

Workday 31 System Update September 8, 2018



Workday 31: Update Overview

- Workday Update Methodology
- Feature Highlights
- Communications and Training
- Stay Tuned

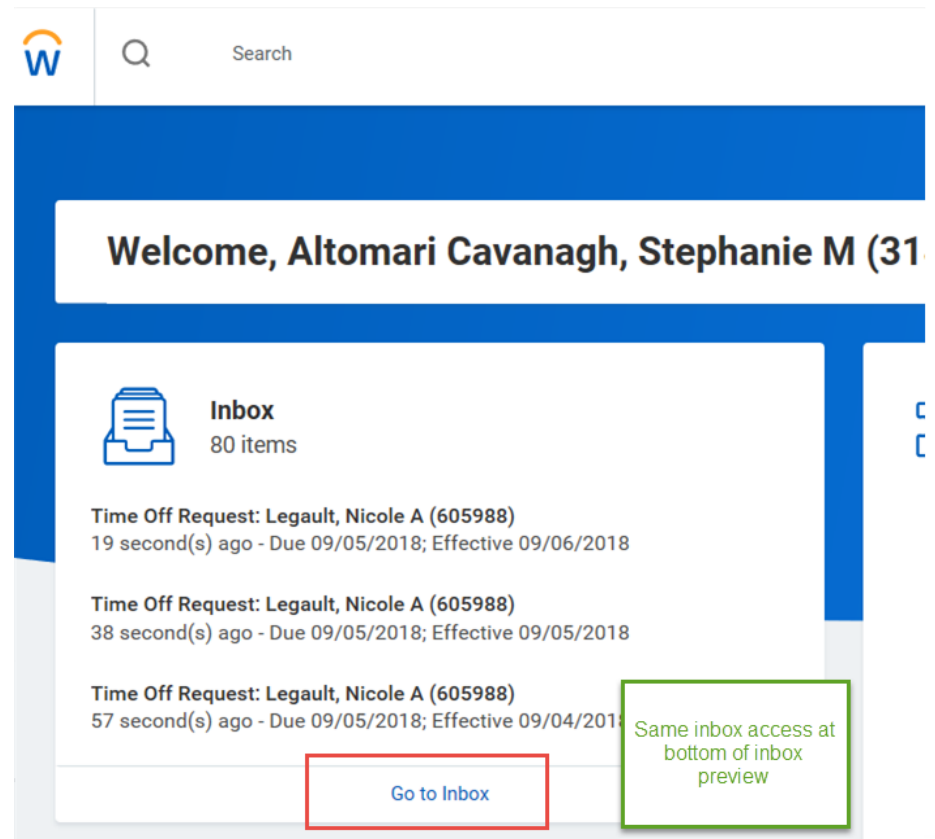
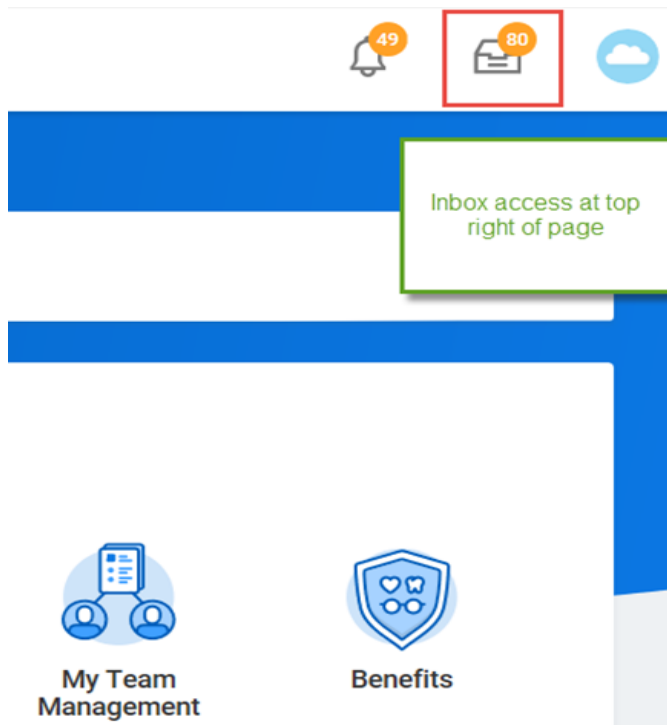
Workday 31: Methodology

- Workday updates functionality 2 times per year
- Each update contains many enhancements to WD functionality that Brown may accept or defer depending on their impact to the community
- Each accepted enhancement is tested prior to being deployed
- Deployment will take place over a weekend update, during which Workday will be unavailable
- The community will be provided with updated information, training and materials depending on the magnitude of the enhancement

Workday 31: Feature Highlights

Inbox Access:

- Removal of inbox dashboard on landing page
- Access at top of landing page and Inbox preview available
- Current tasks in inbox will not be affected



Workday 31: Feature Highlights

View of Award in Grants Management enhanced to include profile view:

- Tabs outline award set-up details
- Award header continue to summarize snapshot of life to date spend
- Profile view ensures more clarity in review of award details

Overview	Award Lines	Plan	Award Tasks	Billing & Receivables	Additional Reports	Amendments	Set Up & History
Summary	Sponsor	Funding Details	NSF Code Allocation	Proposal			

Company	Brown University
Name	Finding surface subgroups and virtual immersions
Description	To live in a two or three dimensional manifold is to live in space that appears to be two or three dimensional but which may connect to itself in unusual ways. The vast majority of such manifolds can be made to carry a hyperbolic metric, which is similar to Euclidean space in that looks the same at every point and in every direction, but is different because nonintersecting lines come close to each other and then diverge. In previous work the proposer (working with Vladimir Markovic, at Warwick University), found two dimensional hyperbolic manifolds that lie in a nearly perfect way in a given three-dimensional one. This proposal describes a good number of further directions for this work.
Award Lifecycle Status	Closed
Sponsor Award Reference Number	DMS-1206982
Award Date	07/01/2012
Award Signed Date	(empty)
Award Type	Grant
Purpose Code	Organized Research



Workday 31: Feature Highlights

Customer Account Overpayments:

- Allows Accounts Receivable to apply overpayments On Account
- Viewable to Accounts Receivable Coordinators for reporting

Overpayment Details

Company	Brown University
Customer	Nabsys 2.0 LLC
Overpayment Date	* <input type="text" value="07 / 02 / 2018"/>
Overpayment Reason	* <input type="text" value="search"/> <input type="text" value="× Small Difference"/>
Overpayment Amount	* <input type="text" value="0.00"/>
On-Account Remaining Amount	5,110.46
Worktags *	<input type="text"/>

Attachments

Notes



Workday 31: Feature Highlights

Candidate Home enhancements

- Collect personal data from candidates
- Support candidate update of contact information
- Status updates and application review of applications by candidates

Brown Career Site

Welcome,

Thank you for your interest in careers at Brown University. Be sure to check for new openings and follow our social media links.

My Applications

! [REQ146233 Volunteer Coach, Baseball](#)

Applied Yesterday | Status: Hire Pending

! [REQ148012 Principal Gifts Associate](#)

Applied Yesterday | Status: Hire Pending

[REQ145611 Director, Facilities Planning & Operations](#)

Applied 14 Days Ago | Status: Withdrew

[REQ147620 Community Director](#)

Applied 14 Days Ago | Status: Withdrew

[REQ147646 Research Analyst](#)

Applied 14 Days Ago | Status: Withdrew

[REQ145914 Research Assistant](#)

Applied 14 Days Ago | Status: Withdrew

[REQ147672 Research Assistant](#)

Applied 14 Days Ago | Status: Withdrew

[REQ143345 Communications & Outreach Manager](#)

Applied 14 Days Ago | Status: Withdrew

[REQ147404 Web and Digital Producer](#)

Applied 14 Days Ago | Status: Withdrew



BROWN

My Information

Update Contact Information

About Us



BROWN

Welcome!



Workday 31: Feature Highlights

Merit Enhancements:

- Cleaner User Interface
- More intuitive reporting
- More efficient process

Organization Summary:
Merit: Shared Participation - Staff [Actions](#)

Overall Budget and Spend

Merit
USD
0.00
of 427,489.89

% of Pool Summary 13 items

Organization	Sub Orgs	View	Activity	Status	Employees	Merit	Actions
Office of the Dean of Medicine & Biological Sciences (Elias, Jack A (607238))				Awaiting Action	4	0.00%	Actions
BioMed Academic Affairs (Cyr, Michele G (314862))				Awaiting Action	6	0.00%	Actions
BioMed Clinical Affairs (Rounds, Sharon I (311106))				Awaiting Action	5	0.00%	Actions
BioMed Office of the Executive Dean (Galligan, Kimberly A (620077))				Awaiting Action	64	0.00%	Actions

Workday 31: Feature Highlights

Learning Paths:

- Identify courses to view or register for at a later time
- Create groups of courses for action or interest
- Easily create, edit, view and execute on paths

The screenshot displays the Workday Learning interface. At the top, there are tabs for 'Overview', 'Administrative', and 'Enrollments'. The main content area shows a course titled '2-Minute Tips for Senior Leaders' with a rating of 5 stars (0 reviews) and '5 enrolled'. A red box highlights the 'Add to' dropdown menu, which includes options: 'Add to Learning Path', 'Add to Watch Later', and 'Create Learning Path'. Below the course title, there is a progress indicator showing '1' and a 'Package' icon. At the bottom, there are four buttons: 'Begin', 'Enroll My Team', 'Edit', and 'Drop All'. On the right side, a 'Learn' sidebar is visible, containing a red box around 'My Library', and other options like 'Search for Available Learning', 'Full Course Catalog (Displays All Learning Content)', and 'More (3)'.



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Workday 31: Feature Highlights

Learning Enrollments:

- Learning enrollments are viewable by instructors and Learning Coordinators directly from the course
- Transparency into roster and enrollees who have dropped the course
- Action can be taken directly from course

Overview Administrative **Enrollments** Grading and Attendance

Enrollments 1 item

Name	Enrollment Status	Completion Status	Enrollment Date	Drop Date	Drop Reason
Altomari Cavanagh, Stephanie M	Dropped	Not Started	08/29/2018	08/29/2018	Drop Learning > Illness/Family Emergency

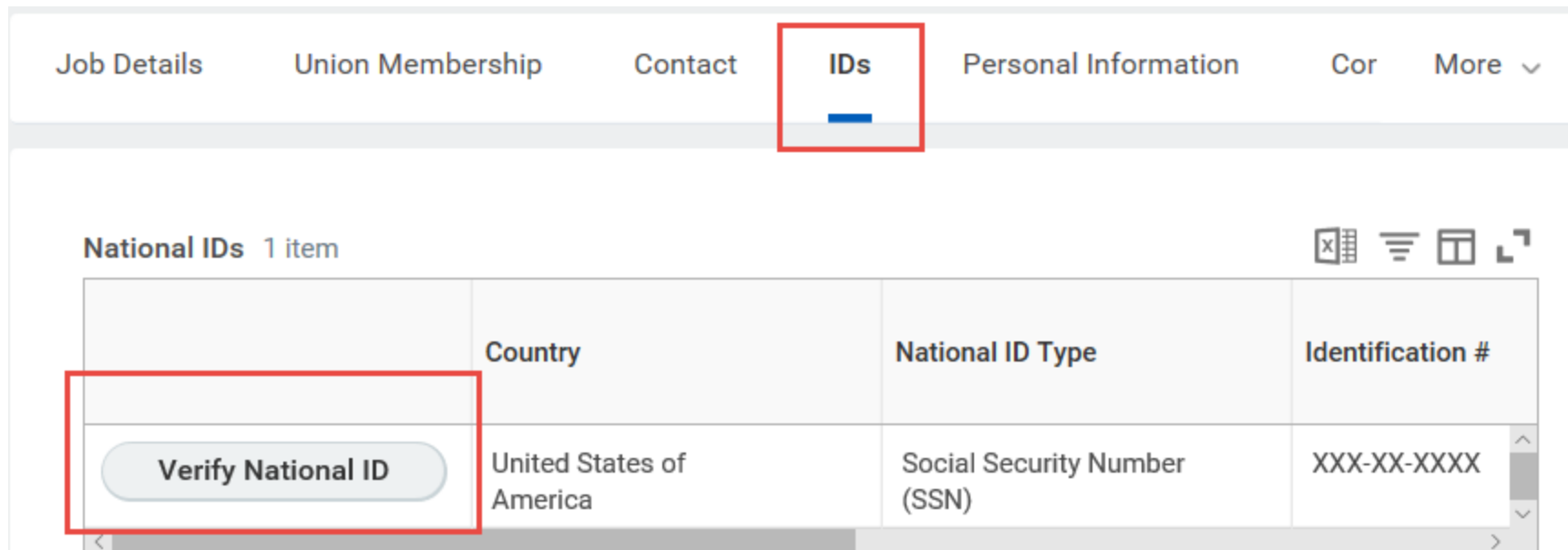
Enroll Enroll My Team Edit ...

- Manage Roster
- Drop All
- View Waitlist
- Add to Calendar

Workday 31: Feature Highlights

Government ID/Social Security Number Verification for Workers:

- Allows users to verify their own social security number/government ID to ensure their number is accurate and applied appropriately to tax documents
- Provides transparency to workers to what is recorded in Workday as it is obtained in onboarding



The screenshot shows the 'IDs' tab in the Workday interface. The 'IDs' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'National IDs 1 item' with a table containing one row. The table has columns for 'Country', 'National ID Type', and 'Identification #'. The row contains 'United States of America', 'Social Security Number (SSN)', and 'XXX-XX-XXXX'. A red box highlights a 'Verify National ID' button in the first column of the table row.

	Country	National ID Type	Identification #
Verify National ID	United States of America	Social Security Number (SSN)	XXX-XX-XXXX

Workday 31: Feature Highlights

Recruiting: Personal Reminders

- Personal Reminders will allow those involved in the recruiting process the opportunity to identify reminders at the candidate level for follow up
- Automated notifications via email will be generated to the user generating the reminder with the details of the reminder

Sandbox Preview Preview - brown_preview

W steph altomari

Altomari, Steph (C91887) Actions

Jobs Applied to 14

- Actions
- Business Process >
- Candidate Actions
- Job Application >
- Personal Data >
- Audits >
- Favorite >

- Send Message
- Create Reminder**
- Invite to Apply
- Candidate Communication
- Share Candidate
- Add to Prospects
- Add To Pool
- View Reminders
- Find Duplicates
- Set Withdrawn Status
- Set Do Not Hire Status

Phone +1 401-555-1212

Attachments

Remind me about: * search

× Altomari, Steph (C91887)

Title *

When

Tomorrow

One Week

One Month

None of the above

Time

Morning

Afternoon

Evening

None of the above

Due Date * MM / DD / YYYY

Approximate Time *

Workday 31: Feature Highlights

Recruiting: Bundle Resumes

- Allows users to select resumes in groups to view simultaneously, download, and print
- Generates file to My Reports

All Active Candidates Awaiting Action Inactive Candidates Extend My Search

29 items | 3 selected Overview Contact

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Action	Awaiting Me	Current Company	Years in Current Job	Degrees	Attachments	Source
<input checked="" type="checkbox"/>	Altomari, Steph (C91887)	Requisition Filled				0			Advertising -> Idealist
<input checked="" type="checkbox"/>		Requisition Filled			Evercore Partners	2	BE MS	 	Career Site -> Brown Career Site
<input checked="" type="checkbox"/>		Requisition Filled			Commonwealth of Massachusetts	4	BS Dip	 	Career Site -> Brown Career Site
<input type="checkbox"/>		Requisition Filled				0	BA High School Diploma/GED		Career Site -> Brown Career Site

Bundle Resumes (highlighted in red box, with red arrow pointing to it)

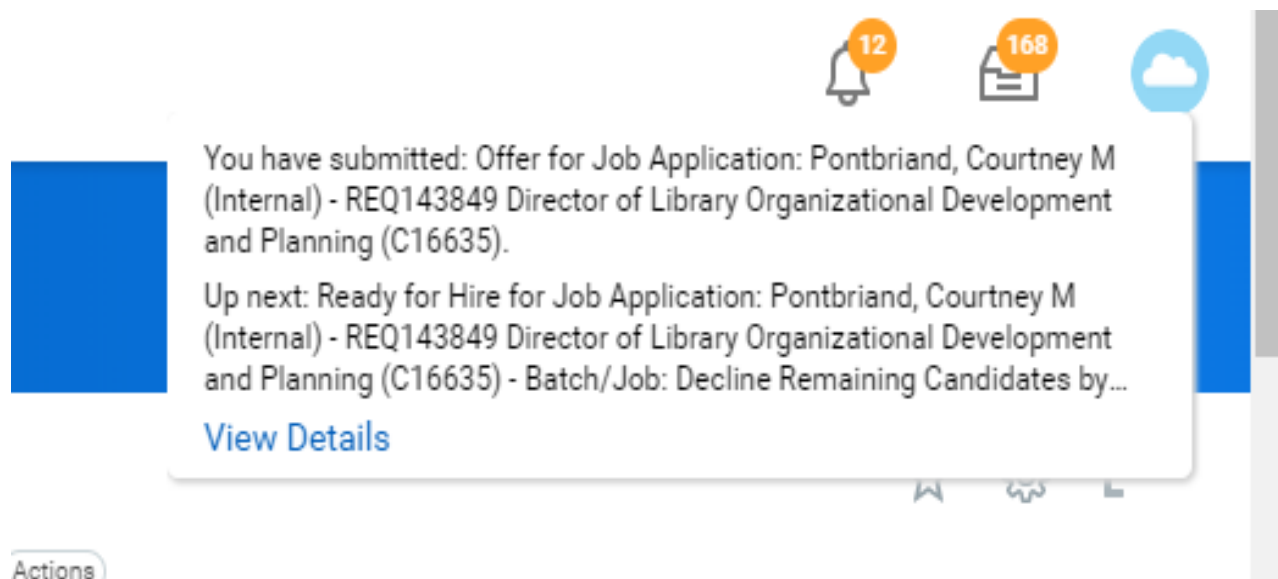
... (highlighted in red box, with red arrow pointing to it)

Move Forward Decline Send Message

Workday 31: Feature Highlights

Recruiting: Recruiting Process Preview:

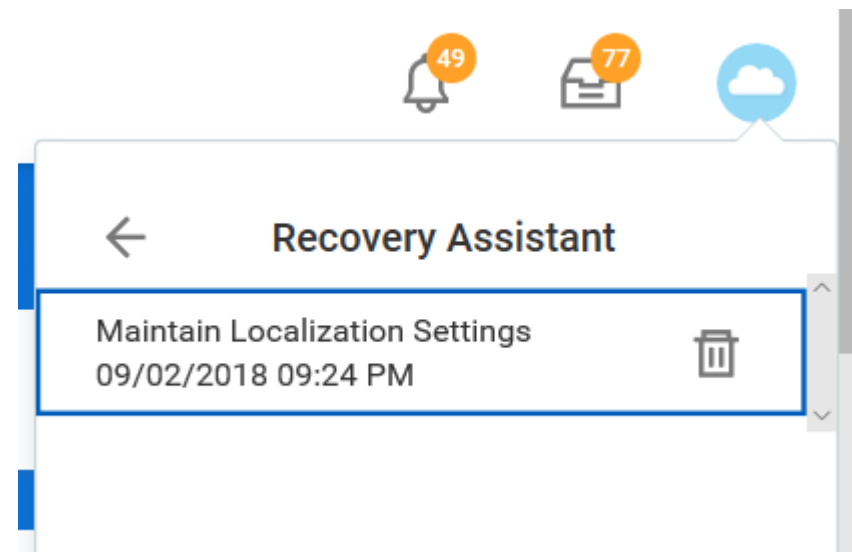
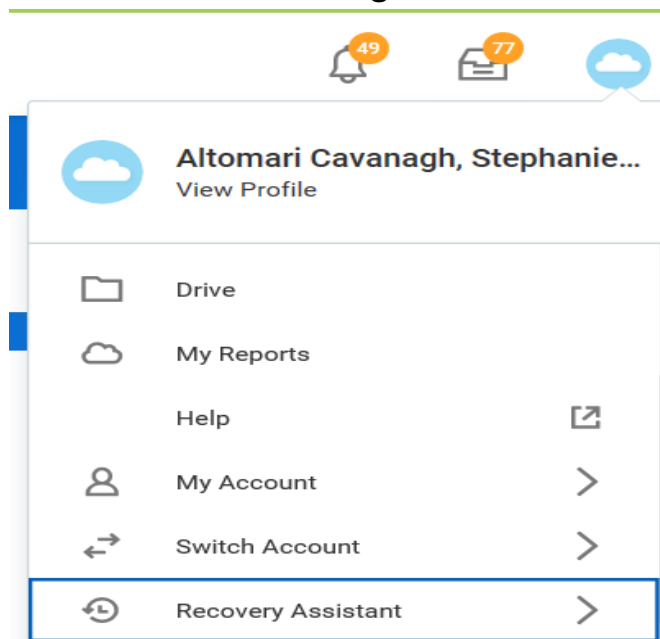
- When acting on a recruiting process the next step in the process will preview in the upper right corner
- This notification is actionable and will allow you to view the remaining steps in the process by clicking View Details



Workday 31: Feature Highlights

Recovery assist:

- Recovery assist is available to help users completing processes that might time out or toggle away from a task to another screen in Workday
- Workday will periodically create snapshots of tasks and record them to recovery assist
- Tasks will be available for business days in recovery assist for users to recover and begin their work



Workday 31: Feature Highlights

Programmatic reports for Academic Departments:

- High level financial report has been created in Workday that provides a summary of a department's sources of funds and expenditures in one simplified presentation
- Available to department managers and chairs

Programmatic Budget vs Actual Report: Academic Unit Version

Organization *

Plan Name *

Period *

Worktags

Workday 31: Feature Highlights

Commitment Ledger Reporting for Academic Departments:

- Provides tracking of funding commitments at the department level
- Consolidates view of commitments and actuals for greater transparency

Funding Commitments - Academic Unit Version

Organization *

Period *

Worktags (Commitment Only)

- X Spend Category: Commitment - FY18
- X Spend Category: Commitment - FY19

Workday 31: Feature Highlights

Mobile Enhancements:

Home Page

- Card layout that highlights important information such as:
- Frequently used apps - personalized to each user
- Learning
- Payslips
- Time Off (for eligible workers)
- Benefits

Navigation Bar

Added to the bottom of the Workday mobile app. You can use the tabs to easily switch your view to:

- Home- Provides quick and easy access to frequently used functions within the Workday application
- Inbox & Notifications- Now have a dedicated permanent location that are similar to how they are accessed via Workday on the web with notification bubbles for new items
- Worksheets available

Time-Off

- Workday will now allow you to sync your personal Gmail calendars with the Workday time-off calendar
- View scheduled personal or business events as you select days off in the time-off calendar
- Conveniently plan future time-off to avoid conflicts or disruptions in your schedule



Workday 31: Feature Highlights

Worksheets

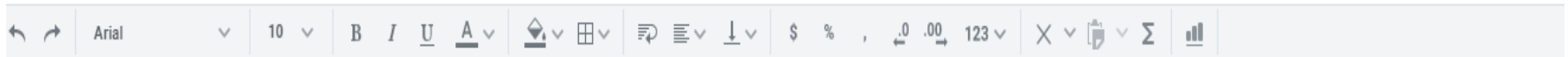
- Export data to Google like experience directly in Workday for data sharing
- Upload data into Workday to combine with Workday reporting data and user collaboration
- Calculate data using excel formulas



View Workbook

Routing Details

File Edit View Format Insert Data Collaborate Help All changes are saved automatically



fx Rule Conditions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Rule Conditions													
2	And/Or	(Source	Relational	Comparison	Comparison)							
3	And		Accounting	any in the	Value	[CC40001 Bio-								
4	And		Accounting	none in the	Value	[CC40001 Bio-								
5						[CC40001 Bio-								
6						[CC40001 Bio-								
7						[CC40001 Bio-								



Workday 32: Stay Tuned

- Next release of Workday functionality in March 2019