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UPDATE

Transform your workday

July 2019

Power Up to Workday Mobile

The **Workday Mobile** app is simple and intuitive in support of your on-the-go professional lifestyle. You'll find the same handy features that are available on the desktop version—and even more. Did you know that you can snap a photo of a receipt using your mobile device camera and upload to an expense report using the Workday app? Request time off? Or check and approve inbox items? **Workday Mobile** works for you when you want it to.

Download the app: for iPhone/IPad (Apple App Store) or Android devices (Google Play).

View this tip sheet for questions on download or how to install.

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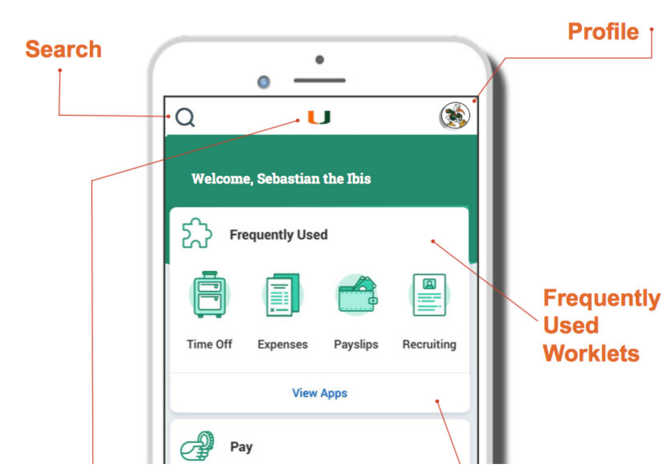

NAVIGATION MENU

Worklet	Description	Employee	Manager
Personal Information	Change personal information, such as emergency contacts, address, and phone numbers. Take a photo and upload/update your profile from the device camera.	●	●
Pay	View pay slips and W-2.	●	●
Benefits	View information about beneficiaries and dependents.	●	●
Career	Search for jobs and refer candidates.	●	●
Expenses	Capture receipts and submit expense reports.	●	●
Time Off	View balances and request/correct time off.	●	●

Click here to view the full Workday Mobile handout

As an employee, you can change information, such as emergency contacts, address, phone numbers and more. You can request detailed pay stubs, request time off, and view your W2s.

As a manager, you can access your dashboard reports, correct time off, request and approve leaves of absence, approve job titles, create/edit/approve expense reports, photo change, and more.

Workday Microlearning

Creating a Standing Purchase Order (PO) in Workday

**Note: POs are issued for recurring services only.*

Before you begin: do you have the Financial Data Model (FDM) values you need?
- Company
- Driver Worktag(s)
- Spend Category *(formerly sub-object code)*

General goods and services should be ordered through individual Purchase Requisitions for faculty, staff, and student employees.

Steps to Create a Standing PO from the Workday Homepage:

1. Click the **Purchases** worklet (Purchases)
➔ **2.** Click **Request Non-Catalog Items** (Request Non-Catalog Items)
➔ **3.** Select the **correct** company (Company * X 200 Academy)
➔ **4.** *Requester:* if you are requesting this Purchase Req. on behalf of another *Requester,* **click ≡** and enter their name
➔ **5.** *Currency:* **skip this** (Currency * X USD)
➔ **6.** *Requisition Type:* select **Standing Order** (Requisition Type X Standing Order)
➔ **7.** Click **OK**

You have now successfully created a Standing PO!
- Triggers the proper payment and the right report
- Ensures invoices are paid correctly
- Provides a clear end-of-year reporting picture

For more guidance, view the Create Standing Order tip sheet.

Reminder: Student Employee Hiring Process Webinar

Register today to attend a 90-minute Student Employee Hiring Process Webinar that will cover hiring students into shell jobs, adding job assignments, processing student pay changes, and ending student job assignments.

For your convenience, please select one of the two sessions listed below, based on the type of student employee you hire (Hourly Paid Students or Stipend Paid Students and Graduate Assistants):

Tuesday, August 6 from 2-3:30 p.m.
This webinar will cover the hiring process for hourly paid students, and:
- Propose Compensation – as part of the add-on process to assign regular pay
- Request Compensation Change – as a standalone process to change hourly pay

Wednesday, August 7 from 2-3:30 p.m.
This webinar will cover the hiring process for bi-weekly stipend paid students and graduate assistants, and:
- Period Activity Pay – as part of the add job process to assign activity-based pay with an effective end date
- Manage Period Activity Pay Assignments – as a standalone process to change or end pay

To register for a session, please visit ULearn (https://ulearn.miami.edu) and search for the keywords: "Student Hiring" or the complete course name: "Student Employee Hiring Process Webinar."

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**.

Connect

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