Workday 32 System Update
March 9, 2019

Workday 32: Update Overview

- Workday Update Methodology

- Feature Highlights

- Communications and Training

- Stay Tuned

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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

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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
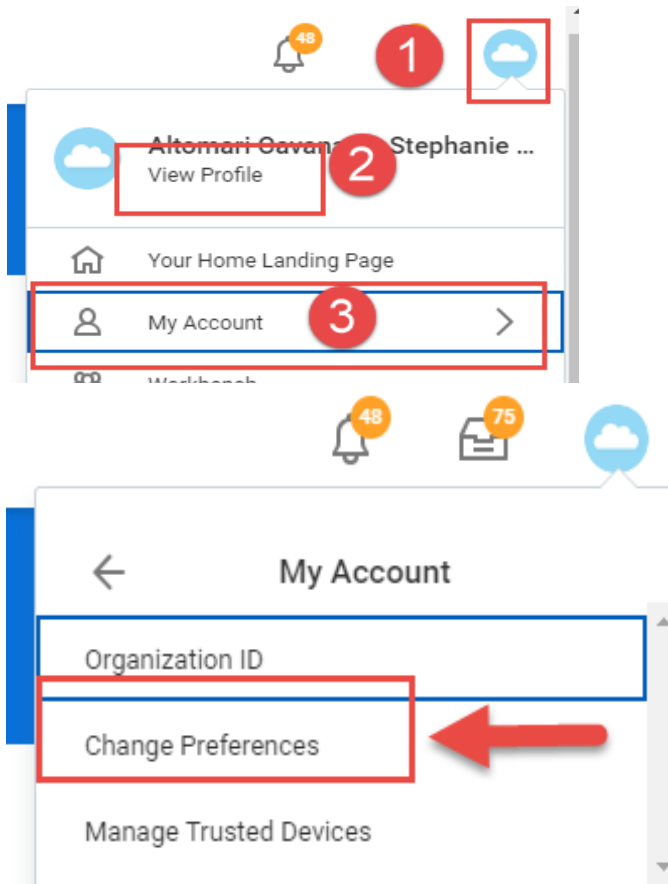
Account Preferences
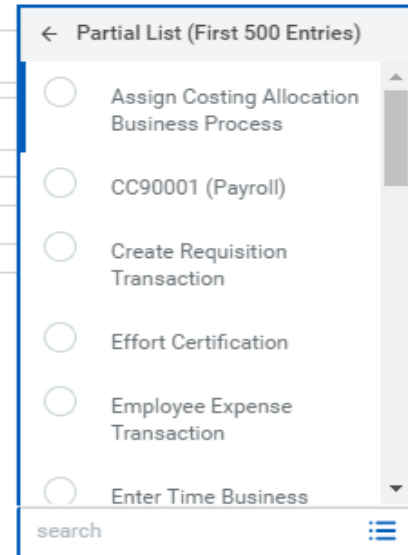
Mobile Carrier

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 ☑

← Partial List (First 500 Entries)

○ Assign Costing Allocation Business Process

○ CC90001 (Payroll)

○ Create Requisition Transaction

○ Effort Certification

○ Employee Expense Transaction

○ Enter Time Business

search

My Account

Organization ID

Change Preferences

Manage Trusted Devices

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 *
× Faculty Awards

Amount *
500.00

Currency *
× USD

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

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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

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.

Workday 32: Feature Highlights

Find Job Profile report:
- Supports users to identify profiles for creating new positions

Workday 32: Feature Highlights

Candidate Grid:
- New view of candidate stages
- Blue indicator signifies new status

Workday 32: Feature Highlights

Revised view of supervisory organization panels:
- More details on job requisition in Staffing

Workday 32: Feature Highlights

Revised view of supervisory organization panels:
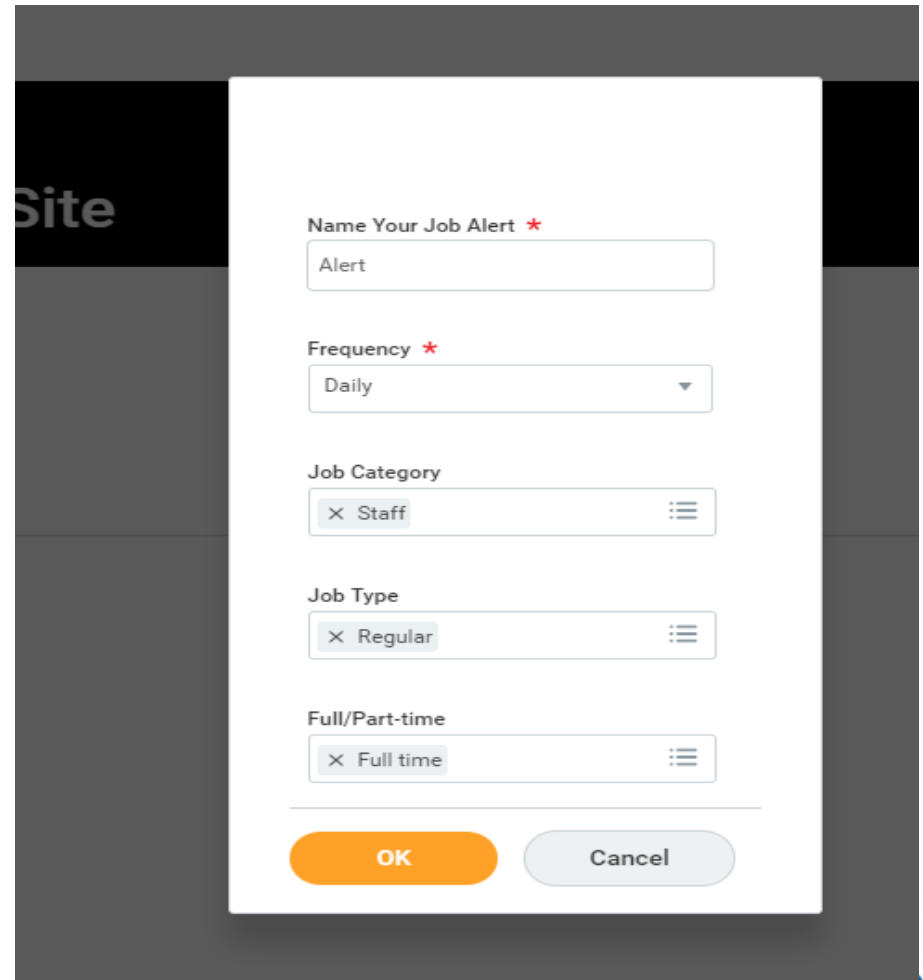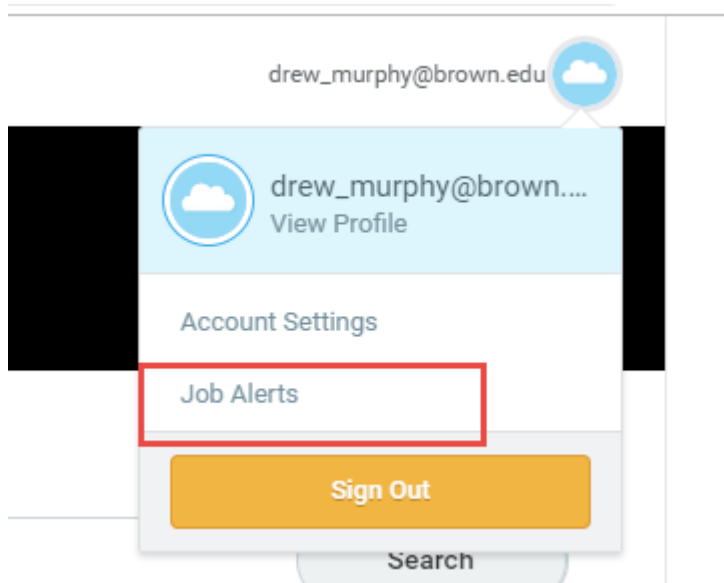- Additional information to make Unavailable to Fill easier to identify

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

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		

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Workday 32: Feature Highlights

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

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 in 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	Error
☁	Altomari Cavanagh, Stephanie M (314198)	South Street Landing	Altomari Cavanagh, Stephanie M (314198) is not eligible for enrollment in this course.

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Workday 32: Feature Highlights

Learning Instructor dashboard enhancements:
- Print rosters
- View Schedule
- Manage grading and attendance

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

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

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
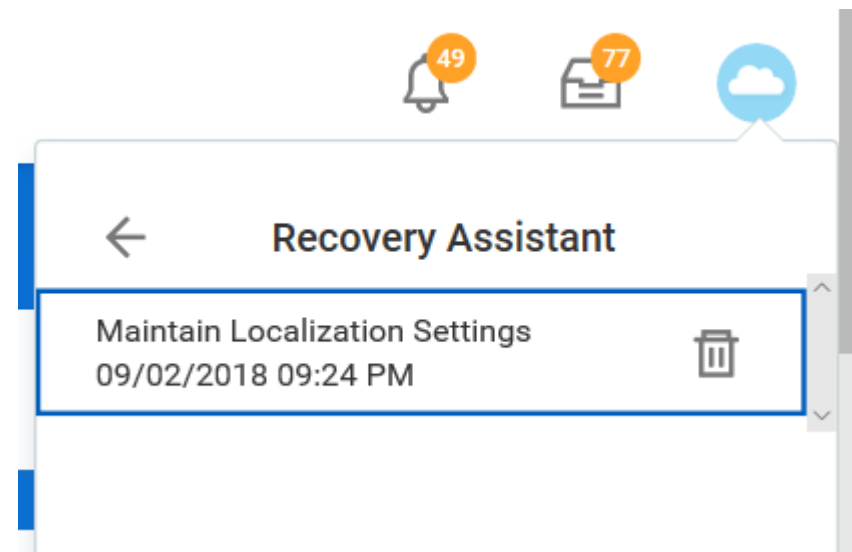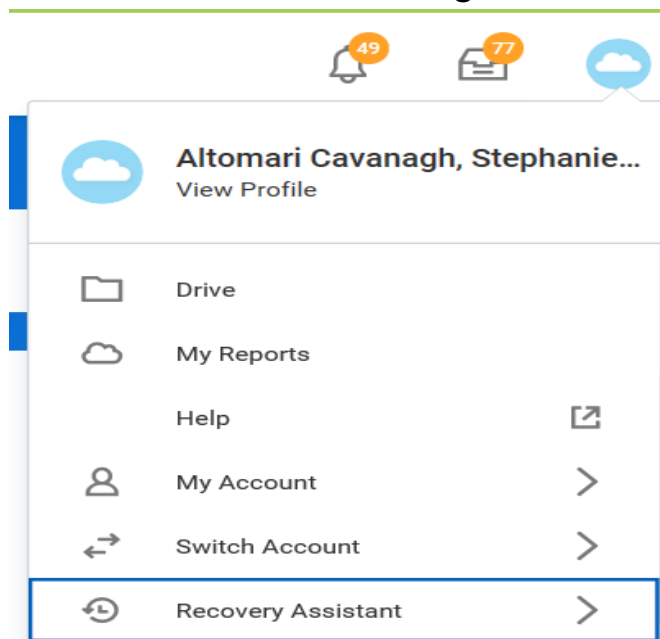
Workday 32: Feature Highlights

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

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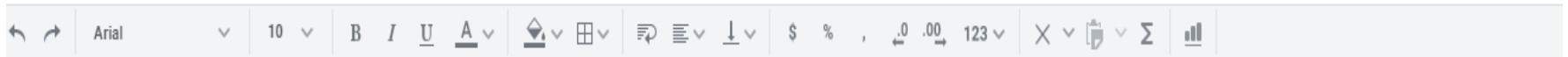# Workday 32: Feature Highlights

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

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

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Workday 32: Stay Tuned

- Next release of Workday functionality in September, 2019