**Workday Update – March 7, 2020**

The Workday system offers an opportunity to comment on updates to the system. Below you can read about some of the updates.

### System Changes

#### Workday Forms

- **As of Thursday, March 5th:**
  - Requisition process.
  - New look to the purchase requisition.
  - New work order form.
  - EDES Graduates at the Watsco Center on Thursday, February 27.
  - This series focuses on the Workday Rising Super Users model.
  - Benefits: Knowledge of being a Super User includes:
    - Network with Super Users across the University
    - Be an early adopter of system changes
    - Take part in this series.
  - To date, 24 CCM and 17 HRBPI candidates have been approved to take part in this series.
  - Benefits include:
    -早期采用系统的变更
    -参与此系列。
  - The next Super User program, taking place in fall 2020, will be for all four roles - Procurement, Data Entry, Requisition, and Work Order.

#### Forms Changes

- **One of the biggest changes:**
  - The Workday Forms have been redesigned based on feedback to expedite the processing of role requests for all Finance related roles.
  - The new forms are also available for EDES graduates.
  - The Candidate Profile will now display on the Summary Page—which decreases the number of clicks.
  - The Workday system will be upgraded the weekend of March 7, 2020! With this upgrade (Workday 2020 Release 1), you will notice several updates, including some updates to the appearance of Workday.

#### Important Links

- [Click Here to View All Screengrabs](#)
- [Click Here to Watch a Video Demonstrating the New Purchase Requisition](#)
- [Click Here for More Information on the New Forms](#)
- [Click Here to Download the Workday 2020 User Guide](#)
- [Click Here to Learn More about the Super User Program](#)

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**Super Users Program Update**

**Super Users and EDES Graduates**

**The 2020 Super User program will be open until early March, 2020!**

**Benefits of becoming a Super User include:**

- Network with Super Users across the University.
- Be an early adopter of system changes.
- Take part in this series.

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**January 2020 Workday Survey Results**

- As of March 5th, 2020, a series of Workday Super User surveys have been conducted through the University’s Workday Rising 2020 Super User program.
- The survey asked users questions about their overall satisfaction of the system, in an effort to enhance experiences when using Workday.
- The following is a screenshot of the Workday Survey Comparison:

  ![Workday Survey Comparison](image)

- From 33% to 50%
- #1: Speed of processing
- #2: Too many approvals
- #3: Number of clicks

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**WalkMe ActionBot**

- The WalkMe ActionBot is a walk-thru like WalkMe, which includes vertical tabs.
- This new user interface provides support callouts on fields only, and is not a help icon.
- Creating a Purchase Requisition. Keep in mind, this help icon will not replace WalkMe.
- This help icon will provide support callouts on fields only, and is not a walk-thru like WalkMe.
- Click here to watch a video demonstrating the new Purchase Requisition.

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**Contact us at:** workday@miami.edu

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**Role-Based Resources**

- Resources Business Process Initiators (HRBPI). Keep an eye out for communications as the program continues.
- The next Super User program, taking place in fall 2020, will be for all four roles - Procurement, Data Entry, Requisition, and Work Order.

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**Forms Changes**

- The forms for the following Workday roles have been updated:
  - Accountant
  - ISP Analyst
  - ISP Manager
  - Deposit Specialist
  - Cost Center Sponsored Program Manager
  - Cost Center Manager
  - Accountant

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