

Dear Mines Community:

We thank you for your continued patience as we work to improve Workday and make it a valuable tool for campus. This email will update you on the following:

- Accomplishments
- Next Challenges
- Communications and Training
- Today's Workday Tip

Accomplishments

- **Reporting**
 - The budget-to-actual report (*RPT001 - Company Budget vs Actual YTD - Operating*) was modified to show the available balance for commitments and obligations, which are fields that are still a work in progress.
 - *RPT028_1 Grants Balance Report (AFBR / My Funds)* shows life-to-date awards information.
 - *RPT Extract Worker Terminations for Finance and MAPS* shows end date separations. This can be a report for units needing to plan contract renewals.
 - *RPT – Payroll Totals for CO by Job Family for Academic Affairs* shows gross pay by worker.
- **Cash Posting and Banking Activity** – Banking activity is now automatically fed into Workday (Banner did not allow this functionality). Cash posting rules are correct, and Ad Hoc Bank Transactions (AHBTs) are being processed. Corrections to previously posted transactions are happening next.
- **IDC Posting** – Postings are correct now.
- **Grant Invoicing** – Completed for July and August.
- **Spring Adjunct Hiring** - Target timelines, enhanced job aids, and additional training have been provided to campus to streamline high-volume hiring before the spring semester. Over 60 Job Requisitions were approved by the second week of November, representing about half of the anticipated volume.

Next Challenges

- **Reporting**
 - *RPT028_4 – Operating Account Balance Report (AFBR / My Funds)* for operating worktags is in the final review and could be available in 1-2 weeks.

o *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. They will be available once the FY2023 year-end balances are available in Workday.

- **FY2023 Year-End Balances** – Project funds balances are going into Workday now, with reconciliation and data review occurring soon.
- **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 persons needing visa assistance to the International Office/Legal and Research Technology Transfer as needed.
- **Contract Worker Extensions** - A new process for moving paid contract extensions into Workday is moving into testing and approval.
- **Organizational Assignments** – Beginning to review potential solutions.
- **Student Direct Hiring** – In the final stages of testing for hiring students directly into positions.
- **Data Corrections** – Continue work on correcting data in Workday is occurring. These corrections include cash postings, default fund/cost center/worktag assignments, project fund balances, and historical wage data.

Communications and Training

- **Workday Updates Email Distribution Group** – What 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:
 - o Go to <https://outlook.office.com/ecp/MyGroups/PersonalGroups.aspx?showhelp=false> (you might need to log into Office 365)
 - o Under the section "Distribution Groups I belong to" click the JOIN icon, which is to the right of the edit icon
 - o Search for 'Workday Updates', double click then JOIN.
- **New Workday Training Coming Soon** – Finance and human resource areas are developing an updated training focused on recent Workday enhancements and knowledge base updates. It will also include opportunities for your Workday questions. Look for details about this session and additional future training soon after the Thanksgiving break.
- **Campus Workday Update and Feedback Meetings Coming Soon** – The Workday Sponsors will host an update and feedback meeting between Thanksgiving and Winter Break. Details and location will go out soon.

Today's Workday Tip

You can save your favorite tasks or reports on the Shortcuts menu. Click "Menu" in the upper left corner of Workday. Select "Shortcuts" and go to the bottom of the page to "Add Shortcuts." Like the Workday search bar, start typing in the task or report you want to save for quick access. Once it appears, click the plus sign to add it to your Shortcuts menu. Find more Workday information in the [Knowledge Base](#).