Workday 31 System Update
September 8, 2018

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Workday 31: Update Overview

- Workday Update Methodology

- Feature Highlights

- Communications and Training

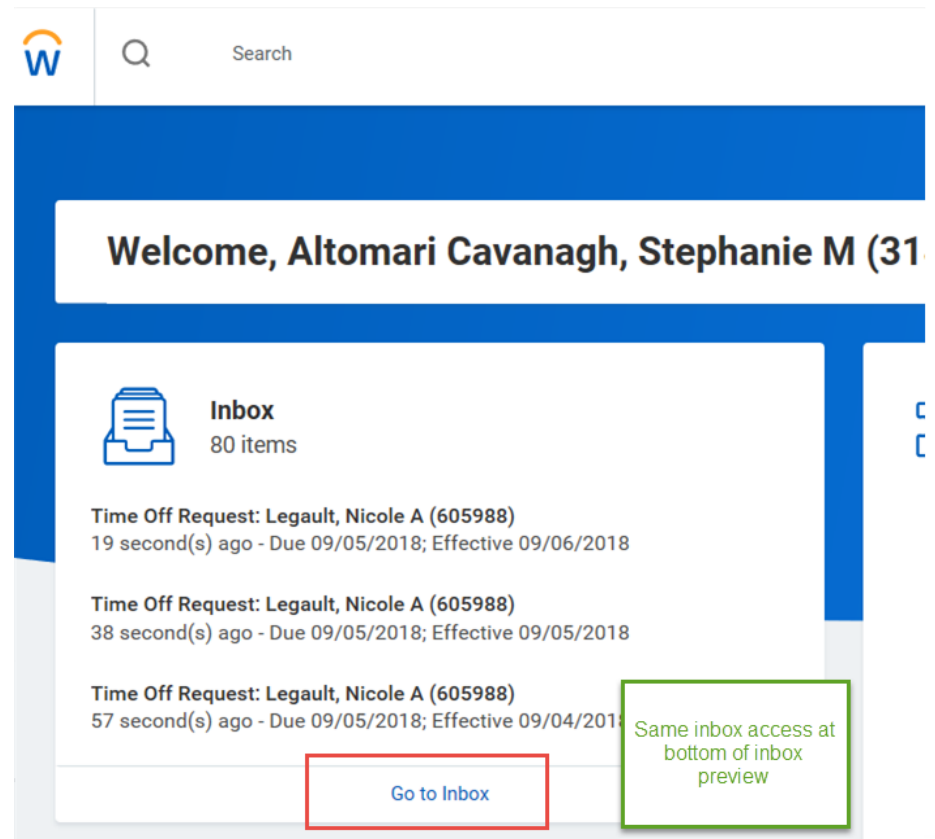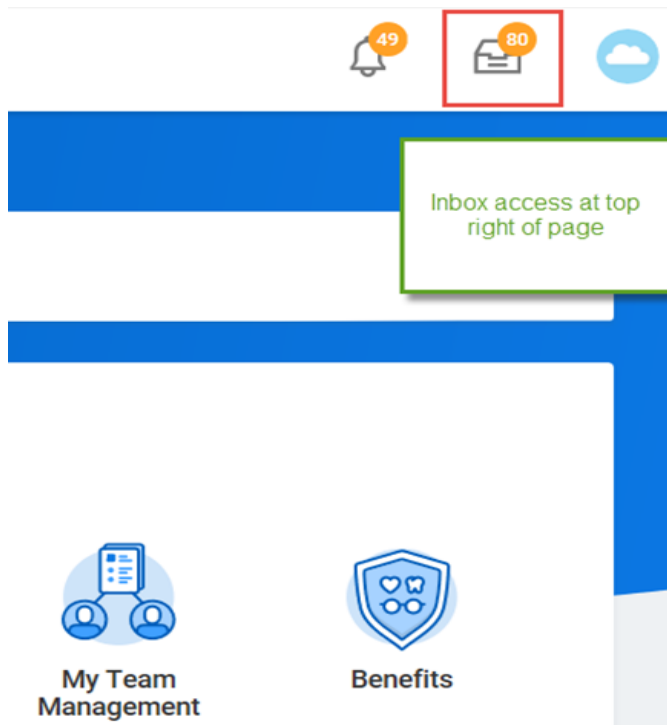- Stay Tuned

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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

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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

Inbox access at top right of page

Search

Welcome, Altomari Cavanagh, Stephanie M (31-

Inbox
80 items

Time Off Request: Legault, Nicole A (605988)
19 second(s) ago - Due 09/05/2018; Effective 09/06/2018

Time Off Request: Legault, Nicole A (605988)
38 second(s) ago - Due 09/05/2018; Effective 09/05/2018

Time Off Request: Legault, Nicole A (605988)
57 second(s) ago - Due 09/05/2018; Effective 09/04/201

Go to Inbox

Same inbox access at bottom of inbox preview

My Team Management

Benefits

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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 Receiveable to apply overpayments On Account
- Viewable to Accounts Receiveable Coordinators for reporting

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

Workday 31: Feature Highlights

Merit Enhancements:
- Cleaner User Interface
- More intuitive reporting
- More efficient process

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

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
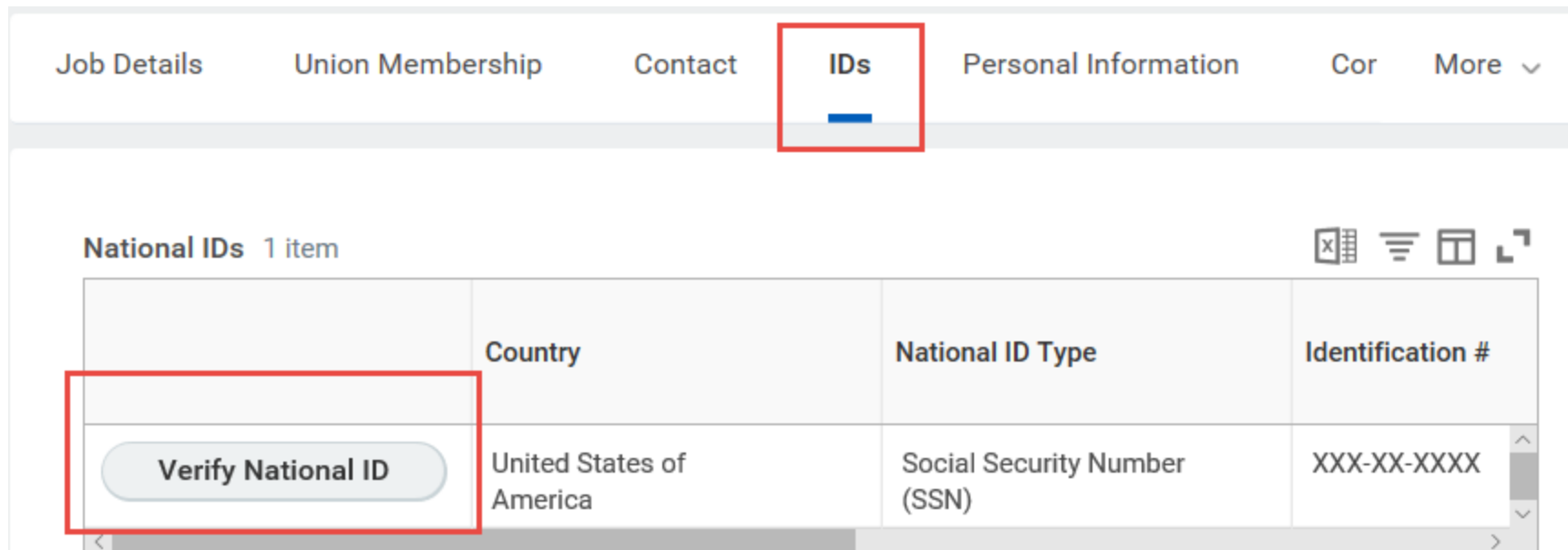
Workday 31: Feature Highlights

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

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

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

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
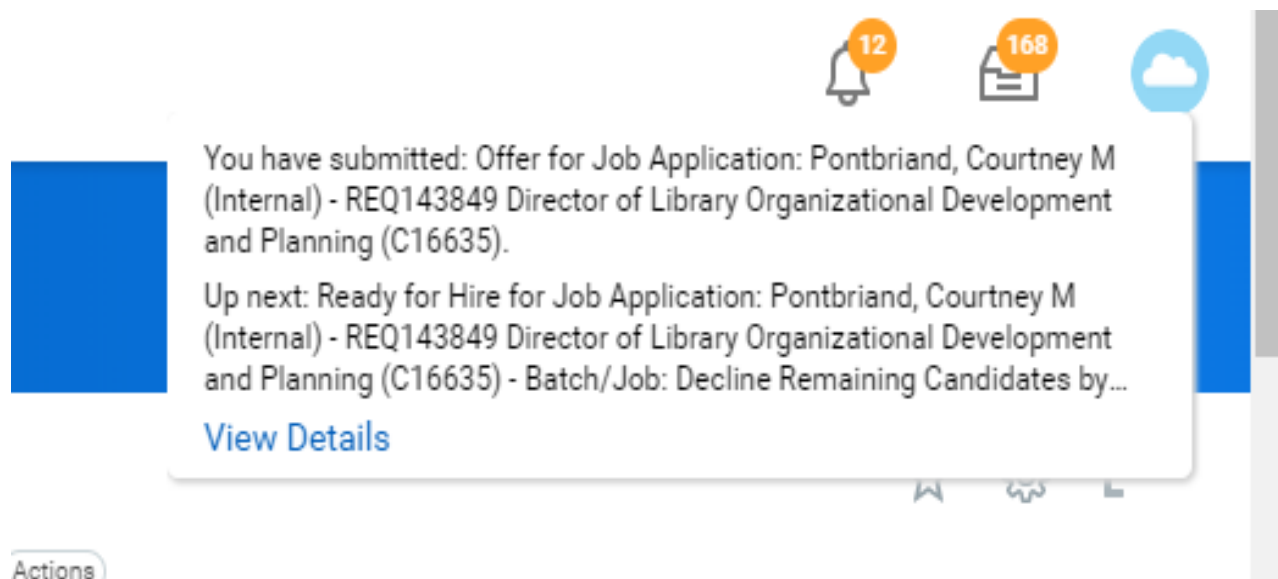
Workday 31: Feature Highlights

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
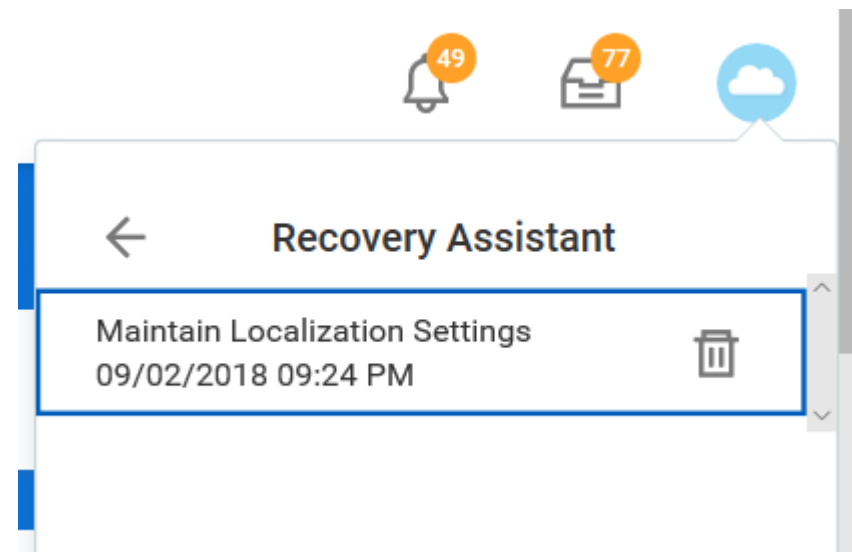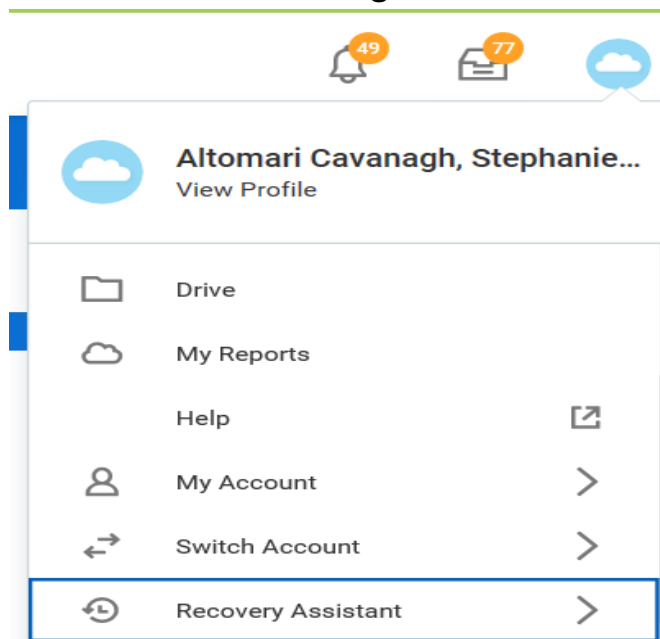
Workday 31: Feature Highlights

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   [☰]

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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

Field		Value
Organization	*	
Period	*	
Worktags (Commitment Only)		× Spend Category: Commitment - FY18
		× Spend Category: Commitment - FY19

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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

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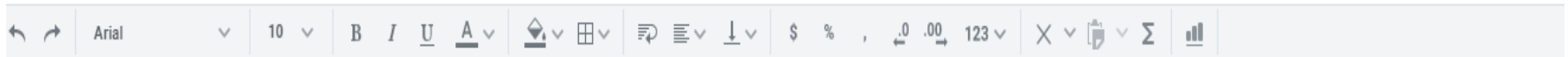# Workday 31: Feature Highlights

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

Workday 32: Stay Tuned

- Next release of Workday functionality in March 2019

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