

Workday 32 System Update

March 9, 2019



Workday 32: Update Overview

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

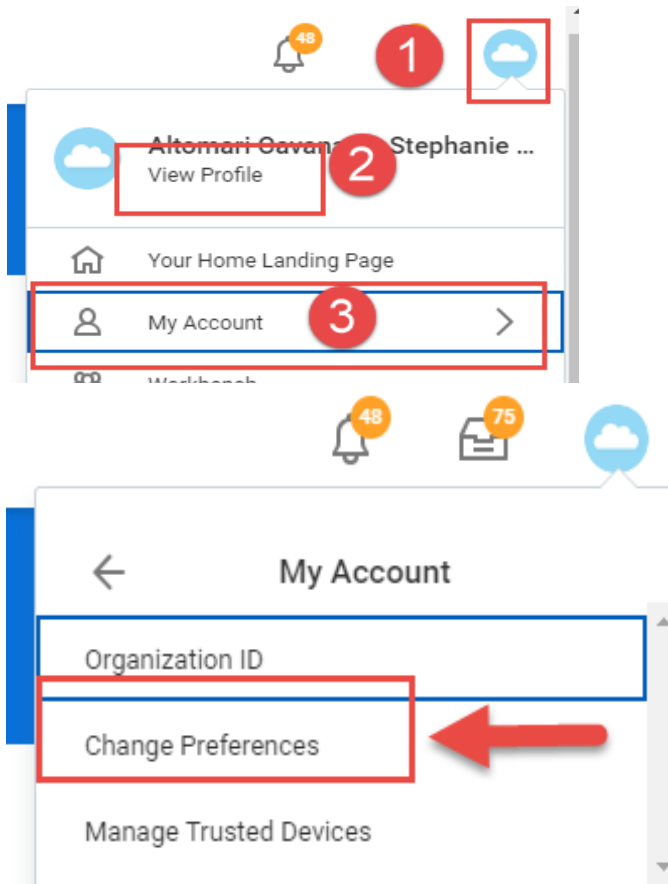
Workday 32: Methodology

- 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 32: Feature Highlights

Set default inbox filter:

- If using inbox filters repetitively, you can set a default filter for tasks
- Click on profile and My Account
- Select Change Preferences



Account Preferences

Mobile Carrier

Preferred Home Page

Simplified View

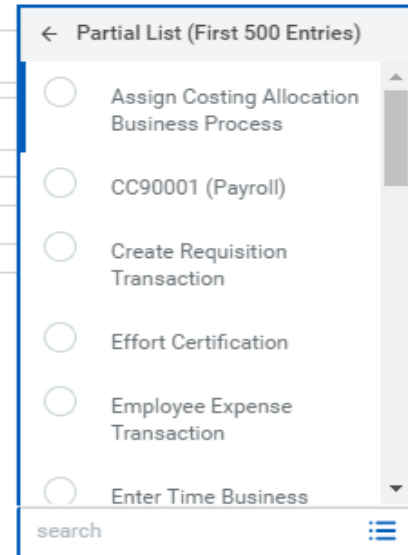
Show responsive layout for prompts

Workflow Preferences

Email Address for Business Processes

Suppress Inbox Exceptions

Default Inbox Filter



Background Notification Preferences

Display a message when a background report completes




Workday 32: Feature Highlights

Related Worktags on One Time Payments:


- When entering One Time Payment, related worktags will default in when entering the driver worktag for the payment

One-Time Payment

Organizational Assignments


Location: South Street Landing 

One-Time Payment Plan *



Amount *


Currency *



Send to Payroll

> Supporting Information

Worktags

- Business Unit: BU4020
CSV-Finance and Administration 
- Cost Center: CC30250
Human Resources
- Expense Purpose Code: 1800
General Administration
- Fund: FD100 General
Operating

Workday 32: Feature Highlights

Pay Worklet:

- Recent payslip summary view, options to view and print
- ACA forms now available from worklet
- New drillable report for pay history details
- New report to compare prior pay periods

← Pay

The most recent completed paychecks will default for pay history and compare periods reports. To view additional pay results, select view more under each report. To see all payslips, please select payslips from the forms menu.

Recent Payslips

Payment Date	Gross	Net	Next Pay Date: 03/29/2019	
02/28/2019	\$8,333.34	\$4,999.78	View	Print
01/31/2019	\$8,333.34	\$4,999.79	View	Print
12/21/2018	\$2,225.00	\$2,225.00	View	Print
12/21/2018	\$11,833.34	\$7,497.22	View	Print
11/30/2018	\$8,333.34	\$5,063.64	View	Print

[View](#)

- My ACA Forms
- Tax Documents
- Payslips
- Bonus & One-Time Payment History

[Change](#)

- Payment Elections
- Withholding Elections

Pay History

Compare Periods

	01/01/2019 - 01/31/2019 (Monthly)	02/01/2019 - 02/28/2019 (Monthly)
Earnings		
Salary	\$8,333.34	\$8,333.34
Deductions		
Dental	\$17.67	\$17.67
Fidelity Deferred Vesting	\$583.34	\$583.34
FWT	\$589.56	\$589.56
Medical UHC EE	\$559.03	\$559.03
Medicare	\$111.40	\$111.39
OASDI	\$476.31	\$476.32
Off Street Parking (pre tax)	\$74.17	\$74.17
RI TDI	\$71.67	\$71.68

Period	Earnings	Pre-Tax Deductions	Employee Taxes	Post-Tax Deductions	Net Pay
11/01/2018 - 11/30/2018 (Monthly)	\$8,333.34	\$1,801.79	\$1,449.06	\$18.85	\$5,063.64

Workday 32: Feature Highlights

Time Tracking for Workers with Multiple Positions:

- Position and Supervisory Organization details now appear throughout time tracking for easier identification.
- Hovering over time blocks will now include supervisory organization details.

Time Entry Approval
Time Entry: - 5 hours from 03/03/2019 to 03/09/2019 Actions

4 minute(s) ago - Effective 03/09/2019

Worker

Daily Totals 1 item

Date	Type
Mon, 3/4	Regular Hours

▼ **Entries to Approve**

1 item

Date	Position	Type	Time Block Report Quant
Mon, 3/4	POS200794 Women's Soccer Student Worker (+), Recreation and Physical Education Student Workers (Carhart, Jeanne M (302993))	Regular Hours	

Workday 32: Feature Highlights

Find Job Profile report:

- Supports users to identify profiles for creating new positions

W | find job profile

Find Job Profile Actions

Q search

> Saved Searches

Current Search Save

Clear All

▼ **Job Family**

- Grade 10 (115)
- Grade 9 (114)
- Grade 8 (103)
- Grade 11 (92)

1055 Results

Academic Department Coordinator 1
Job Code: Academic Department Coordinator 1 | Academic Department Coordinator 1

Academic Program Coordinator 2 (Non-exempt)
Job Code: Academic Program Coordinator 2 (Non-exempt) | Academic Program Coordinator 2

Assistant Vice President of Finance
Job Code: Assistant Vice President of Finance | Assistant Vice President of Finance

Use filters or search box to narrow results

Workday 32: Feature Highlights

Candidate Grid:

- New view of candidate stages
- Blue indicator signifies new status

Review Candidates

REQ153061 Workday Analyst (Open) Actions



Active Candidates 1 of 1 Active Referrals 0 of 0 Active Internal Candidates 0 of 0 Converted Prospects 1 of 1

All Active Candidates

Awaiting Action

Extend My Search

-- 1 -- -- -- -- --
Review Screen Interview Reference Check Offer Background Check Ready for Hire

1 item Overview Contact

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Current Title	Current Company	Years in Current Job	Degrees	Attachments	Source
<input type="checkbox"/>	Brady, Tom	Schedule Interviews	2		03/06/2019			0			



Workday 32: Feature Highlights

Revised view of supervisory organization panels:

- More details on job requisition in Staffing

Workday Program Support (Doolittle, Renee N (306123))

Actions



View As Of 03/06/2019

Organization ID ORG402908

Type Supervisory

Superior Organization Workday Program (Altomari Cavanagh, Stephanie M (314198))

Details Members **Staffing** Roles Organization Assignments

Staffing Model Position Management

Available to Fill 1 item



Position Restrictions	Effective Job Requisitions	Job Requisition FTE	Job Family	Job Profile	Job Profiles for Job Family	Location	Avai
POS255163 Workday Analyst (Unfilled)	REQ153061 Workday Analyst (Open)	100.0%	Human Resources	Benefits Analyst	Assistant Vice President for Human Resources Benefits Analyst Benefits Coordinator Benefits Specialist Benefits Specialist (Non-exempt) More (19)	Brown Office Building	03/1



Workday 32: Feature Highlights

Revised view of supervisory organization panels:

- Additional information to make Unavailable to Fill easier to identify

Workday Program Support (Doolittle, Renee N (306123)) Actions



Type [Supervisory](#) Superior Organization [Workday Program \(Altomari Cavanagh, Stephanie M \(314198\)\)](#)
Organization ID [ORG402908](#)

Details [Members](#) [Staffing](#) [Unavailable to Fill](#) [Roles](#) [Organization Assignments](#)

Unavailable to Fill A closed or frozen Position, one where the Availability Date hasn't been met, or one with a future dated Fill. If using Required Job Requisitions, Position is also Not Available until there is an open Job Requisition.

Unavailable 1 item



Position Restrictions	Effective Job Requisitions	Job Requisition FTE	Job Family	Job Profile	Job Profiles for Job Family	Location	Avai
POS255163 Workday Analyst (Position Fill:04/01/2019,Learner, Jane (632280))	REQ153061 Workday Analyst (Fill Date: 04/01/2019)	100.0%	Human Resources	Benefits Analyst	Assistant Vice President for Human Resources Benefits Analyst Benefits Coordinator Benefits Specialist Benefits Specialist (Non-exempt) More (19)	Brown Office Building	03/1



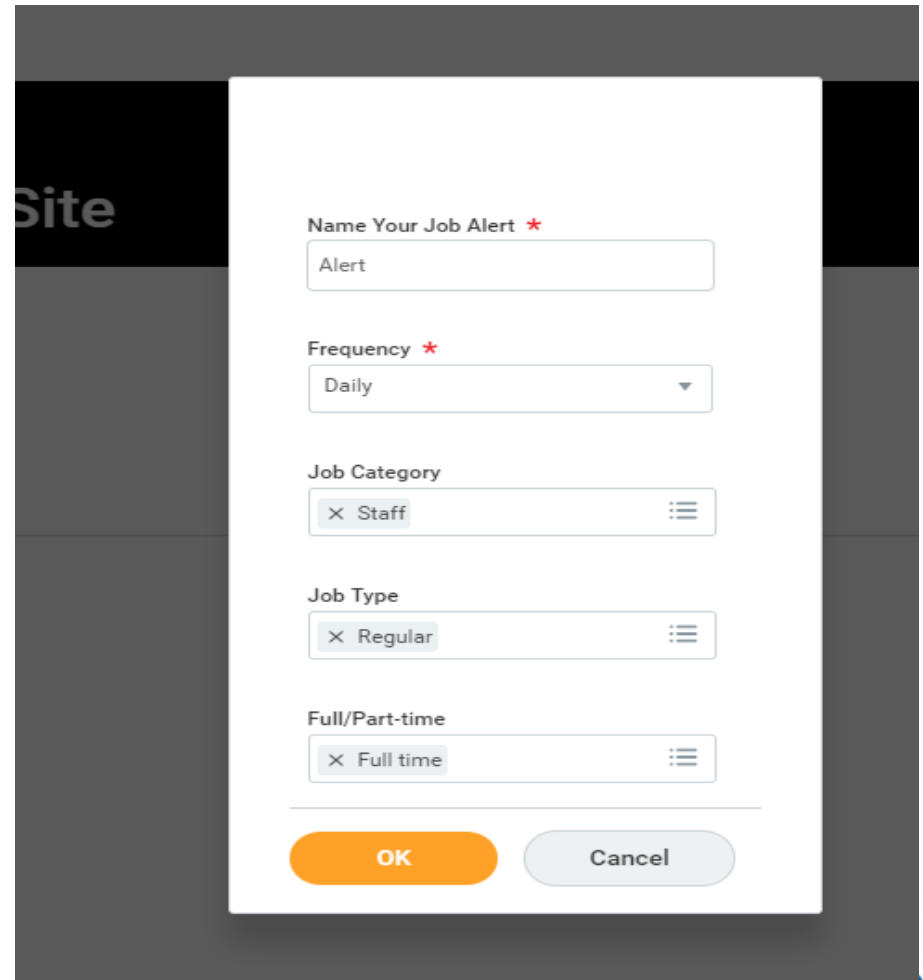
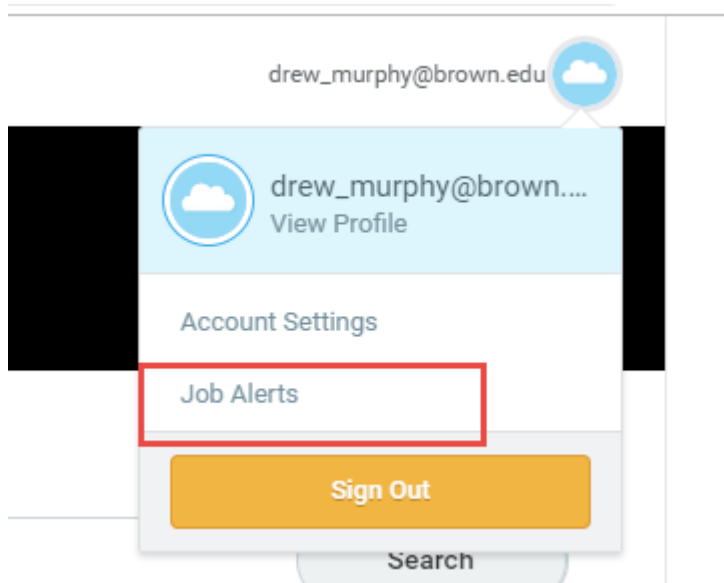
BROWN



Workday 32: Feature Highlights

Candidate Home enhancements:

- Create job alerts for external candidates through candidate home



Workday 32: Feature Highlights

Candidate Home enhancements:

- Alert schedules can be managed through candidate home

Brown Career Site

Manage Job Alerts

Create Job Alert

1 item

My Job Alerts	Filters	Frequency	Actions
Alert	Staff, Regular, Full time	Daily	Manage ▼

The screenshot shows a user interface for managing job alerts. At the top, there is a black header with the text 'Brown Career Site'. Below this is a section titled 'Manage Job Alerts' with an orange 'Create Job Alert' button. A table displays one job alert item. The table has four columns: 'My Job Alerts', 'Filters', 'Frequency', and 'Actions'. The 'Actions' column for the alert contains a 'Manage' button with a dropdown arrow. A red rectangular box highlights this 'Manage' button. The footer of the interface includes the Brown University logo and the Workday logo.

Workday 32: Feature Highlights

Learning Enrollment view on course include the following:

- Completion date
- Drop date
- Drop reason

Overview Administrative **Enrollments** Grading and Attendance

Enrollments 1 item



Enrollment	Enrollment Status	Completion Status	Completion Date	Enrollment Date	Drop Date	Drop Reason
Altomari Cavanagh, Stephanie M (314198) - Budget Projection Process in Workday	Enrolled	Not Started		03/06/2019		

Workday 32: Feature Highlights

Competencies on courses:

- Add learning competencies on courses
- Supports searching for learning by competency
- Links to performance evaluations

No Data

Competencies 0 items



*Competency

Competency Description

No Data

Instructor Led Details



BROWN



Workday 32: Feature Highlights

Mass enroll status:

- When enrollment is unavailable, error message will appear

Review

Budget Projection Process in Workday


350 Eddy Street, Large Conference Room 492, Providence, RI 02912

Dates Fri, Mar 8, 2019, 12:00 PM - 2:00 PM Eastern Time (New York)

Users who are responsible for submitting budget projections are invited to attend training on completing the budget projection process in Workday. Please contact the Budget Office at 3-2786 if you are unable to attend your scheduled session. All attendees will need to bring a laptop to the training session. Please notify the Budget Office if you do not have access to a laptop.

Seats Available 9

Ineligible 1 item

Photo	Name	Location	
	Altomari Cavanagh, Stephanie M (314198)	South Street Landing	<div data-bbox="1296 943 1798 1165" style="border: 2px solid red; padding: 5px;"><p>Error</p><p>Altomari Cavanagh, Stephanie M (314198) is not eligible for enrollment in this course.</p></div>

Workday 32: Feature Highlights

Learning Instructor dashboard enhancements:

- Print rosters
- View Schedule
- Manage grading and attendance

Instructor Dashboard

Instructor Management: My Courses

Availability	Provider	Default Minimum Capacity	Default Maximum Capacity	Course Offerings	Course Offerings		Topic	Rounded Rating
					Availability Status	Availability Date		
	Budget Office	0	10	Budget Projection Process in Workday Budget Projection Process in Workday Budget Projection Process in Workday Budget Projection Process in Workday Budget Projection Process in Workday	Closed	11/28/2018 02:00:00.000 PM	Financial and Business Operations	
					Closed			

Managing Courses and Offe...

Manage Grading and Attendance >

My Schedule >

Instructor: Manage Courses and Lessons >

Instructors: Enroll Learners >

Print Roster >

My Schedule >

Manage Waitlists >

Less (4)



BROWN



Workday 32: 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 32: 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

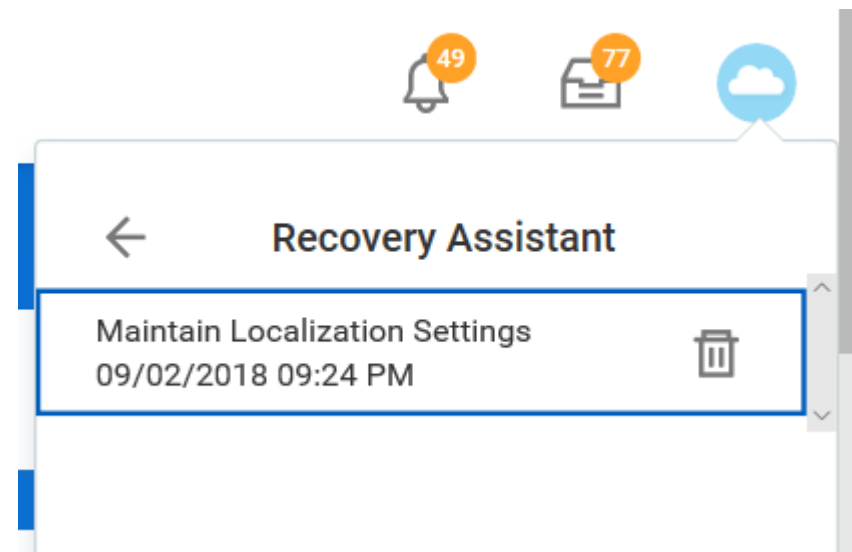
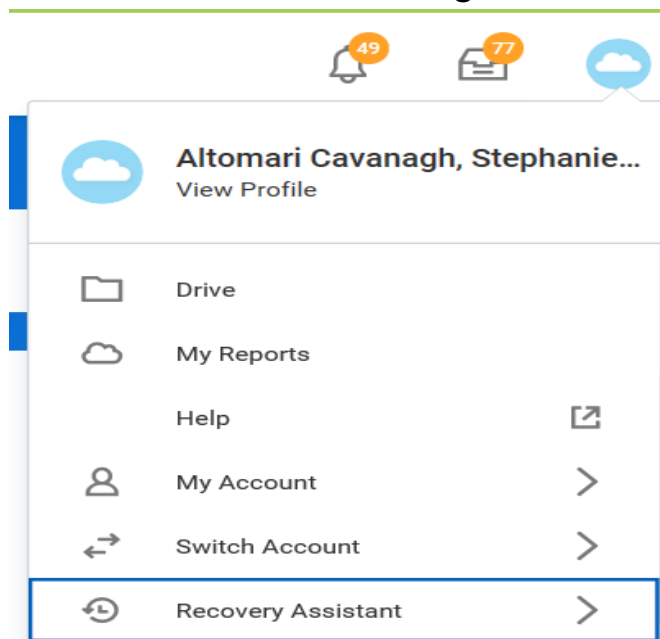
Bundle Resumes
Add To Pool
Share
Invite to Apply
Move to Linked Evergreen Requisition

Move Forward Decline Send Message ...

Workday 32: 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 32: Feature Highlights

Commitment Ledger Reporting faculty members:

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

Organization Assignee: 12 Brady, Tom

2 items 🔍 📄 🗨

Cost Center	PRG101 Faculty Research Funds			PRG138 Departmental Awards			Commitment	Actuals	Balance
	Commitment	Actuals	Difference	Commitment	Actuals	Difference			
Cost Center	20,830.10	106.69	20,723	0	0.00	0	20,830.10	106.69	20,723
CC13870 Physics	20,830.10	106.69	20,723	0	0.00	0	20,830.10	106.69	20,723

Workday 32: Feature Highlights

Worksheets

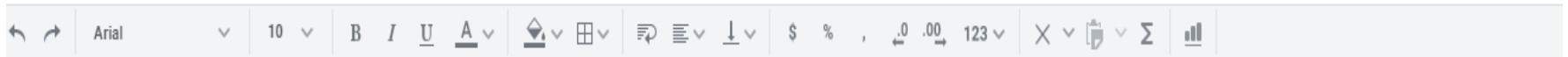
- Export data to Google like experience directly in Workday for data sharing
- Upload data into Workday to combine with Workday reporting data and user collaboration
- Calculate data using excel formulas



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: Feature Highlights

Mobile Enhancements:

- Learning
- Payslips
- Time Off (for eligible workers)
- Benefits enrollment events

Learning:

- Schedule offering business process, supports non-learning roles to help schedule an offering
- Browse for learning report replaces topic search

Recruiting:

- Step delay on disposition notifications for candidates
- Preferred name collected for candidates
- Smart actions available on grid
- Make offers from evergreen requisitions
- Create job application manually or from resume

Effort Certification:

- Composite view of effort certification



Workday 32: Stay Tuned

- Next release of Workday functionality in September, 2019