

Workday 29 System Update Update September 8, 2017



Workday 29: Update Overview

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- Workday Update Methodology
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 - Recruiting Enhancements
 - Costing Allocation Changes
 - Goal Setting in Workday
 - Worksheets Availability
- Communications and Training
- Stay Tuned



Workday 29: Brown Testing Strategy

- Requires project plan, scenarios, meetings, etc. several weeks before testing, reviewing new and current (regression) functionality
- Configuration changes made by Brown based on business needs
- Testing begins 5 weeks prior to an update (September 8, 2017)
- Automated testing tool used for some regression; new functionality is tested manually
- Small testing groups for each functional area
- Engaging with Workday on new functionality through testing and design partnerships to contribute Brown's point of view
- Brown is a top tester



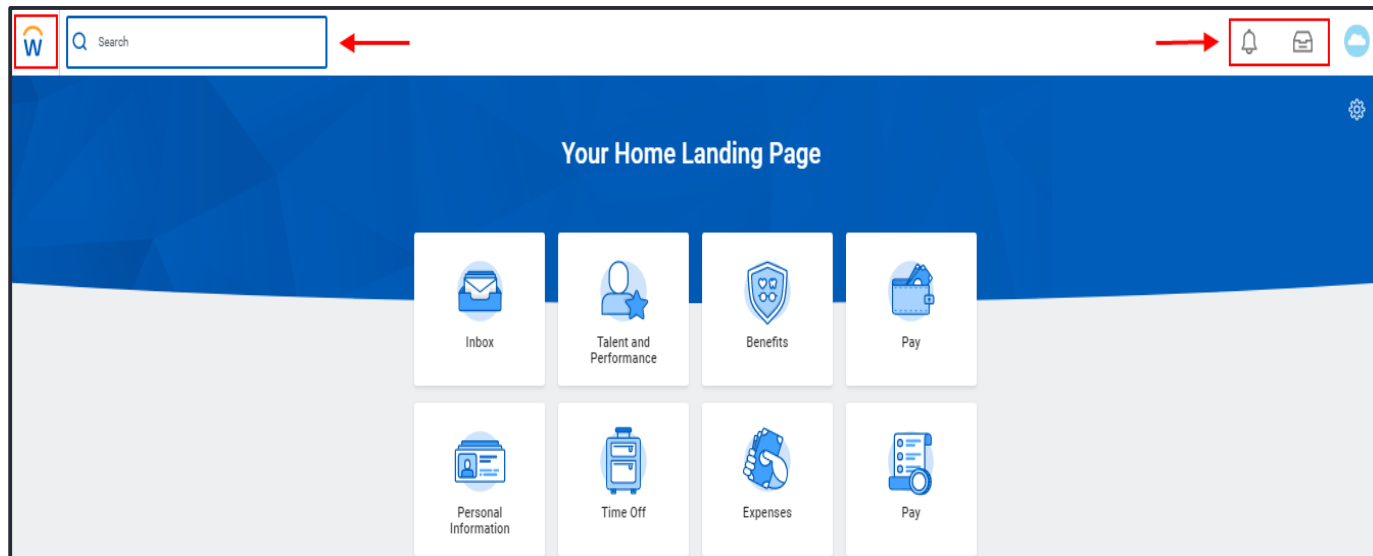
Workday 29: Methodology

- 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 29: Feature Highlights

New User Interface, streamlines actions, views, and reports in Workday for enhanced end user experience:

- Icons on Home page have a new look; these tiles will also now appear in Mobile App
- Inbox and Notifications shortcuts have been added to the header menu next to Profile button
- Inbox and Notification will no longer appear in drop down menu from Profile button
- Workday “W” button next to Search box will now take you back to Home Screen
- Header menu with “W” home, search, inbox, and notifications buttons persist while navigating Workday
- Allows for quicker and easier access to these items from any page in Workday



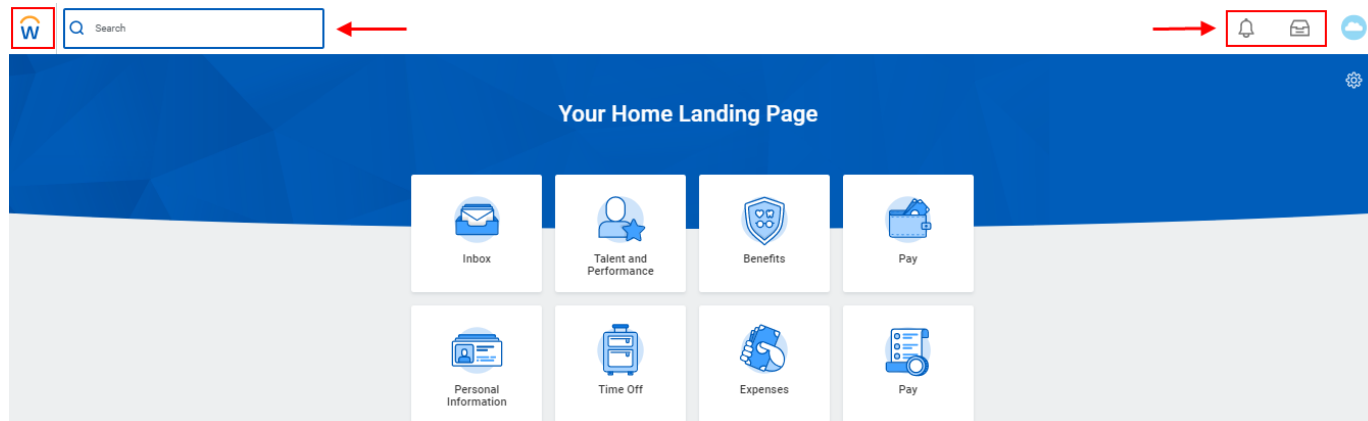
Workday 29: Feature Highlights

New User Interface, streamlines actions, views, and reports in Workday for enhanced end user experience:

- When viewing reports, the download to excel, filter, grid view, and full screen view icons have an updated look



- High level worker information overview on Profile Summary



Workday 29: Feature Highlights

New User Interface, streamlines actions, views, and reports in Workday for enhanced end user experience:

- Blue Menu Header on left is now main navigation
- Each section on main navigation menu will provide sub-menus for additional worker-related details
- Print Icon now remains above worker name
- Actions button is now below worker name
- Clicking on the phone or email icons will display those details

The screenshot displays the Workday interface for a worker named Stan (627438), a Medical School Professor (Research). The left sidebar is a blue navigation menu with options: Summary, Overview, Job, Compensation, Benefits, Pay, and Time Off. The main content area has tabs for Job Details, Contact, IDs, Personal Information, Compensation, Benefits, and Emergency Contacts. The Job Details tab is active, showing a list of fields and values. The Contact Information - Public section shows a phone number and work address.

Field	Value
Employee ID	627438
Organization	Corporation >> Medicine, Veterans Affairs Medical Center (Rice, Louis B (302615) (Inherited))
Position	POS260373 Medical School Professor (Research)
Business Title	Medical School Professor (Research)
Job Profile	Medical School Professor (Research)
Employee Type	Regular
Time Type	Full time
FTE	100.00%
Location	110 Elm Street
Hire Date	08/01/2017
Original Hire Date	08/01/2017
Continuous Service Date	08/01/2017
Years of Service	0.08
Time in Position	0.08 year(s)
Time in Job Profile	0.08 year(s)

Contact Information - Public

Phone +1 (401) 863-1000 (Secondary Mobile)

Work Address

110 Elm Street Providence, RI 02903 United States



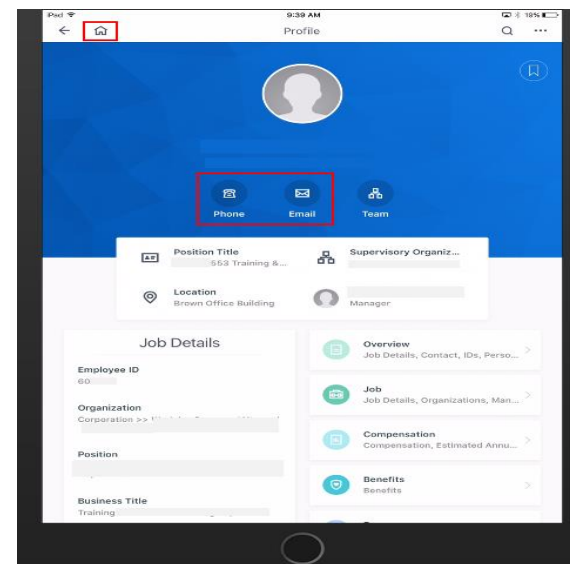
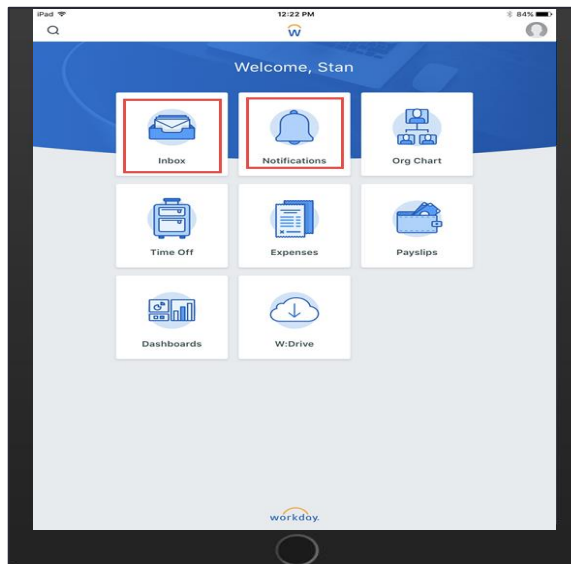
BROWN



Workday 29: Feature Highlights

Viewing Mobile Version (Workday Mobile App):

- Icons on Home page have new look
- Inbox and Notifications have been split into separate icons on the Home page for easier access
- Inbox and notification items will open in full view
 - Click on the left pane of the screen to open the navigation menu or rotate your mobile device to landscape to display the task and menu simultaneously
- All Inbox tasks are now actionable in the Mobile App, including delegated tasks
- Clicking on the Phone or Email icons will display those details



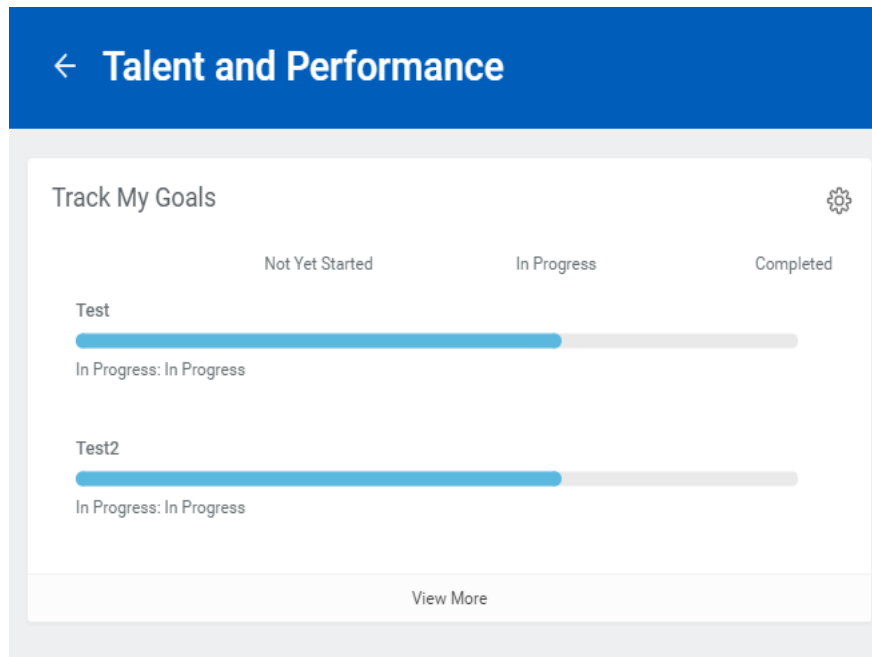
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Workday 29: Feature Highlights

Goal Setting in Workday


- Employee goal setting process in Workday will feed the performance review
- Route to manager for approval of new or edited goals
- Managers can update goals for employees directly
- Talent and Performance worklet available to managers and employees includes both goals and prior performance reviews




← Talent and Performance

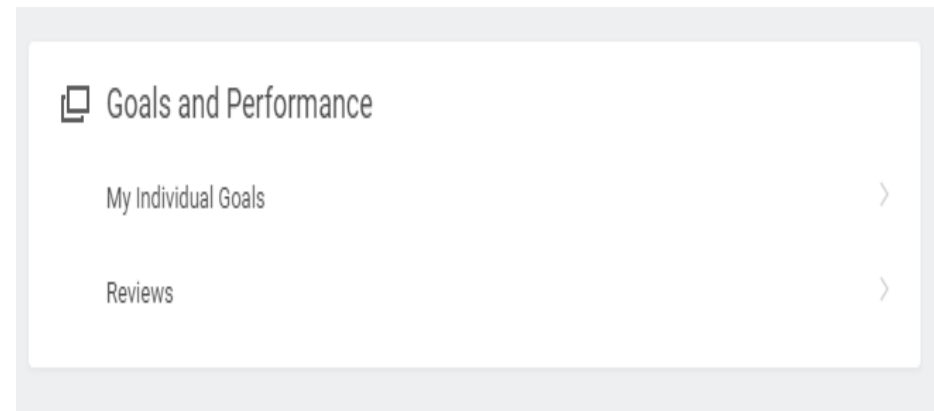
Track My Goals 


Not Yet Started In Progress Completed

Test

In Progress: In Progress

Test2

In Progress: In Progress

[View More](#)



 Goals and Performance

My Individual Goals >

Reviews >

Workday 29: Feature Highlights

Worksheets

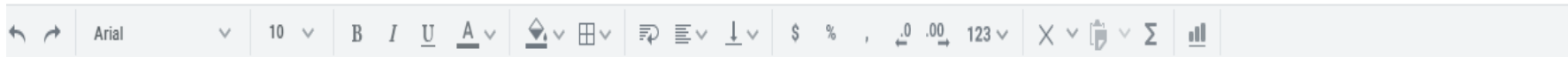
- Export data to Google like experience directly in Workday for data sharing
- Upload data into Workday to combine with Workday reporting data and user collaboration
- Calculate data using excel formulas



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 29: Feature Highlights

Prorated costing allocations:

- New option to split pay periods for allocations. To use the new feature, use the effective dates of the allocation to split the pay periods for the allocation.
- In the example below, the monthly worker's salary will have a 50/50% allocation split for 10/1-10/15 to the accounts listed and a 100% allocation for 10/16 – 10/31 to the accounts listed.

Current and Future Costing Allocations						
Start Date	End Date	Costing Allocation Level	Position	Costing	Distribution Percent	
10/16/2017	10/31/2017	Worker Position	POS260373 Medical School Professor (Research) - Plan, Stan (627438)	Business Unit: BU7030 AMS-Medical School Cost Center: CC40625 Medical School Office of Admissions Expense Purpose Code: 1500 Student Services Fund: FD100 General Operating	100.00%	
10/01/2017	10/15/2017	Worker Position	POS260373 Medical School Professor (Research) - Plan, Stan (627438)	Business Unit: BU2010 ENG-Engineering Cost Center: CC13814 Center for Biomedical Engineering Expense Purpose Code: 1000 Instruction and Departmental Research Fund: FD100 General Operating	50.00%	
				Business Unit: BU7010 AMS-Biology Cost Center: CC40533 Molecular Microbiology and Immunology Expense Purpose Code: 1210 Sponsored Research - Federal Sponsor Fund: FD500 Sponsored Grants & Contracts Grant: GR5270010 'TRAINING' For Success in Biomedical Research Careers (Sub to University of the Virgin Islands)	50.00%	

Allocation splits can still be entered



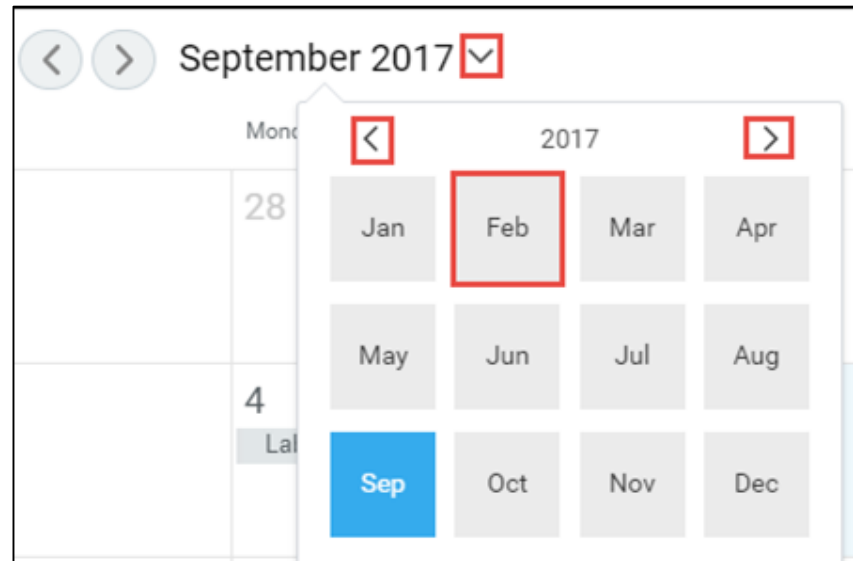
Workday 29: Feature Highlights

New Vacation Balance Maximum Alert:

- Beginning October 1, a monthly notification will be sent to full-time, time-off eligible employees that are at or nearing their vacation balance maximums.
- Managers and Absence Partners will receive monthly notifications for any employees they support who are at or nearing their vacation balance maximums.
- You may also receive an email if you have email notifications enabled.
- You may view the notification reminder in your notifications box in Workday.

Calendar 2.0:

- Enhancement to the time off calendar. Use the drop down arrow next to the current month, you can now more quickly navigate to past or future months. If you select the left and right arrows, you can navigate to past or future years.



Workday 29: Stay Tuned

- Training support for these changes will be available soon via [Workday web site](#)
- Next release of Workday functionality in March, 2018