Workday 30: Update Overview

• Workday Update Methodology

• Feature Highlights

• Communications and Training

• Stay Tuned
Workday 30: 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 30: Feature Highlights

Supplemental Financial Reporting dashboard:
Worklet now groups group reports by focus on one landing page. Reports are grouped by:

- Recently Released
- Budget Based Reports
- Activity Reports
- Payroll Reports
- Sponsored Reports
Workday 30: Feature Highlights

Grant Management dashboard:
- Available to Principal Investigators to display snapshots of their award information in one place
- Minimal set-up
- Real-time analytics and spend rate
- Includes positions being charged to grant funds
- Ability to drill to award and expense details

<table>
<thead>
<tr>
<th>Award #/Award Title</th>
<th>Expiration Status</th>
<th>Days to Award Expiration</th>
<th>Award End Date</th>
<th>Sponsor</th>
<th>Sponsor Award Reference Number</th>
<th>Obligated Funding/Budget</th>
<th>Obligations</th>
<th>Project to Date Expenses</th>
<th>Available Balance</th>
<th>Anticipated Award Amount</th>
<th>Principal Investigator</th>
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</thead>
<tbody>
<tr>
<td>004955: Collaborative Research: The Adoption of an Emerging 04/15/2016 (version 0)</td>
<td>0 - 30 Days</td>
<td>29</td>
<td>03/31/2018</td>
<td>National Science Foundation</td>
<td>SES1556010</td>
<td>212,275</td>
<td>0</td>
<td>212,095</td>
<td>180</td>
<td>212,275</td>
<td>Finikel, Scott A (610614) Gozzi, Alfredo (606569) Buheler, Maries J (214076)</td>
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<tr>
<td>004677: mHealth and HIV self-testing for high-risk men in 08/01/2015 (version 0)</td>
<td>31 - 60 Days</td>
<td>59</td>
<td>04/30/2018</td>
<td>National Institute Of Mental Health</td>
<td>SR34MH-106349-03 REV</td>
<td>649,638</td>
<td>51,483</td>
<td>481,560</td>
<td>116,595</td>
<td>549,638</td>
<td>Gozzi, Alfredo (606569) Opreala, Don (307491) Buheler, Maries J (214076)</td>
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<tr>
<td>004519: ERA-CAPE: Evolution of Sexual Reproduction in Plan 06/15/2015 (version 0)</td>
<td>61 - 90 Days</td>
<td>90</td>
<td>05/31/2018</td>
<td>National Science Foundation</td>
<td>IOS-1549019</td>
<td>539,100</td>
<td>4,385</td>
<td>392,171</td>
<td>142,544</td>
<td>539,100</td>
<td>Gozzi, Alfredo (606569) Johnson, Mark A (303748) Buheler, Maries J (214076)</td>
</tr>
</tbody>
</table>
Workday 30: Feature Highlights

Withdraw Application:
- Allows applicants to seamlessly withdraw from positions from which they applied
- Applicable for internal and external applicants
- Found as task in Career dashboard
Workday 30: Feature Highlights

Updating Requisition Requester:
• Reappoints requisition requesters on behalf of a department when original requester is no longer affiliated with request.
• Avoids delays in reassigning requisition(s) back to department when requester is no longer available.
• Requests made directly to Workday Operations or Purchasing so changes can be made on behalf of departing Financial Coordinators.
Workday 30: Feature Highlights

W:Drive updated to My Reports:

- Reports you scheduled or scheduled to you available for 5 days in My Reports task
- Downloads of personal documents retained in My Reports including tax forms and pay slips
- Accessible from mobile application
Workday 30: Feature Highlights

Mobile Enhancements:

Home Page
• Now has a new card layout that highlights important information such as:
  • Frequently used apps - personalized to each user
  • Payslips
  • Time Off (for eligible workers)

Navigation Bar
Added to the bottom of the Workday mobile app. You can use the tabs to easily switch your view to:
• Home- Provides quick and easy access to frequently used functions within the Workday application
• Inbox & Notifications- Now have a dedicated permanent location that are similar to how they are accessed via Workday on the web with notification bubbles for new items
• All Available Applications

Time-Off
• Workday 30 will now allow you to sync your personal Gmail calendars with the Workday time-off calendar
• View scheduled personal or business events as you select days off in the time-off calendar
• Conveniently plan future time-off to avoid conflicts or disruptions in your schedule
Workday 30: 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 30: Stay Tuned

• Next release of Workday functionality in September, 2018