

# 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
- 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



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# Favorite Inbox Tasks

## Inbox

Filter by  
"Favorite" to  
review all starred  
tasks

Actions (109)

Viewing: All

3

Sort By: Newest

FY20 Q2 Projections WD33 v2 - 08/30/2019,  
10:47:41 AM on 08/30/2019



5 day(s) ago

Time Off Request: Hilliard, Angel (314800)

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



2

Request Process : Faculty  
Hilliard, Angel



8 day(s) ago

Open Enrollment Change: M  
(608360) on 01/01/2020



8 day(s) ago - Effective 01/01/2020

"Favorite" tag  
appears on  
inbox task

## 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

Total 0.5 days - Vacation Days (Exempt)

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



Click on  
expand icon  
to get a full  
screen view  
of task



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# Expand to Full Screen and Scroll

← 2 of 109 3

View the total number of tasks for review in inbox

2 ↑ ↓

☆ ⚙️ ↺

## 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

Total 0.5 days - Vacation Days (Exempt)

Request Details 1 item

Approve

Send Back

Deny

Cancel


Requested	Unit of Time



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# Help Ticket Link from Workday



Search

53109

← 2 of 109

## 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


Total 0.5 days - Vacation Days (Exempt)


Request Details 1 item


**Altomari Cavanagh, Stephanie ...**  
[View Profile](#)


 Your Home Landing Page



 My Account >


 Workbench

 Favorites

 Drive

 My Reports

 **Help** 

 Recovery Assistant >

[Sign Out](#)

Click on "Help Ticket" to begin the Workday DeskPro ticket to request support with Workday



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# Action Buttons and Recovery Assistant

The screenshot displays a user interface with a top navigation bar. On the left, a 'Details to Review' section shows a request for 0.5 days of vacation. Below this, there are action buttons: 'Approve' (highlighted with a red circle containing the number 1), 'Send Back', and 'Cancel'. A red box highlights these buttons with the text: 'Action buttons including approvals and review steps will be shaded blue to more easily view on the screen'. On the right, a user profile menu for 'Altomari Cavanagh, Stephanie ...' is open, showing options like 'Your Home Landing Page', 'My Account', 'Workbench', 'Favorites', 'Drive', 'My Reports', 'Help', and 'Recovery Assistant' (highlighted with a red box). A 'Sign Out' button is at the bottom of the menu. A red box highlights the 'Recovery Assistant' option with the text: 'Recovery Assistant is available to access tasks that were navigated away from or when timing out'. The 'Recovery Assistant' option includes a right-pointing arrow.

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 (E

Request Details 1 item

Approve Send Back Cancel

Action buttons including approvals and review steps will be shaded blue to more easily view on the screen

Altomari Cavanagh, Stephanie ...  
View Profile

Your Home Landing Page

My Account >

Workbench

Favorites

Drive

My Reports

Help

Recovery Assistant >

Sign Out

Recovery Assistant is available to access tasks that were navigated away from or when timing out



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# 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

September 2019							View	Month
Sunday	Monday		Wednesday	Thursday	Friday	Saturday		
1	2	View your team's approved and requested time off for a period in a single view		4	5	6	7	
8	9							
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

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)

## Request Details 1 item

Date	Day of the Week	Type
09/25/2019	Wednesday	Vacation Days (Exempt)

View Balances

1

Click to view time off balances for worker

## > Previous Time Off Requests

2

Click to review previous time off requests for review

Approve

Send Back

Deny

Cancel

Process History



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# View Teams Time Off

## Request Time Off

Hilliard, Angel (314800) [Actions](#)

View Teams

1

Click "View Teams" to opt into viewing work mates time off to better coordinate time out of the office

### Balances

Balance as of 09 / 04 / 2019 

96 Days

### Balance Per Plan

Floating Holiday Day


0 Days

(Floating Holiday Day)

Sick Days (Exempt)

65 Days

(Family Sick Days (Exempt), Sick and Safe Leave Day, Sick Days (Exempt))

> September 2019 

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Labor Day	3	4	5	6
8	9	10	11	12	13
15	16 Legault, Nicole A (60	17	18	19	20



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# 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.

Organizations

X Workday Program  
(Altomari Cavanagh,  
Stephanie M  
(314198))

2

Workers

3

Your organization will default into prompt; select the work mates you would like to view on your calendar to coordinate time off or leave "Workers" blank to view all work mates within an organization

View Teams

### Balances

Balance as of

09 / 04 / 2019

96 Days

#### Balance Per Plan

Floating Holiday Day

0 Days

(Floating Holiday Day)

Sick Days (Exempt)

65 Days

(Family Sick Days (Exempt), Sick and Safe Leave Day, Sick Days (Exempt))

Today



September 2019

Sunday

Monday

Tuesday

1

2

3

Labor Day

8

9

10

15

16

Legault, Nicole A (60

17

4



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# 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 each option to view each receipt screen

 1 Alert

1 item

 Search

## Goods Lines

OptiPlex 5060 SFF;OptiPlex 5060 S... 0/1  
210-AOJY Each

## Line Information

Complete each line, as applicable

Item Description OptiPlex 5060 SFF;OptiPlex 5060 Small Form Factor BTX

Quantity to Receive

0

Unit of Measure

Each

Fully Receive

☐

Quantity Ordered

1

Quantity Already Received

0

Quantity Invoiced

0

Supplier Item Identifier

210-AOJY

Memo



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# Receipt Attachments

OptiPlex 5060 SFF;OptiPlex 5060 S...	0/1
210-AQJY	Each

Unit of Measure	Each
Fully Receive	<input type="checkbox"/>
Quantity Ordered	1
Quantity Already Received	0
Quantity Invoiced	0
Supplier Item Identifier	210-AQJY
Memo	<div></div>

1 Alert

> Additional Information

Attachments

Attach invoices to header or line of receipt for processing by AP

Drop files here

or

Select files



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# 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, Ivy 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.
- 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

Apply

Create Job Alert

1

Create job alert for similar jobs at Brown

Share



### Job Details

Job Requisition ID	REQ145600
Location	Katherine Moran Coleman Aquatic Center
Posting Date	05/14/2018 - 1 year ago
Job Family	<a href="#">Athletics</a> <a href="#">Grade 5</a>
Time Type	Part time
Job Type	<a href="#">Seasonal/Intermittent (Fixed Term) (Seasonal)</a>
Supervisory Organization	<a href="#">Aquatics (Grant, Raymond C (615195))</a>



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# Job Alerts

## Create Job Alert from Job Posting

2

Name Your Job Alert \*

Frequency \*

Full/Part-time

Hiring Manager

Job Family

Job Profiles

Job Type

Primary Location

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



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# Save Requisition Filters

Click filter icon and then "Add" to create a filter for one or more columns

Filter

Did you know you can also filter and sort by clicking on column titles?

or

Add a new filter here

2 Add

Extend My Search

Add Filter

Column

1

Candidate

Filter Condition

\*

is

Value

2

search

X mouse, mickey

Filter

Cancel



# Save Requisition Filters

× Candidate is mouse, mickey Save

1 of 30 items

<input type="checkbox"/>	Candidate		Awaiting Action	Awaiting Me	Date Applied	Current Title
<input type="checkbox"/>	mouse, mickey				02/26/2015	

Filter appear at the top of the grid and is used to view filtered value. Click "Save" use this filter on any other requisitions to which you have access.

To remove the filter click the "x" next to the filter name



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# Personal Reminders

All of Workday

mouse, mickey

Tip: try selecting another

## Actions

Business Process >

Candidate Actions

Job Application >

Personal Data >

Audits >

Favorite >

Integration IDs >

Reporting >

Security Profile >

## Candidate mouse, mickey

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

View Candidate As Of

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

## Create Reminder

1 Remind me about: \* search  
X mouse, mickey

2 Title \*

When  
☐ Tomorrow  
☐ One Week  
☐ One Month  
☒ None of the above

Time  
☐ Morning  
☐ Afternoon  
☐ Evening  
☒ None of the above

3 Due Date \* MM / DD / YYYY

4 Approximate Time \*

Notes

OK

Cancel



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# 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

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

### 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

### About Us



# BROWN

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



Overview

Administrative

Schedule

## 2019 Year End Training Sessions

★★★★★ (0) • 1 lesson • 184 enrolled

Add to

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

Units 1 for Finance Division

Edit

Schedule

Express Interest


Click "Express Interest" to be made aware of future offerings



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# Learning Program

 Create

Lesson >

Course >

Schedule Offering >

Program >

Survey >

Less (2)


Learning  
Coordinators create  
a Learning Program  
through Learning  
Admin dashboard

+ Add Content 1

Click here to sort

Course 2  
Required

Course 1  
Required



Type Course


Content \*  2

Requires Successful Completion ☒

Content Order \* 2 3

Recognize Course Expiration Dates ☐ 4

Recognize Previous Completions ☐

 enter your comment

Create content of blended  
and digital courses to take  
in a single program



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# Learning Paths

Overview

Administrative

Enrollments

## 2-Minute Tips for Senior Leaders

★★★★★ (0) - 3 enrolled

Add to

Add to Learning Path

Add to Watch Later

Create Learning Path

1

2-Minute Tips for Senior Leaders

Package

Begin

Enroll My Team

Edit

Drop All



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Learn

My Library

Search for Available Learning

Full Course Catalog (Displays All Learning Content)

More (3)

### 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



# Stay Tuned...

- Next release of Workday functionality in March 2020