

Dear Mines Community:

Workday enhancements are continuing along with business process improvements. This update focuses on new reports and employee contract extension and job changes process along with a target date for project fund balances. Here are this update's topics:

- Accomplishments
- Next Up
- Employee Contract Extensions and Job Changes
- Today's Workday Tip
- Communications and Training

Accomplishments

- **Reporting**
 - *RPT083 – Award Budget vs Actual* creates a budget versus actuals at the “Ledger Account Summary” level by grant worktag and includes a column for actuals without commitments and obligations. Users can export the PDF, which consists of a header.
 - *RPT028_4 - Operating Account Balance Report (AFBR | My Funds)* - This report provides another view of operating worktag budget-to-actuals. It only shows funds 11 and 12 (think worktags starting with a “2”) and can be used like RPT001.
 - *RPT028_2 – Cash Projects Balance Report (AFBR | My Funds)* and *RPT028_3 – Non-Cash Projects Balance Report (AFBR | My Funds)* are fund balance reports for project worktags. These reports have been completed and will be released when the Year-End Balance loads are complete no later than February 5, 2024.
 - W2 Reporting – Has been completed, and W2s have been issued to all employees who worked in the calendar year 2023.
- **Fixed Term Employee Extensions and Job Changes** - A new process is moving forward with training opportunities available. See below for more details.

Next Up

- **FY2023 Year-End Balances** – Project funds balances are going into Workday now; reconciliation has been completed, and final testing of grant data is occurring now. Final balances will be available in production no later than February 5, 2024.
- **Payroll Encumbrance Corrections** – The correction of payroll encumbrances for hourly and contract employees is in the testing phase now.
- **Data Corrections** – Work continues with data corrections in Workday. These corrections include cash postings, default fund/cost center/worktag assignments, project fund balances, payroll posting, and historical wage data.
- **Contingent Workers shift to Connected Worker** – Some Contingent worker roles will move to the new Connected Worker role; this change will provide more flexibility when taking on secondary paid roles at Mines. We are currently collecting department information to ensure we have workers in the most appropriate job categories.
- **International Contingent Workers** - The new process for new and extended international contingent workers is in the final stages of testing and approval. When completed, it will correctly route people needing visa assistance to the International Office/Legal and Research Technology Transfer as needed.
- **Performance Management** – HR is beginning to configure Workday's Performance Management components for both Administrative Faculty and Classified Staff. Training is

forthcoming in April and May, and we will complete annual reviews in Workday this spring and summer.

- **Student Direct Hiring** – HR Temporary staff is now supporting student hiring across campus. If you need assistance, please email recruitment@mines.edu. Student Direct Hiring requires configuration and continues to move forward in the Workday system.
- **Items Moved to a Holding Status:**
 - Department Structure corrections

Fixed Term Employee Extensions and Job Changes

Effective Monday, January 29, 2024, Fixed Term extensions (employee Contract Extensions) will be processed in Workday, ending the PAF process for employment extensions and related changes. This new process will be used for Fixed Term extensions, including corresponding changes in pay and full-time equity (FTE). It will include appropriate routing and approvals for international/foreign nationals requiring visa assistance. Right now, the new process will not be used for other job changes like pay increases for non-fixed term positions, changes of Job Profile, title, or Job family, or promotional activity. We hope to add this functionality soon. Any PAFs started before Monday, January 29, 2024, will be processed and completed using the current process.

The Talent Acquisition (TA) Team will host a Q&A session called [Fixed Term Extension Process Q&A Session](#) on Thursday, January 25, 2024, from 12-1 p.m. A job aid with more details is on the MAPS Knowledge Base. The TA Team will also be available to assist as needed. Please contact Clara Woodmansee, Talent Acquisition Manager, at cwoodmansee@mines.edu if you have questions or comments.

Today's Workday Tip (Two-fer!)

#1 - Workday's performance is better when used on the Google Chrome browser.

#2 - Planning on being out of the office in the future? You can delegate your Workday tasks to others within your department. Check out this user guide on [Delegating Tasks](#) within Workday.

Communications and Training

- **Workday Updates Email Distribution Group** – Want to get all the changes and updates happening in Workday? Add your email address to the Workday Updates email distribution group. These updates will come from campus partners working to improve Workday. They will include business process changes, reporting updates, new features, and other details about the progress made in Workday. The frequency will vary as updates are available, and you can always remove yourself from the group. Here are the instructions to join:
 - Go to <https://outlook.office.com/ecp/MyGroups/PersonalGroups.aspx?showhelp=false> (you might need to log into Office 365)
 - Under the section "Distribution Groups I belong to" click the JOIN icon, which is to the right of the edit icon.
 - Search for 'Workday Updates', double click then JOIN.