

## 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:

Feature Name	Description
<b>Candidate Delete My Information</b>	External candidates can submit a request through their Candidate Home account for their information to be removed from Workday. This will comply with General Data Protection Regulation (GDPR) and other regulatory requirements.
<b>External Candidate Job Alerts</b>	Candidates with external career site accounts will be able to create alert criteria for job posts that interest them. Candidates will be notified by email when new posts meet their preferences. These automatic notifications will reduce internal manual effort and will keep candidates connected even when jobs are unavailable.
<b>Job Requisition Workspace</b>	A new Job Requisition Workspace will be available, improving recruiting efficiency by enabling recruiters to get a simple overview of candidate activity across all job requisitions.
<b>Mobile App Authentication</b>	Mobile Authentication has been updated so that other preferred authentication methods, like the facial recognition login option, can be used as a prerequisite for fingerprint authentication, instead of just mobile PIN authentication.
<b>Resume Parsing for Recruiters when Creating a Prospect</b>	A new parsing functionality will be available, making it easier to create prospects and job applications, and improving sourcing efficiency and accuracy.
<b>Procurement</b>	Accounts Payable Invoice Credits will now be reflected on Purchase Orders (PO). This update may reduce the number of Change Orders required.  Current efforts are underway to implement the following items/features (a subsequent communication will be distributed when more details are available). <ul style="list-style-type: none"> <li>• Multi-Company Requisitions and Multi-Company Purchase Orders (Change Orders)</li> <li>• Expense Report User Interface update</li> </ul>

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)

1

#### Provide Accurate Information

Verify that all the following information is complete and correct before submission: 1) the role assignee being assigned the security roles, 2) the Cost Center Manager (CCM) who is approving, and 3) the Cost Center(s) or Driver Worktag(s) related to the roles.

2

#### Submit Separate forms for multiple CCMs

If there are multiple Cost Centers or Driver Worktags belonging to different CCMs that need to be assigned, please submit separate request forms by CCM in order to document the approval of each CCM accurately.

3

#### Obtain Written Approval

The CCM is required to physically sign the role request form. Electronic signatures are not accepted.

4

#### Send Forms to the Correct Email Address

Once the CCM signs, scan the completed form, and send to [help@miami.edu](mailto:help@miami.edu).



## 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](mailto:help@miami.edu).

If you are experiencing difficulties completing a business process, please email screenshots and details of the specific business process to [workday@miami.edu](mailto:workday@miami.edu).

#### Additional Workday Support

##### Request a Workday Drop-In Lab



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



## 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 [help@miami.edu](mailto:help@miami.edu).



## 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 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](#).

## 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](mailto:help@miami.edu).

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