday Tip Sheets</u> and <u>Tutorials</u> 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: <u>help@miami.edu</u>.

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.

Additional Workday Support

Requst 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 <u>here</u>, or emaill



Workday Monthly Maintenance –

Starting Saturday, March 9 from 2-10 a.m.

Due to scheduled maintenance, Workday will be unavailable on Saturday, March 9 from 2-10 a.m. We apologize for the inconvenience.

If you have questions or concerns, please contact the UMIT Service Desk at: (305) 284-6565 or <u>help@miami.edu</u>.



System Changes

<u>Click here for a comprehensive list of completed</u> and in-development system changes.



Role-Based Resources Role-based resources, including relevant tip

workday@miami.edu.

Workday Instructor-Led Training (ILT)



Register for Workday instructorled training (ILT) courses. Visit the <u>Workday Finance Training Catalog</u> 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 <u>Workday</u> <u>Finance Training Catalog</u> to review a list of available webinars this month. sheets, reports, and training options have been updated and are available for the following Workday roles:

- <u>Accountant</u>
- <u>Cost Center Manager</u>
- <u>Cost Center Sponsored Program Manager</u>
- Deposit Specialist
- Expense Data Entry Specialist
- ISP Analyst
- ISP Manager
- Procurement Data Entry Specialist
- <u>Receiver</u>

To learn more information specific to other Workday roles, please click <u>here</u>.

Important Links

- Log in to Workday
- <u>Training Resources</u>
- Frequently Asked Questions
- <u>Communications</u>

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



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