



Workday Super User Preview

NEW WORKDAY ACADEMY COMPANIES

April 28th, 2025

Why Are You Here?

This meeting will offer an **overview of the New Academy Company Initiative launching June 1, 2025**. Including information on how it may impact your work, and provide a preview of key support resources

We are engaging **Super Users & SBOs** with an early preview and opportunity to ask questions prior to beginning broader preparation communications

- 1 | New Company Overview
- 2 | Changes to Your Experience
- 3 | Upcoming Communications
- 4 | Questions

Before we Begin

- This session will be **recorded**. The materials and this recording will be shared on the New Company informational webpage.
- Confirm you are on **mute**.
- Ask questions using the **Q&A document shared in chat**. We'll spend time at the end to answer.
- This project is **in progress**. As we learn more through continued testing, **we'll continue to communicate with you first!**
- While no new companies are created for UHealth as part of this initiative, **this may impact UHealth users who currently transact with Academy**. UHealth Super Users are included in this call for awareness.

New Academy Company Project Overview

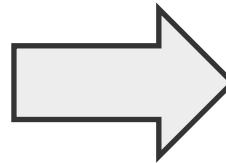
Starting June 1, 2025, the University of Miami is implementing an improved Academy Company Structure in Workday.

This effort will align Workday's Company structure to the University's financial operations, streamline central financial reporting, and support future improvements in Workday

What is changing?

CURRENTLY

Company 200 Academy includes of Cost Centers for various UM functions like academics, athletics, and auxiliary enterprises



EFFECTIVE JUNE 1

Four new companies will be created as part of the Academy Structure to more effectively breakdown our financial reporting:

- Company 220: Athletics
- Company 230: Academy Corp
- Company 240: Auxiliaries
- Company 250: Schools & Colleges

Company 200 will be renamed as UM Enterprise Corp

New Company Structure Starting June 1, 2025

CURRENTLY



STARTING JUNE 1: COMPANY 200 IS EXPANDING ACROSS FOUR NEW COMPANIES



Changes to your Experience

As we establish the new Academy Company structure and update financial data, you may notice the following changes to your Workday process.



**New Academy Company
Structure**



**New Worktags for
*Academy Grants, Awards,
Projects and Gifts.***



Reporting



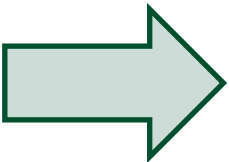
New Academy Company Structure

New Academy Companies will be added to Workday on June 1, 2025. Use the New Academy Company Structure when entering Workday financial transactions for FY26 (FY26 begins June 1, 2025).

How do I know the correct Company Code?

Before June 1, 2025 - Use this [Excel](#) for a crosswalk of Cost Centers to Companies.

	B	C	D	E	F
1	Cost Center	New Workday Company Code	Cost Center Reference	Cost Center Reference	Cost Center Reference
2	000000 UNCOMP - Parent Expense	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP
3	000001 UNCOMP - Facilities Design and Construction - Medical Space Planning	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
4	000002 UNCOMP - Health Services Office	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
5	000003 UNCOMP - Professional Billing	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
6	000004 UNCOMP - Administrative	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
7	000005 UNCOMP - Internal Support - CBO	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
8	000006 UNCOMP - Community Relations	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
9	000007 UNCOMP - Dean's Office	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
10	000008 UNCOMP - Health Finance	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Finance
11	000009 UNCOMP - Communications	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
12	000010 UNCOMP - CBO - Clinical Services Verification	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
13	000011 UNCOMP - CBO - Cash Charging and Data Reporting	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
14	000012 UNCOMP - Planning and Analysis	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
15	000013 UNCOMP - Patient Financial Services	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
16	000014 UNCOMP - Operations, Administration and Planning	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
17	000015 UNCOMP - Central Energy Plant	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
18	000016 UNCOMP - Facilities	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
19	000017 UNCOMP - Maintenance Shops and Services	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
20	000018 UNCOMP - Radiation Control	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
21	000019 UNCOMP - Research/Health - Public Safety	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
22	000020 UNCOMP - Backstory	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities
23	000021 UNCOMP - Billing Compliance	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Patient Risk Management
24	000022 UNCOMP - Health Patient Safety Admin	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Patient Risk Management
25	000023 UNCOMP - Patient Compliance	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
26	000024 UNCOMP - Housing	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
27	000025 UNCOMP - HR/HR Program and Security	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
28	000026 UNCOMP - Clinical Integration Support	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
29	000027 UNCOMP - Business Development and Managed Care	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
30	000028 UNCOMP - Systems, Business Information Management	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
31	000029 UNCOMP - Clinical Information Management Systems (CIMS)	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
32	000030 UNCOMP - Corporate Services Administration	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
33	000031 UNCOMP - System Training	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
34	000032 UNCOMP - Security Support	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
35	000033 UNCOMP - Project Management	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Information Technology
36	000034 UNCOMP - Health Control	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Call Center
37	000035 UNCOMP - Site Registration	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
38	000036 UNCOMP - HR - Internal Billing	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Revenue Cycle and Managed Care
39	000037 UNCOMP - Hospital Support	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
40	000038 UNCOMP - Recruitment	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Administrative Costs
41	000039 UNCOMP - Business Development	Company 001 UNCOMP	Level 04 UNCOMP	Level 05 UNCOMP	Level 06 UNCOMP - Facilities



After June 1, 2025 - Use the Data Audit Cost Center - Company Crosswalk Report *in Workday*

Implementation Preview - unmsd1											
UM-CR-Data Audit - Companies											
Company	Reference ID	Code	Subtype	Included by Organizations	Currency	Fiscal Schedule	Account Set	Alternate Account Set	Default Account Set	Account Control Rule Set	Account Posting Rule Set
100 UM University of Miami	UM	100	Company	CH005 Academy CH012 University of Miami Enterprise UM University of Miami Hierarchy	USD	Standard	Master Account			UM Standard Control	Finance Account Posting Rules
200 UM Corp (Enterprise)	Academy	200	Company	Academy/MSOM CH002 Academy & Parent CH012 University of Miami Enterprise UM University of Miami Hierarchy	USD	Standard	Master Account			UM Standard Control	Finance Account Posting Rules



Improvement to Cost Center Naming

Cost Center naming will be improved effective June 1 so the **prefix matches the corresponding Company. Cost Centers and numbers will not change.**

Workday Company	Updated Cost Center Naming	Updated Cost Center Example
200 UMCorp	CC##### UMCorp - [Department Name]	CC00004 UMCorp - Academic Technologies
220 Athletics	CC##### Athletics - [Department Name]	CC00083 Athletics - Baseball
230 Academy Corp	CC##### Academy - [Department Name]	CC00006 Academy - Access Control
240 Auxiliaries	CC##### Auxiliaries - [Department Name]	CC00049 Auxiliaries - Bookstore
250 Schools & Colleges	CC##### [School Acronym] - [Department Name]	CC00016 CAS - Aerospace Studies

School Acronyms

- **CAS** - College of Arts & Sciences
 - **COE** - College of Engineering
 - **FSOM** - Frost School of Music
 - **MHBS** - Miami Herbert Business School
 - **RSMAES** - Rosenstiel School
- **SOA** - School of Architecture
 - **SOC** - School of Communication
 - **SOE** - School of Education
 - **SOL** - School of Law
 - **SONHS** - School of Nursing

CONFIDENTIAL



New *Academy* Worktags



New Academy Grant, Award, Capital Project and Endowed Gift Worktags will be created to move to the New Academy Company Structure.



The *new* numbers will contain the *old* numbers for easy identification and search.



Use the new Worktag numbers for FY26 transactions and reporting (FY26 begins June 1, 2025).



Numbering conventions for each Worktag will be shared closer to launch



FY26 Reporting



Starting June 1, **run reports using New Academy Companies and new Worktag Numbers for Grants, Awards, Projects, and Gifts to see FY26 activity**



Run reports by Cost Center and Cost Center Hierarchy with no changes to experience.



Following the close of FY25, balance sheet values will migrate to the respective new Workday companies to support central finance reporting.



We will provide more resources with reporting guidance closer to launch, including how to run reports to **view historical activity and balances**

Year End Guidance



We will incorporate impacts of the New Company project into year-end communications and banners from the Controller’s Office.

May 2025	June 2025
<p>No changes. Continue using Company 200 – Academy.</p>	<p>June 1: New Academy Companies and Worktags are created</p> <ul style="list-style-type: none">• For FY26 transactions, use New Academy Companies and Worktags.• For FY25 transactions continue using Company 200, existing Worktags, and enter accounting date in FY25 (<i>before</i> June 1, 2025) for accurate financial statements.

Employee Self Service Guidance

Create Expense Report

Creation Options *

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo

Company * **Defaults to 200**

Expense Report Date *

Business Purpose

Grant

Program

Gift

Project

Cost Center * **Reference CC Name for Company**

Legacy Value

Additional Worktags *

- Expense reports and purchase requisitions **will default to Company 200** because Employee 'Org Assignments' are not changing.
- **Remind those who submit expense reports or purchase requisitions to update the Company,** based on their defaulted Cost Center Name.
- Pop up boxes will remind users of changes the first time they're on these screens.



Encourage your teams to submit any draft expense reports before May 29, otherwise they will need to recreate if their Company changes.

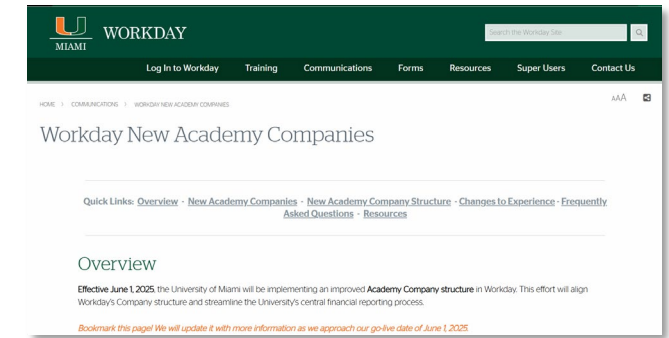


HOW YOU WILL BE SUPPORTED

Support Resources Available to You

New Academy Company Landing Page

- Your one-stop-shop for New Company information, FAQs, and training documents
- Please bookmark and monitor**



Tip Sheets & Job Aids

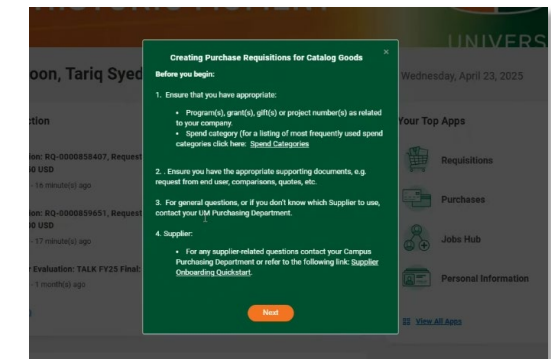
- Tip Sheets (accessed via Workday) will be updated
- New job aids will be linked on the landing page

Workday New Academy Companies		
Revised Workday Cost Center Naming Conventions Effective June 1, 2025		
Academy Cost Center naming conventions will be updated effective June 1 to align with the new Academy Company Structure. This will enhance search and provide a clear breadcrumb to the corresponding Company for each Cost Center. The Cost Center Numbers and Hierarchies will not change.		
Workday Company	Updated Cost Center Naming	Updated Cost Center Number
200 UMCap	UMCap - [Department Name]	CC0000 UMCap - Acad
220 Athletics	Athletics - [Department Name]	CC0001 Athletics - Acad
230 Academy Corp	Academy - [Department Name]	CC0000 Academy - Acad
240 Auxiliaries	Auxiliaries - [Department Name]	CC0009 Auxiliaries - Acad
250 Schools & Colleges	[School Acronym] - [Department Name]	CC0010 CAS - Acad
School Acronyms • CAS - College of Arts & Sciences • CE - College of Engineering • FSB - Frost School of Business • MMS - Miami Herbert Business School • NMM - School of Nursing • SCA - School of Architecture • SCC - School of Communication • SDC - School of Design • SLS - School of Law • SMC - School of Medicine		

Workday New Academy Companies		
New Workday and ID Numbers Effective June 1, 2025		
As part of the New Academy Company Project, Grants, Awards, Projects and Gifts are recreated as of June 1, 2025, in the corresponding New Academy Company with a new Workday Number. Use the new Workday numbers for your Workday transactions starting June 1, 2025.		
	Old Workday*	New Workday as of June 1
Program: No Change	No change	No change
Grants: Old # Appended with "-3"	GR004201	GR004201-3
Awards: Old # Appended with "-3"	AWD-007101	AWD-007101-3
Gifts (Endowed): Old # Appended with "-1"	EN000301	EN000301-1
Projects (Capital): Old # Appended with "New [new ID number]"	PR000855 M210 Medical Education Bldg	PR000855 M210 Medical Education Bldg. New PR002110
*Note: The old Workdays will be inactivated in Workday but marked as "Inactive". You will be prevented from selecting old Workdays when transacting but may still require the old Workday for some reporting use cases.		
Last Updated: April 2022		

WalkMe & Workday Screentips/Banners

- Screentips and Walk Thru's will be updated with revised Company guidance
- Pop ups will remind users of changes their first time creating expense reports and purchase requisitions



Key Upcoming Communications

May 2025

- **5/05: Email Communication to Finance & Research Initiators**
- **5/14: Super User Reminder Teams Message**
- **5/16: Research Admin Call**
- **5/19: Email Communication to All Dept Roles**

June 2025

- **6/02: Launch Announcement Email**
- **6/02 - 6/20: Workday Banner**
- **6/02+: WalkMe & Landing Page Updates**



QUESTIONS?