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
Favorite Inbox Tasks

Filter by "Favorite" to review all starred tasks

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

2. "Favorite" tag appears on inbox task

3. Actions (109)

Inbox

Review
Time Off Request: Hilliard, Angel (314800)
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
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
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Review
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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
Help Ticket Link from Workday

2 of 109

Review
Time Off Request: Hilliard, Angel (314800)

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

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

Sign Out
Action Buttons and Recovery Assistant

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

Request Details 1 item

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

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

Sign Out

View Profile

Your Home Landing Page
My Account
Workbench
Favorites
Drive
My Reports
Help
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

View your team's approved and requested time off for a period in a single view.
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of the Week</th>
<th>Type</th>
</tr>
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<tbody>
<tr>
<td>09/25/2019</td>
<td>Wednesday</td>
<td>Vacation Days (Exempt)</td>
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</table>

1. Click to view time off balances for worker
2. Click to review previous time off requests for review
View Teams Time Off

Request Time Off
Hilliard, Angel (314800) Actions

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
Sick Leave, Day Sick Days (Exempt))

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

September 2019

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
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</tbody>
</table>

Logault, Nicolo A (65)
View Teams Time Off

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

Organizations
- Workday Program
  - Altomar Cavenagh, Stephanie M (314198)

Workers

View Teams

Balances
- Balance as of 09/04/2019
- 96 Days

Balance Per Plan
- Floating Holiday Day
  - 0 Days
  - (Floating Holiday Day)

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.
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

Tab through each option to view each receipt screen

Complete each line, as applicable
Receipt Attachments

Unit of Measure: Each
Fully Receive: No
Quantity Ordered: 1
Quantity Already Received: 0
Quantity Invoiced: 0
Supplier Item Identifier: 210-AOJY
Memo:

Additional Information

Attachments

Drop files here or Select files

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

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, CFR/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 Details

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

Create Job Alert from Job Posting

- 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.
Save Requisition Filters

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

2. In the Add Filter window, select the Column, set the Filter Condition, and enter the Value. Click "Filter" to apply the filter.
Save Requisition Filters

A filter appears 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
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.
Draft Applications

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

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

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

Units: 1 for Finance Division

Click "Express Interest" to be made aware of future offerings.
Learning Program

- Create
  - Lesson
  - Course
  - Schedule Offering
    - Program
  - Survey
  - Less (2)

1. Add Content

2. Click here to sort

3. Learning Coordinators create a Learning Program through Learning Admin dashboard

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

- Requires Successful Completion
- Content Order
- Recognize Course Expiration Dates
- Recognize Previous Completions
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