Workday 33 System Update September 7, 2019





Agenda

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





Workday 33: 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 33: Feature Highlights

User Experience Changes

Workday has made a variety of enhancements as it pertains to the user experience including:

• Supporting the use of "favorites" on open tasks

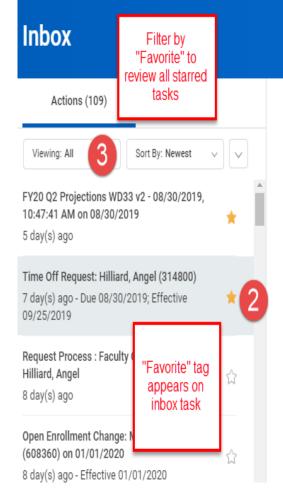
BROWN

- Expanding view of inbox items and supporting "scrolling" of tasks
- Updating color "approve" and "review " buttons to more easily identify actions
- Filing a Workday Help Ticket directly in Workday without having to log out of the system
- Accessing Recovery Assistant to recover tasks that are navigated away from or timed out of while processing
- Identifying more specific downtime service information for Brown users when Workday is unavailable



Favorite Inbox Tasks

Doviou



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Time Off Request: Hilliard, Angel (314800) Actions				
7 day(s) ago - Due	08/30/2019; Effective 09/25/2019			
For	Hilliard, Angel (314800)			
Overall Process	Time Off Request: Hilliard, Angel (314800)			
Overall Status	In Progress			
Details to Review				
First Day of Time (Off 09/25/2019			
Last Day of Time (Off 09/25/2019			
Total	0.5 days - Vacation Days (Exempt)			
D	4-1			

Click star to "Favorite" the item from open inbox task



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Expand to Full Screen and Scroll

Review

Time Off Request: Hilliard, Angel (314800) Actions

7 day(s) ago - Due 08/30/2019; Effective 09/25/2019

- For Hilliard, Angel (314800)
- Overall Process Time Off Request: Hilliard, Angel (314800)
- Overall Status In Progress

Details to Review

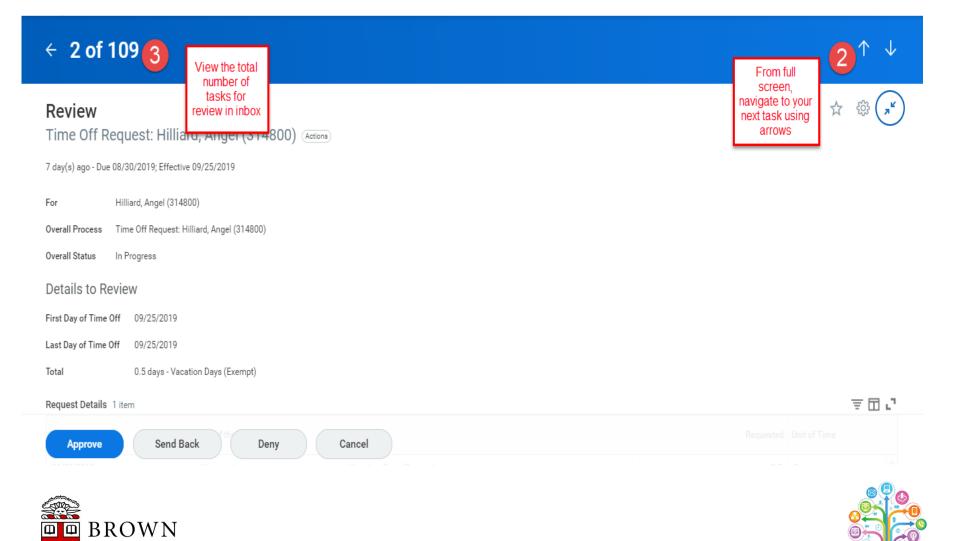
- First Day of Time Off 09/25/2019
- Last Day of Time Off 09/25/2019







Expand to Full Screen and Scroll



Help Ticket Link from Workday

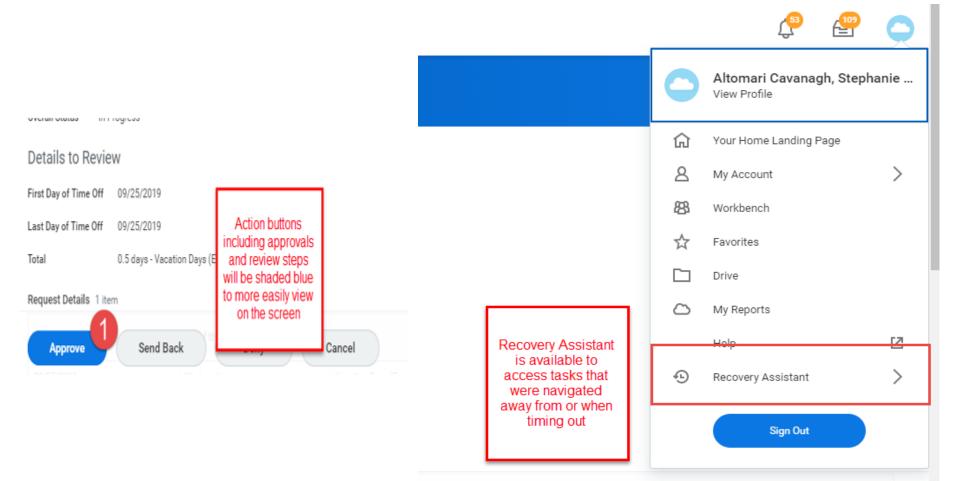
ŵ	Q Search			ı 🖓 🖓 🖓	2
÷	2 of 109		0	Altomari Cavanagh, Stephanie View Profile	·
Re	eview		ធ៌	Your Home Landing Page	
	ne Off Request: Hilliard, Angel (314800) 🖅		8	My Account	
7 da	y(s) ago - Due 08/30/2019; Effective 09/25/2019		器	Workbench	
For	Hilliard, Angel (314800)		☆	Favorites	
Over	all Process Time Off Request: Hilliard, Angel (314800)			Drive	
Over	all Status In Progress			My Reports	
De	tails to Review	Click on "Help Ticket" to begin the Workday DeskPro ticket to		Help [2	3
First	Day of Time Off 09/25/2019	request support with Workday	÷	Recovery Assistant	>
Last	Day of Time Off 09/25/2019	WORKUAY			
Tota	I 0.5 days - Vacation Days (Exempt)			Sign Out	
Req	uest Details 1 item				





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Action Buttons and Recovery Assistant







Workday 33: Feature Highlights

Time Off/Absence

Workday has made a variety of enhancements as it pertains to time off and absence including:

- Time Off and Leave calendar will display time off to a manager in a single view for all workers within an organization
- "View Teams" will allow users to view the time off of team members when on their own time off calendar when requesting time off
- View balances and previous time off requests for a worker when time off is routed for approval





Time Off and Leave Calendar

Time Off and Leave Calendar

Today 🗸 > S	eptember 2019					View Month •
Sunday	Monday	View your team's	Wednesday	Thursday	Friday	Saturday
1	2	approved and requested time off for a period in a single view	4	5	6	7
8	9	10	11	12	13	14
15	16 ✓ Legault, Nicole A (60598	17	18	19	20	21
22	23	24	25 Hilliard, Angel (314800)	26	27	28
29	30	1	2	3	4	5

Review Balance and Prior Requests

Overall Process Time Off Request: Hilliard, Angel (314800)

Overall Status In Progress

Details to Review

First Day of Time Off 09/25/2019

Last Day of Time Off 09/25/2019

Total 0.5 days - Vacation Days (Exempt)

Request Details 1 item

Date	Day of the Week	Туре
09/25/2019	Wednesday	Vacation Days (Exempt)
4		
View Balances	Click to view time off balances for worker	
> Previous Time Off R	equests	-
Click to review previous time off requests for review		
Approve Send Ba	ck Deny	Cancel
WN		



View Teams Time Off

Request Time Off Hilliard, Angel (314800) Actions View Teams Click "View Teams" to opt into September 2019 ~ Balances viewing work mates time off to better coordinate Tuesday Monday Wednesday Thursday Friday 09/04/2019 🛱 Balance as of time out of the office 2 5 3 4 6 96 Days Labor Day Balance Per Plan Floating Holiday Day 11 12 13 8 9 10 0 Days (Floating Holiday Day) 15 16 17 18 19 20 Sick Days (Exempt) Legault, Nicole A (60 65 Days (Family Sick Days (Exempt), Sick and

(Family Sick Days (Exempt), Sick and

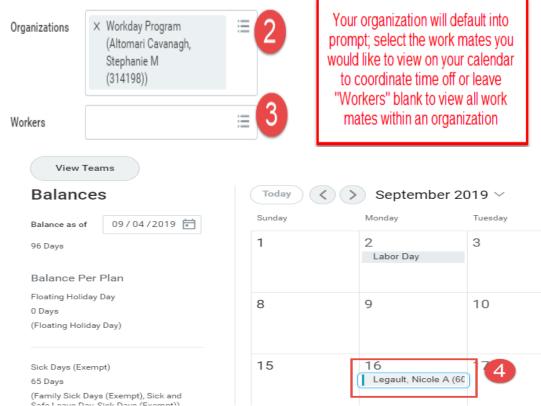




View Teams Time Off

View Teams

Only the first 250 workers with absences will be returned in the results. Use the search criteria below to narrow your search.







Workday 33: Feature Highlights

Receipt Changes

Brown is making changes to how they process receipts as follows:

 The look of receipts is changing to more easily view receipt lines to ensure the appropriate receipt is processed

 Invoices will be attached to the receipt and will route to the Cost Center Manager for approval; receipts will then route to Accounts Payable to process the invoice for payment





Receipt User Experience

Information Attachments Lines	Tab through eac recei	h option to vie ipt screen	ew each		
					1 Alert
1 item	Line Information		Complete each line, as applicable		
Q Search	Item Description OptiPle:	x 5060 SFF;OptiP!	lex 5060 Small Form Factor BTX	•	
Goods Lines	Quantity to Receive	0			
OptiPlex 5060 SFF;OptiPlex 5060 S 0/1 210-A0JY Each	Unit of Measure Fully Receive	Each			
	Quantity Ordered	1			
	Quantity Already Received	0			
	Quantity Invoiced	0			
	Supplier Item Identifier Memo	210-AOJY			





Receipt Attachments

OptiPlex 5060 SFF;OptiPlex 5060 S 210-AOJY	0/1 Each	Unit of Measure Fully Receive	Each		
		Quantity Ordered	1		
		Quantity Already Received	0		1 Alert
		Quantity Invoiced	0		
		Supplier Item Identifier	210-AOJY		
		Memo			
					10
		> Additional Inf	formation		
		Attachments	Attach invoices to header or line of eceipt for processing by AP		
		L	27		
				Drop files here	
				or	
				Select files	





Workday 33: Feature Highlights

Recruiting Changes

Several recruiting changes are available for both candidates and those managing the recruiting process:

- Candidate applications saved in draft form for candidates to return to at a later date prior to submitting
- Setting alerts on internal jobs
- Filtering candidate grid
- Adding reminders for candidate tasks





Job Alerts

View Job Posting Details Lifeguard (Actions)

Job Description

Job Description:

This position is responsible for ensuring the safety and well-being of the Katherine Moran Coleman Aquatics Center pool patrons (Brown students, faculty, staff, alumni, coaches, administrators, RISD students & faculty and general community members) by preventing and responding to emergencies.

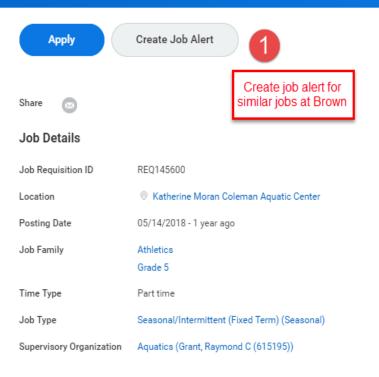
All department employees are required to demonstrate exemplary ethical conduct and conformance to NCAA rules and regulations; the duties of the position are to be performed in compliance with all NCAA, lvy League and ECAC rules and regulations; and any rules violations on behalf of themselves or any knowledge of violations within the department are to be reported to the appropriate parties. Employees in coaching positions are required to pass the NCAA Coaches Certification Test and maintain current AED/CPR and First Aid certification (certification is available at no cost through the Athletic Department).

Qualifications:

High School Diploma/GED.

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- Current certification in American Red Cross Lifeguard/First Aid/CPR for the Professional Rescuer/02 administration
- Candidate must successfully demonstrate all the following swim and rescue skills as part of the interview process: Swim Test; Brick Test; Legs Only Tread; Rescue Skills Scenarios; Spinal Injury Management; CPR/AED/02/First Aid Scenarios
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations using aquatic rescue equipment.
- · Thorough knowledge and application of lifeguarding skills and rescue techniques to provide care for







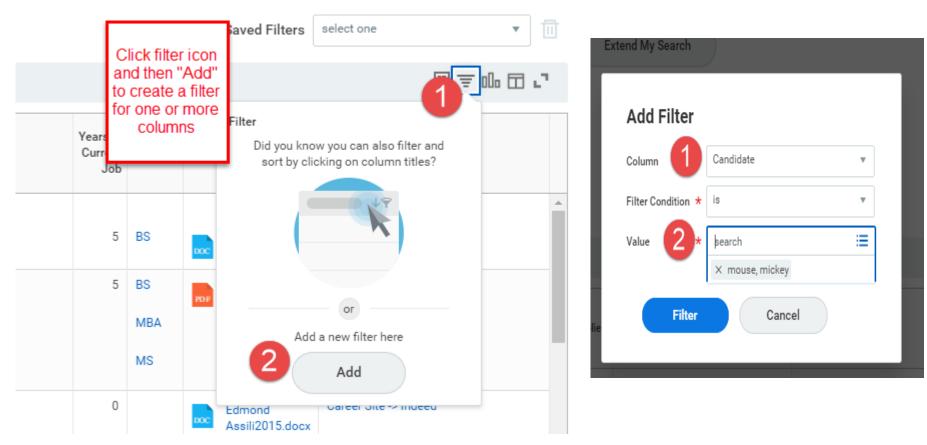
Job Alerts

Create Job Alert from Job Posting Name Your Job Alert 🔸 := Frequency * := Full/Part-time × Part time := Hiring Manager := Job Family × Athletics := Job Profiles × Lifeguard := Job Type × Seasonal/Intermittent (Fixed Term) (Seasonal) Primary Location := × Katherine Moran Coleman Aquatic Center ≣ Complete fields as applicable for your respective alert and click "Ok". You will := receive job alerts in your notifications in Workday when a job matching your alert criteria is posted. := OK Cancel





Save Requisition Filters







Save Requisition Filters

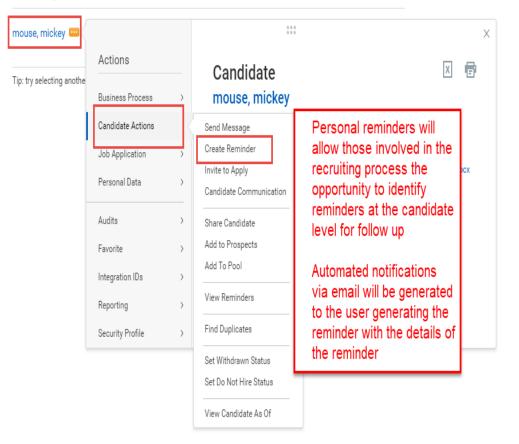
× Candi	date is mouse	e, micł	ey Save				
1 of 30 ite	ems		Filter appear at the top of the grid and is used to view				
	Candidate	÷	filtered value. Click "Save" use this filter on any other requisitions to which you have access.	Awaiting Action	Awaiting Me	Date Applied	Current Title
	mouse, mickey		To remove the filter click the "x" next to the filter name			02/26/2015	
4					Þ	4	





Personal Reminders

All of Workday



Remind me about: ★ := search × mouse, mickey Title When Tomorrow One Week One Month None of the above Time Morning Afternoon Evening None of the above n MM/DD/YYYY 🛱 Due Date * Approximate Time 🔸 := Notes

Create Reminder



OK

Draft Applications



bcav7@hotmail.com

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 Submitted Applications

REQ161433 Financial/Grants Coordinator Applied 30+ Days Ago | Status: Hire Pending

My Draft Applications

REQ161376 Cashier/Checker/Clerk Created 24 Days Ago

Similar Jobs

Athletic Training Intern Olney-Margolies Athletic Center

Cashier/Checker/Clerk Faunce House

Senior Project Manager Sciences Library

Research Assistant 70 Ship Street

Front-end Designer South Street Landing

Search for Jobs

When draft applications are begun and not submitted, Workday allows you to pick up where you left off or delete an application About Us



Welcome!

Founded in 1764, Brown is a leading institution for education, discovery, and global intellectual progress as well as one of the largest employers in Rhode Island. Working at Brown brings more than just a paycheck and generous benefits; it offers an opportunity to contribute to a greater good. Join us in supporting the pursuit of knowledge and individual growth that defines higher education and enriches our community.

Additional Information:

Salaries for new hires at Brown usually fall between the minimum and

Workday 33: Feature Highlights

Learning Changes

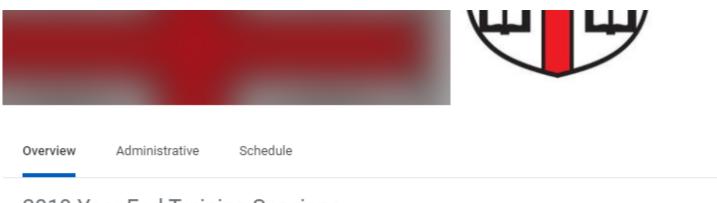
Learning updates taken by Brown in this update include:

- Expressing interest in courses with no available offerings or offerings that do not meet your availability
- Creating a Learning Program to thread multiple lessons and/or courses together in a single learning object
- Tracking courses in Learning Paths to review and/or register at a later date





Express Interest



2019 Year End Training Sessions

 \star \star \star \star \star \star (0) · 1 lesson · 184 enrolled



This information session will cover topics related to the year end close process in Workday. It will include a timeline of important deadline:





Learning Program

🖵 Create		
Lesson		
Course		\rightarrow
Schedule Offeri	·	\rightarrow
Program	Learning Coordinators create	\rightarrow
Survey	a Learning Program through Learning Admin dashboard	\rightarrow
Less (2)	i tanini daonootira	

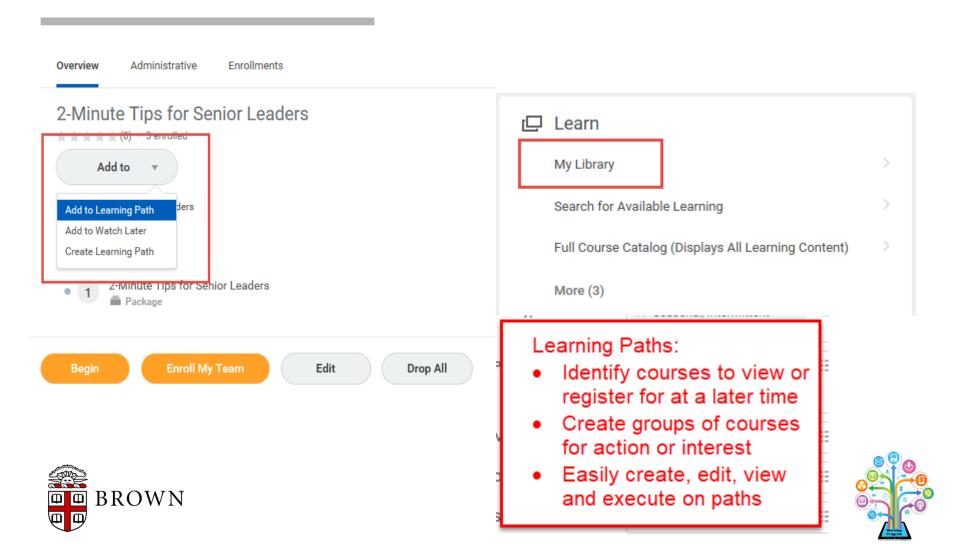
Click here to sort		• 🔟
Course	2 Required	
Course	1 Required	Content * 📃 2
		Requires Successful Completion
Create content of blended and digital courses to take in a single program		Content Order * 2
		Recognize Course Expiration Dates
		Recognize Previous Completions

enter your comment





Learning Paths



Stay Tuned...

Next release of Workday functionality in March 2020



