

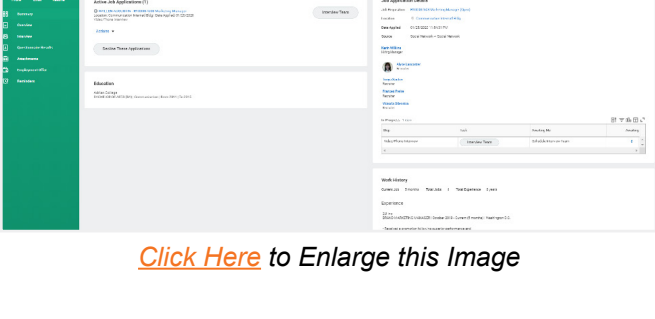
*Note: The Workday Update will now be distributed on a quarterly basis, instead of monthly.*

## Workday Upgrade – March 7, 2020

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.

Below you will see details about some of these updates. [Click here for a full list of release updates.](#)

**Candidate Profile UI:** The Candidate Profile will now have a green navigation panel displayed to the left, which includes vertical tabs. This new user interface (UI) presents like the Worker record, but also has a summary page.



[Click Here](#) to Enlarge this Image

Managers, Primary Recruiters, Search Committee, Search Committee Chairs, HR Partners and Recruiter Screeners will be impacted by this change. Managers and Primary Recruiters have the same view of the candidate record, but HR Partners who are not Primary Recruiters, do not see Active Job Applications.

Benefits include:

- The date candidate applied, posting location, and job requisition are all visible from the Candidate Summary Page—which decreases the number of clicks.
- Managers have access to status Candidates from the Summary Page.
- As you navigate through the different tabs, the navigation bar has buttons for Email, Telephone, and Resume.

**Purchase Requisition Process:** The process for initiating and completing a Purchase Requisition will be updated in Workday 2020 Release 1. [Click here to watch a video demonstrating the new Purchase Requisition process.](#)

For your reference, highlighted changes are listed below:

- Workday's native help icon (?) will be visible when 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.
- Adding the "Ship To" address and a Worktag to trickle down information to all the lines.



[Click Here](#) to View Step-by-Step Screenshots

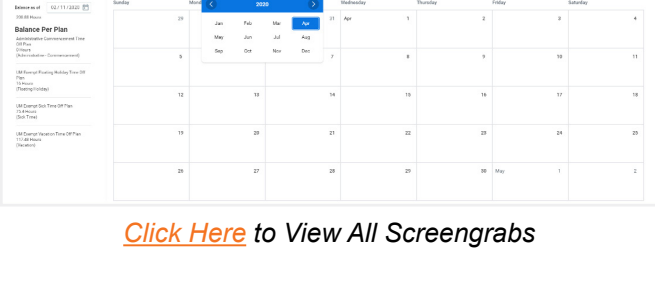
**Requesting Non-Catalog Items:** After completing the request and clicking "Ok," you will no longer need to click a second "Ok" to confirm your item is in the cart.

A message icon (  ) will appear in the banner to confirm the item has been added.

In addition, after clicking on "Checkout," you will now have a single screen view, and will no longer have to take multiple steps to complete the checkout process.

**Time Off User Interface:** Various changes will be made to the Time Off UI which will improve visual contrast and make it easier to navigate. Changes include:

- **Approved Time Off Request:** Icon change for current day and approved time off in calendar view.
- **Time Off Calendar:** Icon change for the pop-up month and year selection grid.
- **Selecting Time Off Days:** In calendar view, only the date(s) are highlighted in the selection and not the entire cell.



[Click Here](#) to View All Screenshots

## Super Users Program Update

**Super Users Series 2 Graduation:** The fall 2019 Super Users program offered certification training for both [Procurement Data Entry Specialists \(PDES\)](#) and [Expense Data Entry Specialists \(EDES\)](#). On Wednesday, February 12, 51 graduates, including 43 people from Series 2 and eight people from Series 1, walked as the second official [Workday Super User Certification Program](#) graduates at the Watsco Center Fieldhouse.



PDES Graduates



EDES Graduates

**Currently Underway – Super User Series 3 Orientation:** The spring 2020 Super Users program kicked off with Series 3 orientation held at the Watsco Center on Thursday, February 27. This series focuses on adding [Cost Center Managers \(CCM\)](#) and [Human Resources Business Process Initiators \(HRBPI\)](#) to the types of Super User roles available. To date, 24 CCM and 17 HRBPI candidates have been approved to take part in this series.

Benefits of becoming a Super User include:

- Gain in-depth knowledge of Workday and related University policies through the University's Workday Super User Certification Program
- Be an early adopter of system changes
- Network with Super Users across the University
- Win a sponsored trip to **Workday Rising 2020** (selected program graduates will have the opportunity to attend Workday's annual conference)

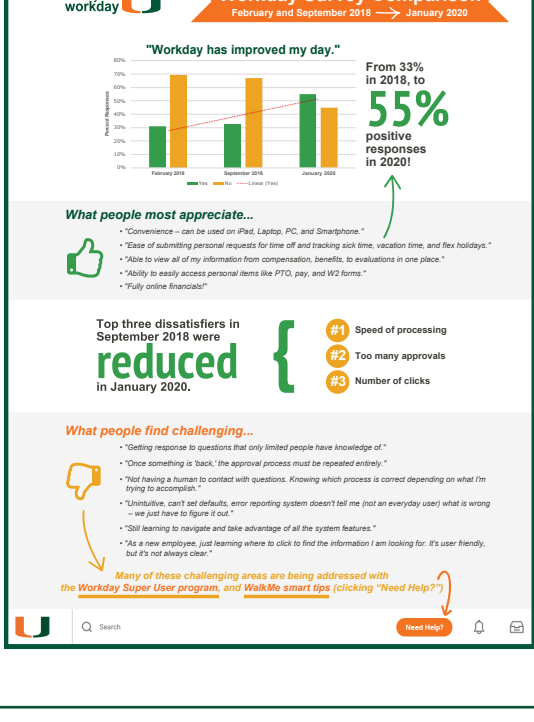
The next Super User program, taking place in fall 2020, will be for all four roles - Procurement Data Entry Specialists (PDES), Expense Data Entry Specialists (EDES), Cost Center Managers (CCM) and Human Resources Business Process Initiators (HRBPI). Keep an eye out for communications as the program nominations open!

## January 2020 Workday Survey Results

In January, we invited Workday stakeholders to submit feedback regarding their overall satisfaction of the system, in an effort to enhance experiences when using Workday.

[Click here](#) or on the image to view the survey results!

We continue to invite feedback about the Workday system, as we aim to better serve you and our UM community. Feedback should be submitted to [workday@miami.edu](mailto:workday@miami.edu).



## WalkMe ActionBot

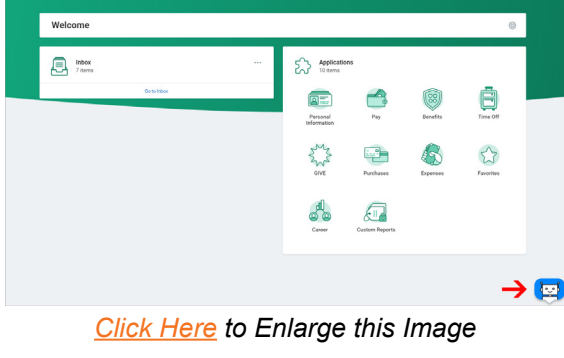
The *WalkMe ActionBot* understands what people want to do within the Workday system – and automates tasks for them! The *ActionBot* actually helps you complete an action within the Workday system by asking you a series of questions and then uses your responses to autofill fields in the business process you selected.

The *ActionBot* can help you complete four common Workday business processes: Change Home Contact Information, Update Payment Elections, Initiate a Change Order, and Request a One-Time Payment.

To get help completing any of the business processes mentioned above, just click the *ActionBot* to get started!

**How to Use the WalkMe ActionBot:**

- Once the [WalkMe plug-in](#) is installed, a *WalkMe ActionBot* icon will be **visible at the bottom-right of the Workday web page**. Just click on the *ActionBot* to get started!



[Click Here](#) to Enlarge this Image

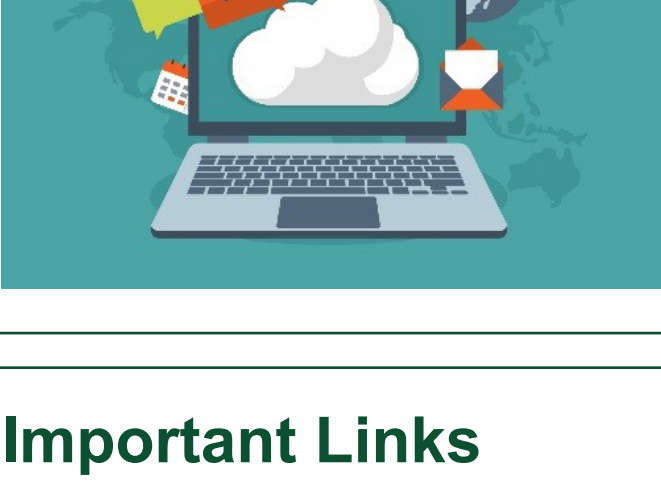
## Forms Changes

The [Workday Forms](#) have been re-designed based on feedback to expedite the processing of role requests by streamlining the information requested, clarifying terminology, routing and required signatures. The forms that are impacted are:

- Workday **HCM** Role request for department Human Resource related roles
- Workday **HCM** Role request for Central (e.g. Human Resources, Controller, Purchasing)
- Workday **Finance** Role requests for all Finance related roles
- **Cost Center/Cost Center Hierarchy** (funding sources)
- **Driver** Request form used to edit, move, or inactivate an existing driver (Program, Project, Gift, or Grant)

## System Changes

[Click here](#) for a comprehensive list of completed and in-development system changes.



## Important Links

- [Log in to Workday](#)
- [Training](#)
- [Frequently Asked Questions](#)
- [Communications](#)
- [Forms](#)
- [Resources](#)



## 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 Data List](#)
- [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](#).

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).

## Connect with Us

We value your feedback. Have an idea to share? Or a Workday item you'd like to know more about? Contact us at: [workday@miami.edu](mailto:workday@miami.edu)

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