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
- Today's Workday Tip
- Communications and Training

Accomplishments

- **Effort Certification Training Video & Job Aid**. ORA launched effort reports in WorkDay for effort between July- December 2023. You may access the training video at the [Knowledge base link](). If you have outstanding effort reports for effort prior to July 1, 2023. Please certify those reports in OnBase.
- **Fiscal Year 2023 data loads** are complete. The team has been reconciling all the data for the FY23 close and roll. Once this is completed your FY24 beginning project balances should be accurate. This will be completed by the end of March.
- **Payroll Data**, as we have mentioned in prior newsletters, payroll and fringe has not been posting accurately to worktags, this includes Operating, Project and Grant worktag types. To correct all payroll data we will complete a comprehensive review of salary, fringe and liability posting for all employees. Once completed we will have the correct salaries and fringe posted to worktags. We anticipate corrections will be posted by the end of March, with final reconciliations occurring in April.
- We have created **7 new Workday Knowledgebase** articles to support your work.
  - Fixed-Term: Job Change Data Change [Article - Fixed-Term: Job Change Data... (mines.edu)]()
  - Effort Certification Training [Article - Effort Certification Training (mines.edu)]()
  - Employee Registration Instructions for Online W2 [Article - Employee Registration Instr... (mines.edu)]()
  - How to Find Processes you Initiated [Article - How to Find Processes You I... (mines.edu)]()
  - Workday User Guide: Setting up Direct Deposit for Employees [Article - Workday User Guide: Setting... (mines.edu)]()
  - Operating Account Balance Report (AFBR I My Funds) [Article - Operating Account Balance R... (mines.edu)]()
  - Award Budget vs Actuals [Article - Award Budget vs Actuals (mines.edu)]()
- **Workday Tickets**, Thanks to our collective efforts and dedication, we have made considerable progress in resolving older Workday tickets. Many of these tickets required reconfiguration or a deeper dive into security settings. Through focused research and

system work, we successfully implemented the changes needed to meet your requests. In February, we closed over 80 outstanding tickets by completing the research and system work to make the changes. This accomplishment speaks volumes about our team's commitment to excellence and efficiency. We are meeting weekly to review the backlog and appreciate your timely responses verifying your issue has been resolved.

- **Timesheets**, we have updated the way timesheets operate to provide better information about who is charging to your departments.

Next Up

- **Workday Updates** - As we enter the season of new software releases, we wanted to give you a heads-up regarding some upcoming changes in the Workday interface. While we have not yet adopted the new functionality, you may notice some cosmetic adjustments taking effect on March 9th. These changes are part of routine updates to the platform and are designed to enhance user experience and overall usability. However, if you come across any unexpected alterations or have concerns about the updated interface, we are here to assist you. Please don't hesitate to submit a ticket if you need any support or guidance navigating through the changes. Our team is ready to provide assistance!
- **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.
- **Payroll Encumbrance Corrections** – The correction of payroll encumbrances for hourly and contract employees is still in testing phases.
- **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 have collected department information to ensure we have workers in the most appropriate job categories and are working on the required integration changes for the setup of these new roles at Mines.
- **Performance Management** – HR has been busy configuring 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.

Job Change Comments

Are you changing someone's job details in Workday, such as FTE or contract extension? Please use the comments field to add more details and assist staff with the approval process. Workday does not call out the differences between the old details and the new changes. Additional information in the comments field can help speed up these job change approvals.

Today's Workday Tip (Two-fer!)

- Workday doesn't automatically terminate anyone, even if they have an end date on their record. Take action to terminate an employee or they will continue to be active.
- Use search shortcuts. Type a question mark in the search box and then press "Enter" on your keyboard. You'll see a list of search shortcuts you can use to narrow down your search results.

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.

Just a friendly reminder about Workday's weekly maintenance window. Workday will be undergoing scheduled maintenance, and the system will be unavailable during this time.

Weekly Maintenance Window: Friday 12:00pm MST to Saturday 3:00am MST. Please plan your work accordingly and ensure any necessary tasks in Workday are completed or scheduled outside of this maintenance window.

Thank you!

The Workday Project Team at Mines