




workday
@ SLU



Open Forums

September 25, 2019
Cook Hall – AB Auditorium
10:00 – 11:00 am

September 26, 2019
Allied Health Building, 3rd Floor Multi-Purpose Room
9:30 – 10:30am





Agenda



- Program Status Phase 1 & 2
 - Jackie Manikam
- Introduction to Workday Experience & Training Plan
 - Mickey Luna
- Finance Updates
 - Brianne Burcke / Tammy Burton

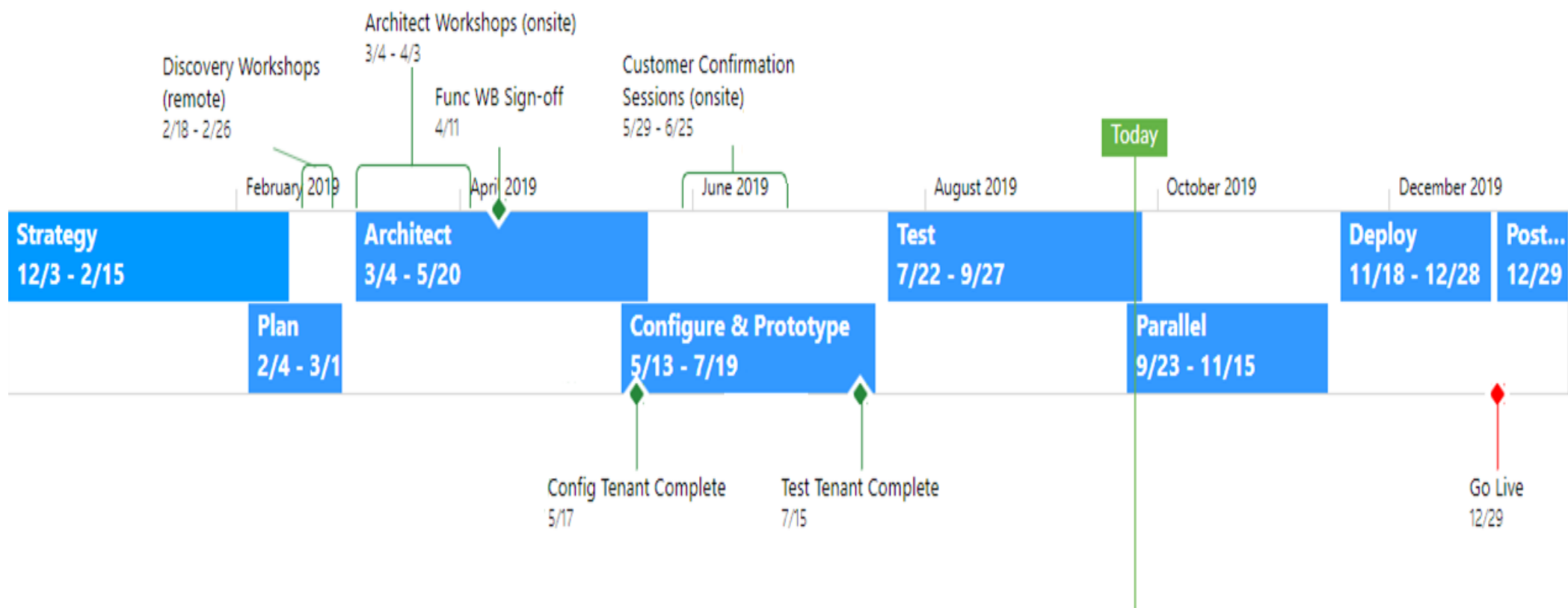
The logo features the word "workday" in a lowercase, sans-serif font. A white arc is positioned above the "o" and "r" of "workday". To the right of "workday" is the "@SLU" symbol, where the "@" is in a lowercase, cursive-style font, and "SLU" is in a bold, uppercase, sans-serif font. All elements are white and set against a solid blue background.

workday @SLU

Program Status

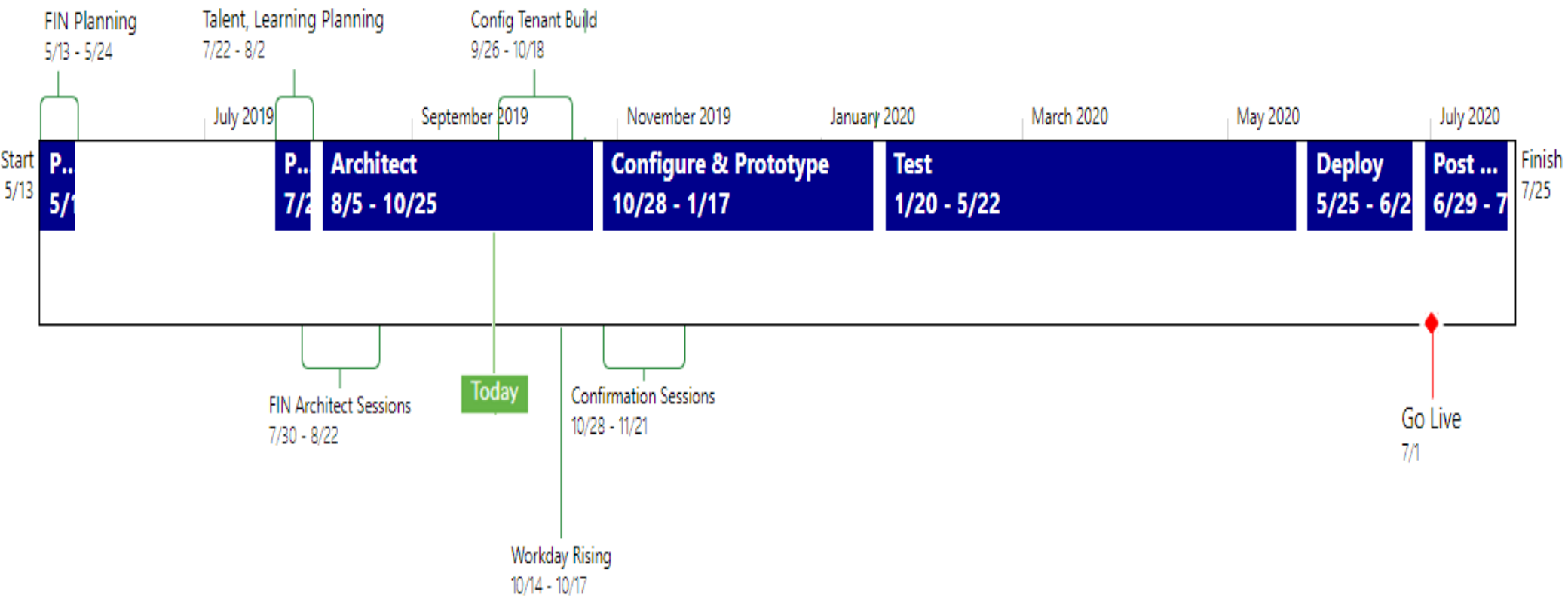
Phase 1 Project Timeline

Phase 1: HCM Project Timeline



Phase 2 Project Timeline

Phase 2: Finance & Talent / Learning Project Timeline





workday @SLU

Introduction to Workday Experience



Employee Home Page & Search Functionality

Employee Home Page



workday @SLU

Search




Welcome,



 **Inbox**
0 items



[Go to Inbox](#)

 **Applications**
8 items



Personal Information



Benefits



Pay



Time



Absence



Directory



Talent and Performance



Requests

Workday Search Functionality



The screenshot displays the Workday search interface. At the top left is the 'workday @SLU' logo. A search bar contains the text 'change'. Below the search bar, a list of search results is shown, each followed by '- Task'. The results are:

- Change Benefits - Task
- Change My Emergency Contacts - Task
- Change My Home Contact Information - Task
- Change My Legal Name - Task
- Change My Licenses - Task
- Change My Passports and Visas - Task



Internal Career Site

SLU Internal Careers Page



workday @ SLU

Search



Find Jobs at SLU Actions

search

Search

> Saved Searches

Current Search

Save

Clear All

Primary Location

- 1831 Chestnut (9)
- Doctors' Office Building (6)
- Wool Center (5)
- Allied Health Building (5)
- DuBourg Hall (4)

More

Job Category

- Faculty (25)
- Administrative Support/Cros... (8)

60 Results

IT Technologist I-1

2019-00217 | Posting Date: 09/16/2019 | Wool Center

IT Technologist I-2

2019-00218 | Posting Date: 09/16/2019 | Wool Center

Assistant to VP

2019-00215 | Posting Date: 09/13/2019 | 321 N. Spring

Assistant Professor of Law (CLR 9.12.230PM)

2019-00212 | Posting Date: 09/12/2019 | Downtown St. Louis

Assistant Professor

2019-00206 | Posting Date: 09/12/2019 | Saint Louis University Hospital

admin assist

2019-00200 | Posting Date: 09/11/2019 | 1831 Chestnut

SLU Internal Careers Page – Wool Center



workday @SLU



Find Jobs at SLU Actions

Search

> Saved Searches

Current Search

Save

Clear All

Primary Location

- 1831 Chestnut (9)
- Doctors' Office Building (6)
- Wool Center (5)
- Allied Health Building (5)
- DuBourg Hall (4)

More

Job Category

- IT (2)
- Human Resources (1)
- Facilities Services (1)

5 Results

[IT Technologist I-1](#)
2019-00217 | Posting Date: 09/16/2019 | Wool Center

[IT Technologist I-2](#)
2019-00218 | Posting Date: 09/16/2019 | Wool Center

[Maintenance A Worker](#)
2019-00126 | Posting Date: 08/07/2019 | Wool Center

[Human Resources Specialist](#)
2019-00077 | Posting Date: 07/30/2019 | Wool Center

[Public Safety Officer](#)
2019-00039 | Posting Date: 07/25/2019 | Wool Center



Enter & Submit Time
(Hourly Employees)

Enter Time – Hourly Employees

Welcome, [blurred name]



Inbox

0 items



[Go to Inbox](#)



Applications

8 items



Personal Information



Benefits



Pay



Time



Absence



Directory

Click Time Application



← Time

Enter Time

This Week (9 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

Click This Week



Enter Time



Regular Hours	Overtime	Time Off / Holiday	Total
9	0	0	9

Today < > Sep 15 – 21, 2019

View **Week** ▾

Sun 9/15
Hours: 0

Mon 9/16
Hours: 9

Tue 9/17
Hours: 0

Wed 9/18
Hours: 0

Thu 9/19
Hours: 0

Fri 9/20
Hours: 0

Sat 9/21
Hours: 0

Click in column of date for which you want to enter time.



Time Period End
09/08/2019 -
09/21/2019

Submit

Enter Time ▾

Enter Time

09/17/2019

Time Type *

In *

Out *

Out Reason

Hours * 0

Details

Comment

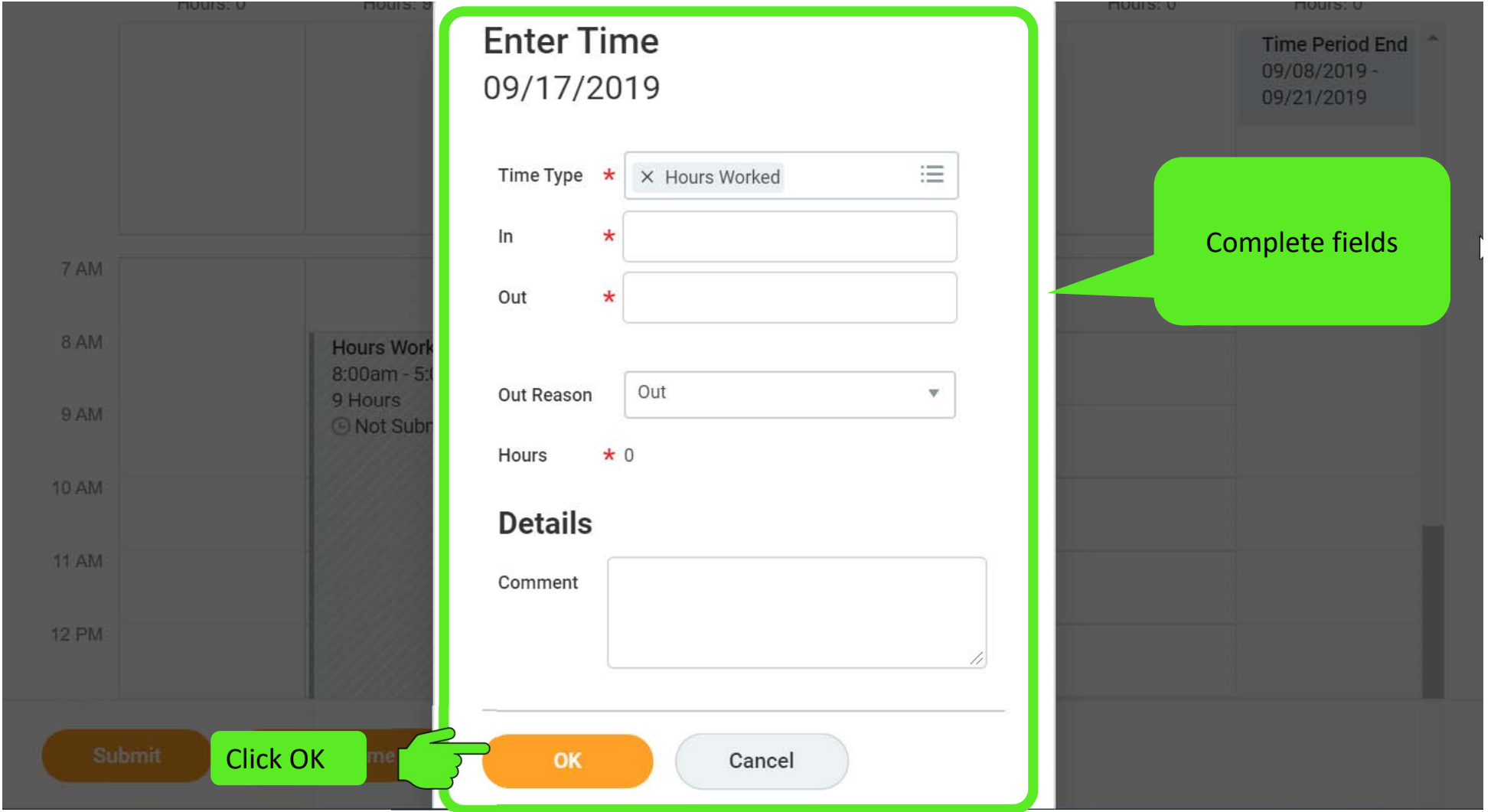
Complete fields

Click OK



OK

Cancel



Submit Time – Hourly Employees

7 AM						
8 AM		Hours Worked 8:00am - 5:00pm 9 Hours ⌚ Not Submitted	Hours Worked 8:00am - 5:00pm 9 Hours ⌚ Not Submitted	Hours Worked 8:00am - 4:45pm 8.75 Hours ⌚ Not Submitted	Hours Worked 7:45am - 5:00pm 9.25 Hours ⌚ Not Submitted	Hours Worked 8:00am - 5:00pm 9 Hours ⌚ Not Submitted
9 AM						
10 AM						
11 AM						
12 PM						
1 PM						
2 PM						
3 PM						
4 PM						

Click Submit



Submit

Enter Time ▾





Time-Keeping via Web Clock

Enter Time Using Web Clock – Check In

Welcome, [Redacted Name]



Inbox
0 items



[Go to Inbox](#)



Applications
8 items



Personal Information



Pay



Benefits



Directory



Time



Absence



Talent and Performance



Requests

Click Time Application

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

Time Clock

Click Check In



Check In

Check Out

Check In

You are checking in. Please enter your work details.

Worker * [Redacted]

Date * 09/25/2019

* 04:32 PM

Time Type * X Hours Worked

Details

Comment

OK Cancel

1. Select Time Type (defaults to Hours Worked)



2. Click OK



Check In

You have successfully checked in at 09/25/2019 4:32 PM.

Done

3. Click Done



Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

Note the Time clock shows you are checked in and at what time

Time Clock

Checked In at 4:32 PM

Check In

Check Out

Enter Time Using Web Clock – Check Out

Welcome, [Redacted Name]



Inbox
0 items



[Go to Inbox](#)

Click Time Application



Applications
8 items



Personal Information



Pay



Benefits



Directory



Time



Absence



Talent and Performance



Requests

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

View

My Schedule

My Time Off

Time Off Balance

Time Clock History

Time Clock

✔ Checked In at 4:32 PM

Check In

Check Out



Click Check Out

Check Out

Please click OK to check out. You will be checked out once you click OK.

Worker * Maureen McAnany

Date * 09/25/2019

Time * 04:40 PM

Time Zone GMT-06:00 Central Time (Chicago)

Reason

Out

Details

Comment

Click OK



OK

Cancel

Check Out



You have successfully checked out at 09/25/2019 4:43 PM.

[View My Calendar](#)

Done



Click Done

Enter Time

This Week (.25 Hours)

Last Week (0 Hours)

Select Week

View

Hours worked are calculated and shown here

My Time Off

Time Off Balance

Time Clock History

Time Clock

Checked Out at 4:43 PM

Check In

Check Out

Time Clock shows you are checked out and at what time



View Vacation/Sick Time Balance

View Vacation/Sick Time Balance



Inbox
0 items



[Go to Inbox](#)



Applications
8 items



Personal Information



Benefits



Pay



Time



Absence



Directory



Talent and Performance



Requests

Click Absence Application





Request

Request Absence

Correct My Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance



Available Balance as of Today

Does not include future absence requests

176 Hours - Vacation

0 Hours - Holiday Used Banked Time

0 Hours - Parental Leave

434.82 Hours - Sick

82.07 Hours - Vacation



Request Time Off

Request Time Off

← Absence



Request



Request Absence

Correct My Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance

Click Request Absence

Available Balance as of Today

Does not include future absence requests

176 Hours - Vacation
0 Hours - Holiday Used Banked Time
0 Hours - Parental Leave
434.82 Hours - Sick
82.07 Hours - Vacation

Click and drag on the calendar or select date range.

Select Date Range

View Teams

Balances

View Balances

Balance as of 09/18/2019

Per Plan

Holiday Used Banked Time

0 Hours

No Eligible Time Offs - Parental Leave

0 Hours

No Eligible Time Offs - Sick - Staff Non Union - Non-Exempt

434.82 Hours

Vacation

82.07 Hours

(Vacation)

2 Days - Request Absence

176 Hours

Today < > September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

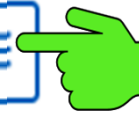
1. Select Days

2. Click Request Absence

Select Absence Type

When Monday, September 9, 2019 - Tuesday, September 10, 2019

Type *



1. Select Absence Type

2. Click Next



Next

Cancel

1

2

3

4

5

Labor Day

Request Absence

Actions

Total 0 hours - Vacation

Request 1 item

+	*From	*To	*Type	Quantity per Day	Total	
	09/09/2019	09/10/2019	Vacation	0 hours	0 hours	Edit Quantity per Day

Click Edit Quantity per Day



Edit Quantity per Day

13 hours - Vacation
Total

Update All Quantities

2 items

Date	Quantity per Day	Comments
	<input type="text" value="8"/>	<input type="text"/>
Tue, Sep 10, 2019	<input type="text" value="5"/>	<input type="text"/>

1. Enter hours off per day



2. Click Done



Done

Cancel

Request Absence

Actions

Total 13 hours - Vacation

Request 1 item



+	*From	*To	*Type	Quantity per Day	Total	
	09/09/2019	09/10/2019	X Vacation	Variable Quantity	13 hours	Edit Quantity per Day

Click Submit

comment



Submit

Cancel





Review/Approve Time Worked by
Hourly Employees

Review/Approve Time Worked by Hourly Employee

Welcome, [Redacted]



Inbox

2 items



Benefit Change - PE: Dependent Child Ages Out : [Redacted]/16/2019
1 month(s) ago - Effective 08/16/2019

Manager Evaluation: 2019 Year End Review (v2): [Redacted]
1 month(s) ago - Due 08/09/2019; Effective 12/31/2019

[Go to Inbox](#)



Applications

15 items



Personal Information



Team Absence



My Team



Benefits



Pay



Compensation



Recruiting Dashboard



Absence



Team Performance



Directory



Talent and Performance



Team Time

Click Team Time Application

← Team Time

Actions

Click Review Time



Review Time

Enter Absence

Correct Absence

Enter Time for Worker

Return Worker from Leave

View

My Team's Schedule

Time Clock History


Time Off & Leave Calendar

Review Time By Week

Review Time

Date

*

09 / 18 / 2019 

Review my direct reports only



Workers

(empty)

Worker Type

Employee Type

Show



All Workers



Workers with Hours to Approve



Workers with Unsubmitted Hours

Period Schedule

Complete fields
(optional)

Click OK



OK

Cancel

← Review Time



With Hours to Approve 0 With Unsubmitted Hours 0

Sep 8 - 21, 2019

Previous Period

Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 10 items | 1 selected



<input type="checkbox"/>	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown						Scheduled Weekly Hours
					Regular	Overtime	Double Time	Shift Differential	Holiday	Total	
<input checked="" type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40
<input type="checkbox"/>	[blurred]	0	0	0	0	0	0	0	0	0	40

1. Click Checkboxes

Approve

2. Click Approve

Workday Time Entry Approval Delegation



Time Entry Approval
Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019 Actions

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019

Worker **Yogi Bear**

Daily Totals 10 items

Date	Type	Hours
Mon, 9/9	Hours Worked	8
Tue, 9/10	Hours Worked	8
Wed, 9/11	Hours Worked	8
Thu, 9/12	Hours Worked	8
Fri, 9/13	Hours Worked	8

Summary: Regular Hours 80, Overtime 0, Total 80

Actions: Delegate Task, Reassign, View Details

Workday Time Entry Approval Delegation



Delegate Task

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019

Delegating Worker Joyce Shively

Business Process Time Entry: Yogi Bear - 80 hours

Task Approval by Manager

Current Delegates (empty)

Proposed Delegates

- Peers >
- Search for Value >
- Superiors** >

search

Delegate Task

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019

Delegating Worker Joyce Shively

Business Process Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019

Task Approval by Manager

Current Delegates (empty)

Proposed Delegates

Workday Time Entry Approval Delegation



You have submitted

Delegate Task for Joyce Shively: Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019 Actions

39 second(s) ago - Due 09/20/2019; Effective 09/21/2019



Process Successfully Completed

Details and Process

For [Joyce Shively](#)

Overall Process [Delegate Task for Joyce Shively: Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#)

Overall Status Successfully Completed

Due Date 09/19/2019

Details Process

Delegating Worker [Joyce Shively](#)

Business Process [Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#)

Task Approval by Manager

Current Delegates [Jeanne Lawo](#)

Done [Delegates](#) [Jeanne Lawo](#)

Welcome, On behalf of: Jeanne Lawo



Inbox
1 item

[Time Entry: Yogi Bear - 80 hours from 09/08/2019 to 09/21/2019](#)
6 minute(s) ago - Due 09/20/2019; Effective 09/21/2019



[View Payslip](#)

Welcome, [redacted] r



Inbox

0 items



[Go to Inbox](#)



Applications

8 items



Personal Information



Benefits



Pay



Time

Click Pay Application



Absence



Directory



Talent and Performance



Requests

Actions

Withholding Election

Payment Elections

Click Payslips

View

Payslips

Timesheets

Total Rewards

Historical Activity Pay

Merit Statement History

[More \(3\)](#)



My Payslips

Actions

Change Payslip Printing Election

Payslip Printing Details 1 item



Company	Payslip Printing Details
Saint Louis University	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 1 item



Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Saint Louis University	06/01/2019	06/30/2019	06/28/2019			View	Print

Click View



Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
[REDACTED]	[REDACTED]	06/01/2019	06/30/2019	06/28/2019	

Current and YTD Totals 2 items



Balance Period	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	[REDACTED]
YTD	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	0.00	[REDACTED]

Earnings 2 items



Description	Dates	Hours	Rate	Amc
Group Term Life >\$50K	06/01/2019 - 06/30/2019	0.00	0.00	1
Salary Regular	06/01/2019 - 06/30/2019	[REDACTED]	[REDACTED]	[REDACTED]
Total:				[REDACTED]

Employee Taxes 5 items



Description	Amount	YTD
Social Security	[REDACTED]	[REDACTED]
Medicare	[REDACTED]	[REDACTED]
Federal Withholding	[REDACTED]	[REDACTED]
State Tax - MO	[REDACTED]	[REDACTED]
City Tax - STLOU	[REDACTED]	[REDACTED]
Total:		[REDACTED]

My Payslips

Actions

Change Payslip Printing Election

Payslip Printing Details 1 item



Company	Payslip Printing Details
Saint Louis University	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 1 item



Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Saint Louis University	06/01/2019	06/30/2019	06/28/2019			View	Print



Click Print for PDF to Save or Print

workday@SLU Search

Notifications

Viewing: All Sort By: Newest

From Last 30 Days

Document Available

Payslip_to_Print_-_Report_Design_09_18_2019.pdf is now available in My Reports
5 hour(s) ago



St Louis University REF:PLACE REF:PLACE, MO 63103

Name	Company	Employee ID	Pay Period Start	Pay Period End	Check Date	Check Number
Cherish Hoffman	St Louis University	380	06/01/2019	06/30/2019	06/28/2019	

Current	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
YTD						

Earnings				Employee Taxes				
Description	Date	Hours	Rate	Amount	YTD Hours	YTD Amount	Amount	YTD
Group Term Life	06/01/2019 - 06/30/2019	0	0					
Salary Regular	06/01/2019 - 06/30/2019	173.33	35.14					
Earnings				6,092.50	6,092.50			

Pre Tax Deductions			
Description	Amount	YTD	
Flexible Spending Account			
General Parking-PT			
TIAA 401(a) Employee Contribution			
Pre Tax Deductions	0		

Employer Paid Benefits				Taxable Wages			
Description	Amount	YTD		Description	Amount	YTD	
Accidental Death-ER				DASDI - Taxable Wages			
Medicare Employer Paid (Federal)				Medicare - Taxable Wages			
Social Security Employer Paid (Federal)				Federal Withholding - Taxable Wages			
TIAA 401(a) Employer Contribution				State Tax Taxable Wages - MO			
Employer Paid Benefits	1.0			City Tax Taxable Wages - STLCOU			

Absence Plans			
Description	Accrued	Reduced	Available
Faculty Vacation	0	0	0
Holiday/Unl Banked Time (Non-Union)	0	0	0
Sick - Staff Non-Union (Exempt)	6.67	0	445.00
Vacation - Staff Exempt	0	0	200

Payment Information				
Bank	Account Name	Account Number	USD Amount	Amount
Regions Bank				


















Real Time Org Charts

workday.

Mickey Luna
Mickey Luna
Vice President
Wool Center

David Heimburger
Mickey Luna

<p>John Winkler</p>  <p>John Winkler Payroll Manager, Sr. Wool Center</p>	<p>Kristy Runge</p>  <p>Kristy Runge HRIS Manager Wool Center</p>	<p>Megan Vonderheid</p>  <p>Megan Vonderheid Recruiter Wool Center</p>	<p>Patrick Maloney</p>  <p>Patrick Maloney Learning & Development Man... Wool Center</p>	 <p>Annemarie Konz Human Resources Associate ... Wool Center</p>
 <p>Brian Buchmeier [C] Volunteer Staff Wool Center</p>	 <p>Carolyn Moran Human Resources Consultant Wool Center</p>	 <p>Darla Dalles [C] Volunteer Staff Wool Center</p>	 <p>Jeanna Murphy Human Resources Generalist Wool Center</p>	 <p>Katie O'Connell Human Resources Consultant Wool Center</p>
 <p>Margo Riley On-boarding Coordinator Wool Center</p>	 <p>Mary Krieg Administrative Assistant, ... Wool Center</p>	 <p>Renee Thomas Benefits Associate Wool Center</p>	 <p>Rita McMillan Human Resources Consultant Wool Center</p>	 <p>Robert Wald [C] Temp Agency Hire Wool Center</p>

The logo for Workday, featuring a white curved line above the word "workday".

workday @SLU

Training Plan

Overall Workday Training Objectives



Provide foundational
Workday knowledge

Demonstrate the
ability to execute
critical day 1 tasks
(e.g. Time Entry)

Familiarize users
with how SLU
processes are
managed in Workday

Instruct how/where
additional guidance
and support can be
located

Assess need for
sustainment and
remediation
strategies

Job Aids

Getting Started: Edit Your Personal Information

workday@SLU

ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.

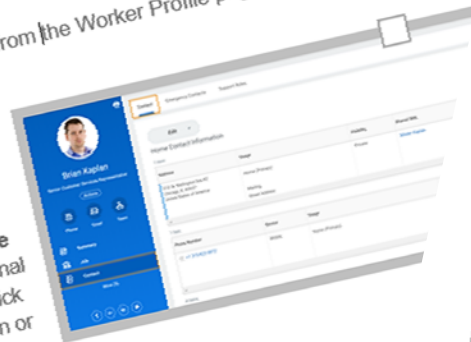
To access your Worker Profile page, click your **Profile** icon > **View Profile**.



Note: All instructions in this job aid start from the Worker Profile page.

Add or Change Your Contact Information

1. Click the **Contact** tab. The **Contact** subtab is selected.
2. Click **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section, click the **Edit** icon to change existing information or click **Add** to add new information. You can also click within a field to edit.
3. Click **Submit** and **Done** to save your changes.



Add or Change Emergency Contacts

1. Click the **Contact** tab.
 2. Click the **Emergency Contacts** subtab.
- Click **Edit**. Enter or modify your emergency contacts. Click **Done** to save your changes.

Time Tracking: Track Time Using Time Clock

workday@SLU

TRACK TIME USING TIME CLOCK



Note:

Time Clock is only visible to hourly employees in Workday. To enter hours worked using the weekly calendar see the Job Aid entitled **Time Track Using Weekly Calendar**.

1. Log in to your Workday account.
2. Click the **Time** application on the **Home** page.
3. Navigate to the **Time Clock** section.

Check In

1. Click **Check in** to enter a start time for your work day.
2. A **Check In** dialog box displays.
3. Enter **Hours Worked (In/Out)** in the **Time Type** field.
4. Enter any comments in the **Comments** field.
5. Click **OK**.
6. A **Check In** confirmation box displays.
7. Click **Done**.



Note: In the **Time Clock** section a green circle with checkmark and the **Check In at [time checked in]** displays.



18 words

Training & Support Delivery Methods



Delivery Method	Usage	Vehicle
Instructor-Led Training	Teach complicated tasks and processes	In-Person
Videos	Demonstrate steps to complete tasks in Workday	Self-Service via the Web
Webinars (synchronous and/or recorded)	Teach complicated tasks and processes	Self-Service via the Web
Job Aids and Quick Reference Materials	Step by step instructions and/or information to complete tasks in workday	Self-Service via the Web
Peer and Expert Assistance	Explain or demonstrate steps to complete tasks in Workday	In-Person/Email

Training Communications & Delivery Timeline



Date	Topic	Audience
October 7, 2019	Train the Trainer- Timekeeping	Facilities Supervisors
October 15, 2019	Instructor Led Training Registration Opens	Business Mangers and People Leaders
November 18 – 22, 2019	Delivery of Instructor Led Training Begins	Business Mangers and People Leaders
November 11, 2019 – January 10, 2020	Workday Job Aids and On-Demand Videos become available	All Faculty & Staff
January 2, 2020	Peer Support Available	All Faculty & Staff
January 2 – 10, 2020	Open Labs (schedule/locations TBD)	All Faculty & Staff

* All dates and audiences are tentative and subject to change



workday @SLU

Finance Updates

Finance Updates



- Four weeks of full-day architect sessions covering Procurement, Supplier Accounts, A/R and Revenue Management, Banking Settlement, Projects, Grants, Endowments, Business Assets, Financial Accounting and Budgets concluded late August.
- Sessions went well, participants were engaged, and team leads were appreciative of the knowledge and helpfulness of the Collaborative experts.
- Although progress was made, a lot of the time was devoted to learning what Workday does vs deciding exactly how it would be used.
- Groundwork will continue to be formed through the end of October with weekly one-hour calls for the ten workstreams noted plus Integrations and Reporting. Once in the configuration stage, there will be more information to share.

Finance Updates



Benefits:

- Real time reporting – no waiting for overnight loads to Cognos.
- Ability to drill down from the report to actual invoices and journal entries with back-up attached.
- Future potential when student and gift modules are added.

The logo features the word "workday" in a lowercase, sans-serif font, with a white arch above it. To the right is "@SLU" in a bold, uppercase, sans-serif font. The entire logo is white and centered on a dark blue background.

workday @SLU

Thank You!