workday @SLU

SAINT LOUIS UNIVERSITY.

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

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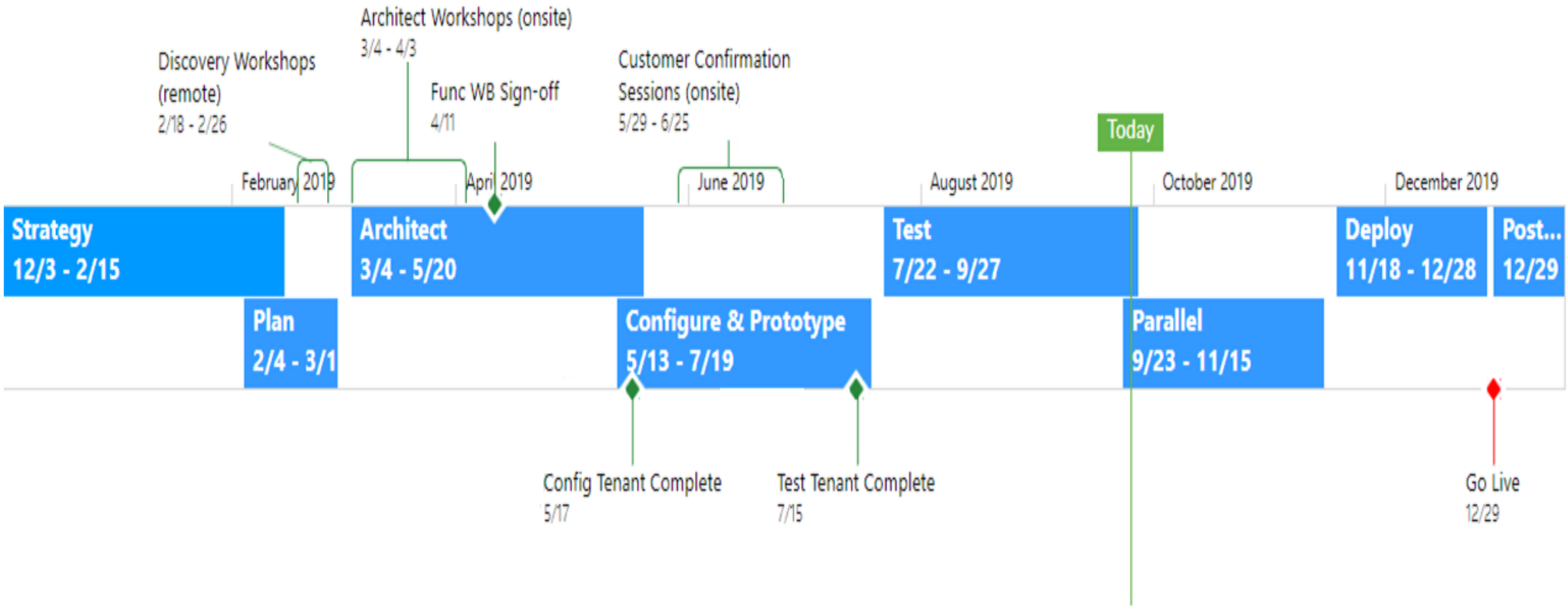
Program Status

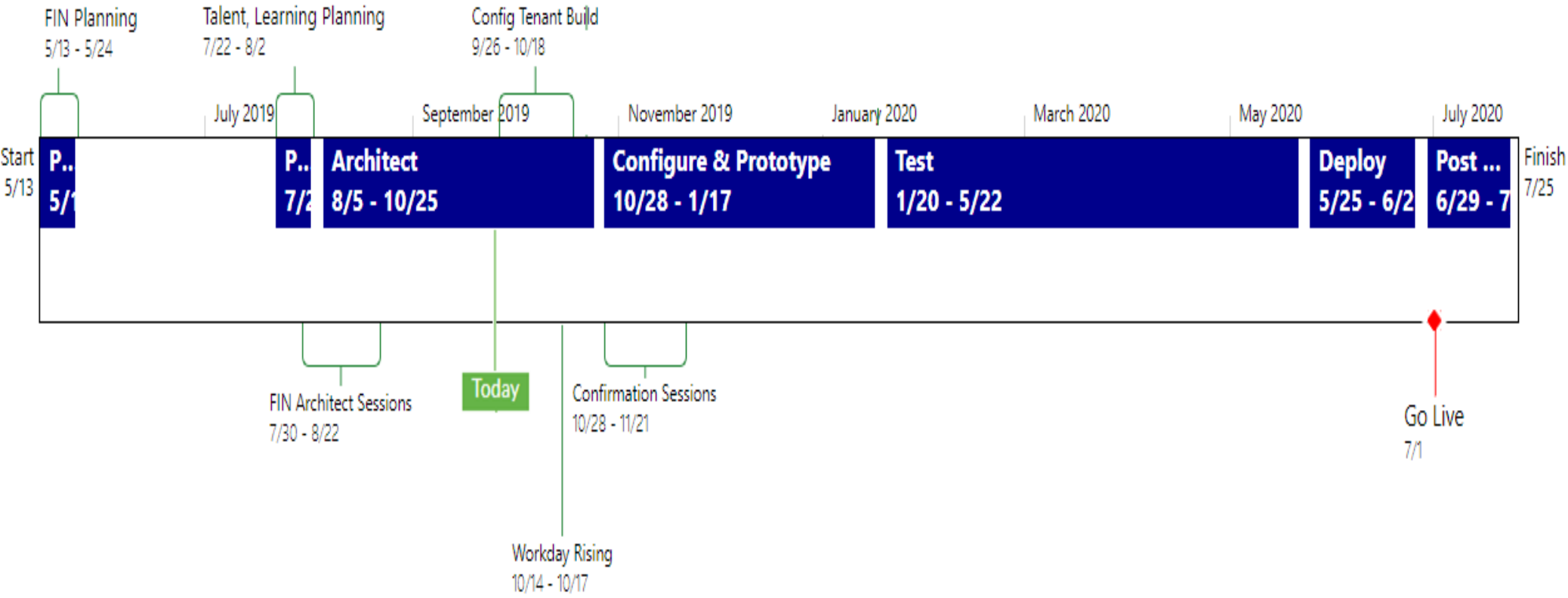
Phase 1 Project Timeline

Phase 1: HCM Project Timeline



Phase 2 Project Timeline

Phase 2: Finance & Talent / Learning Project Timeline

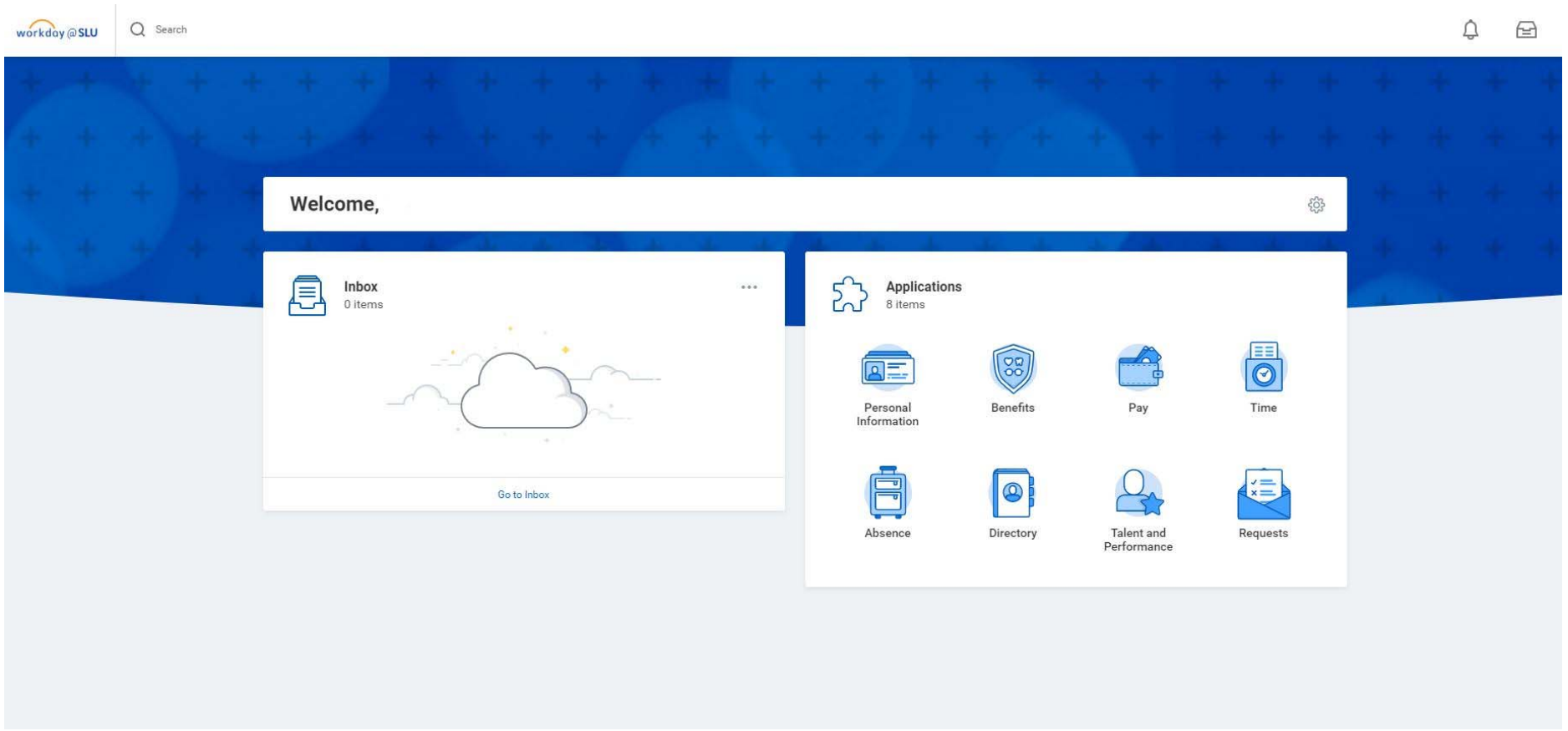


workday @SLU

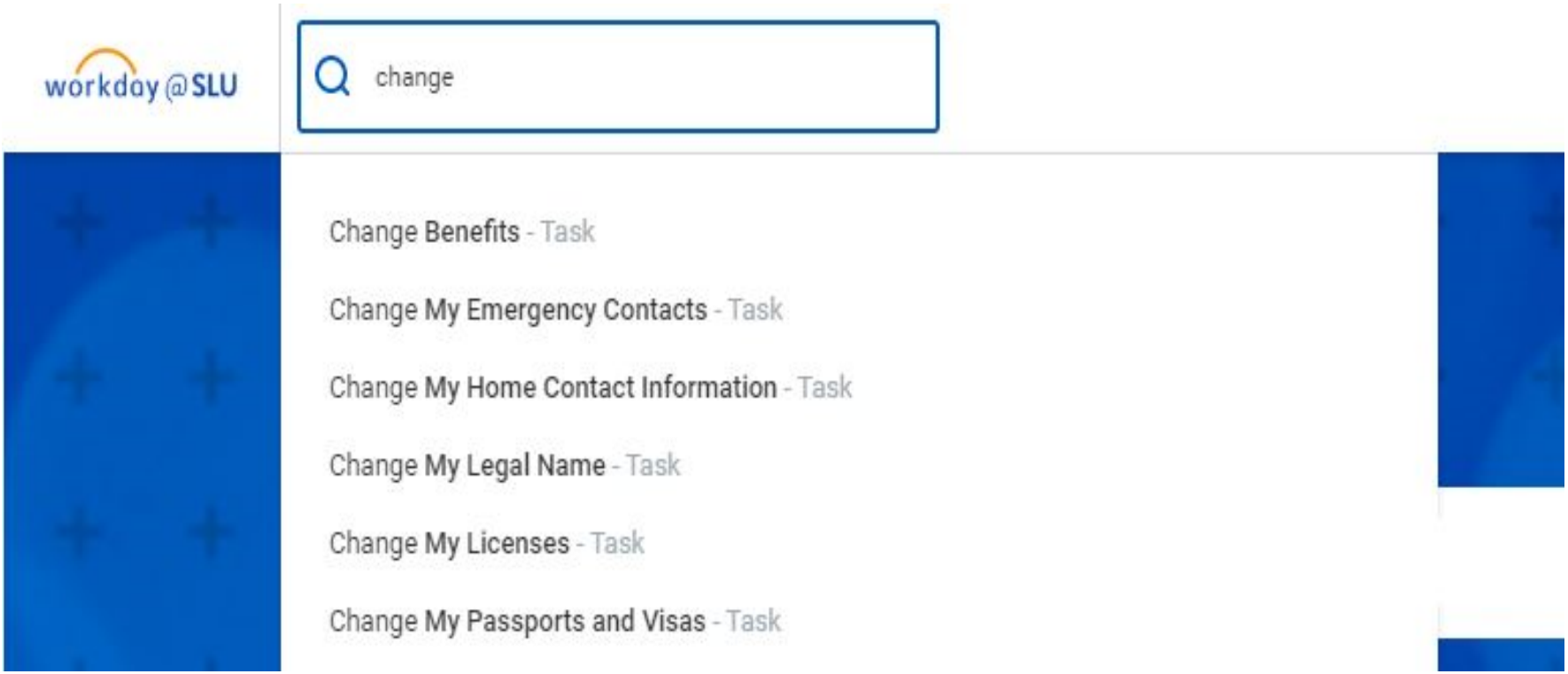
Introduction to Workday Experience

Employee Home Page & Search Functionality

Employee Home Page

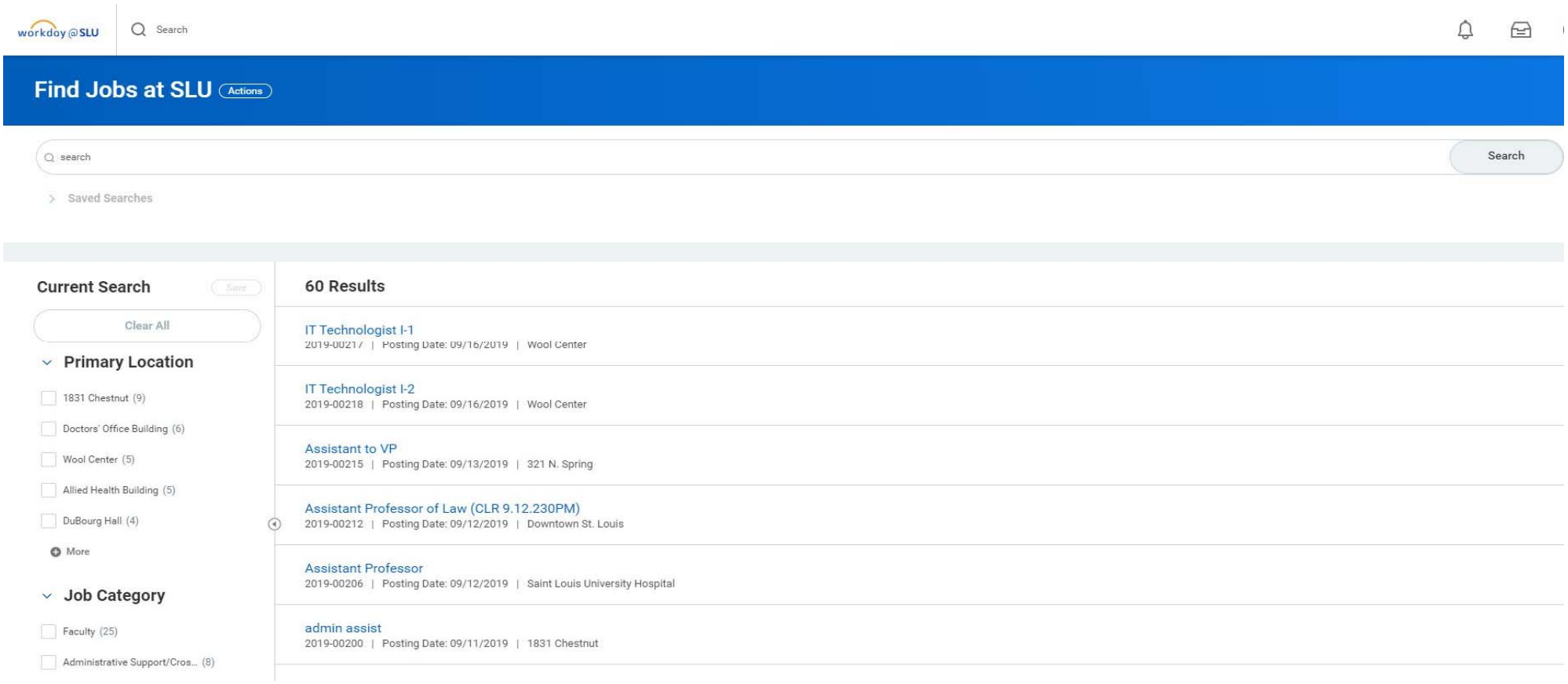


Workday Search Functionality

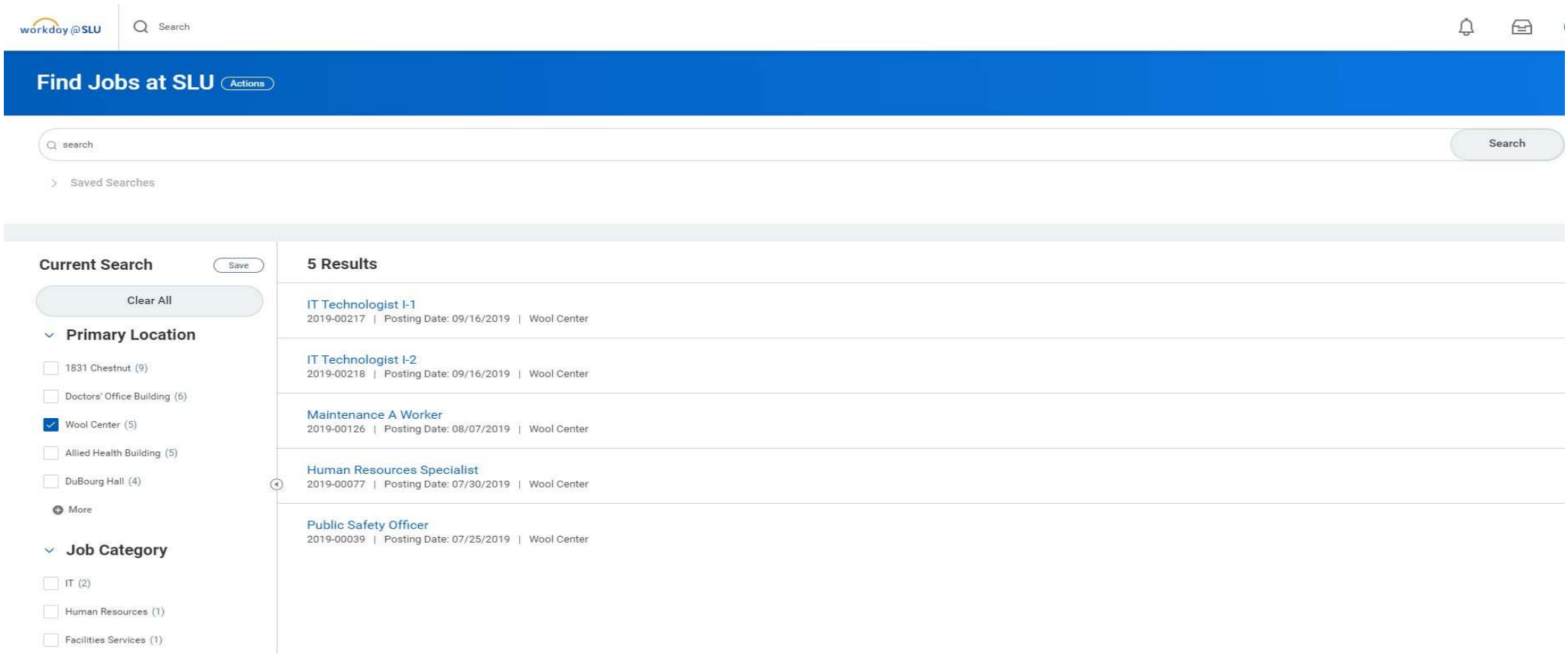


Internal Career Site

SLU Internal Careers Page



SLU Internal Careers Page – Wool Center



Enter & Submit Time (Hourly Employees)

Enter Time – Hourly Employees

Welcome, [redacted]

Inbox
0 items

Go to Inbox

Applications
8 items

Personal Information

Benefits

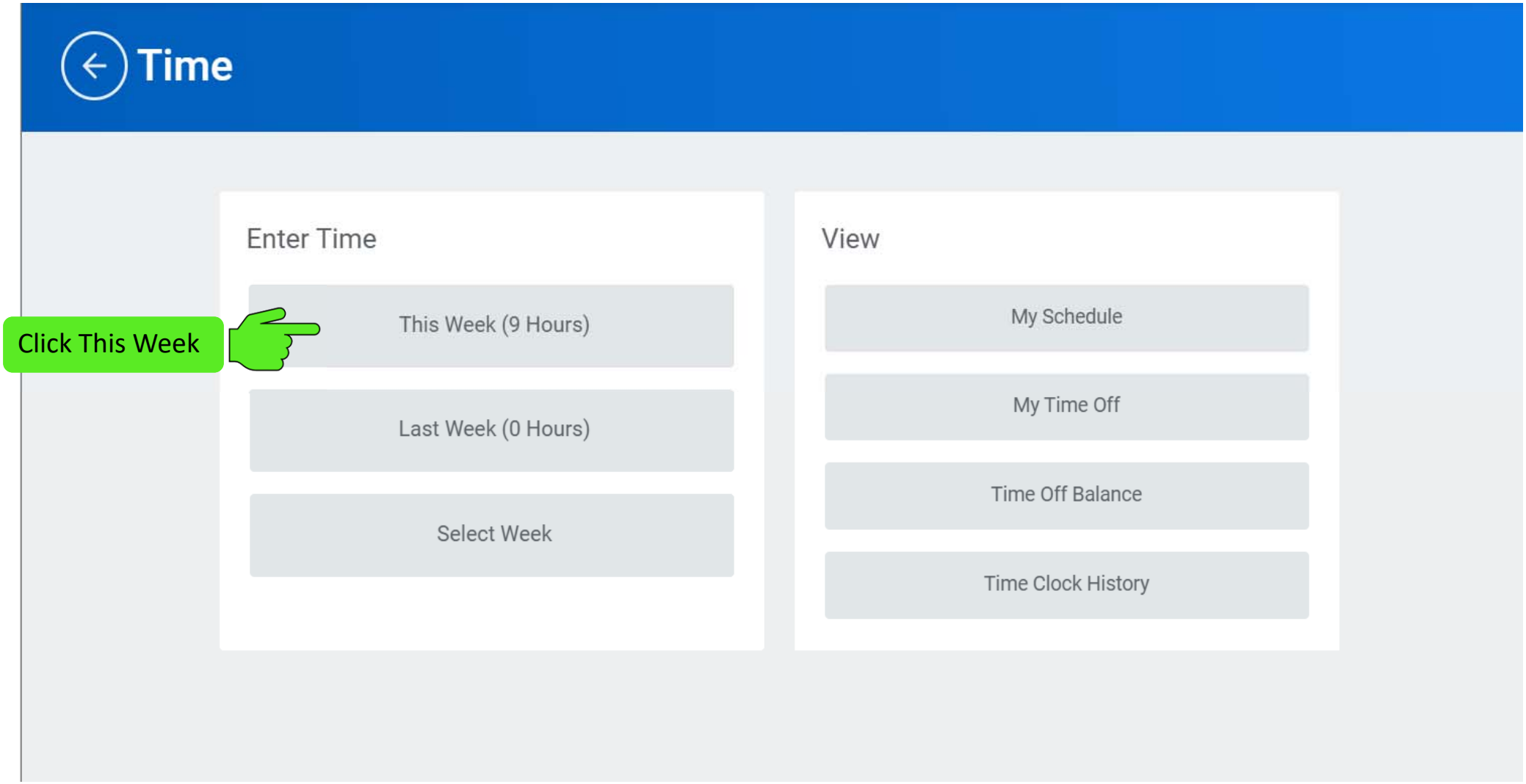
Pay

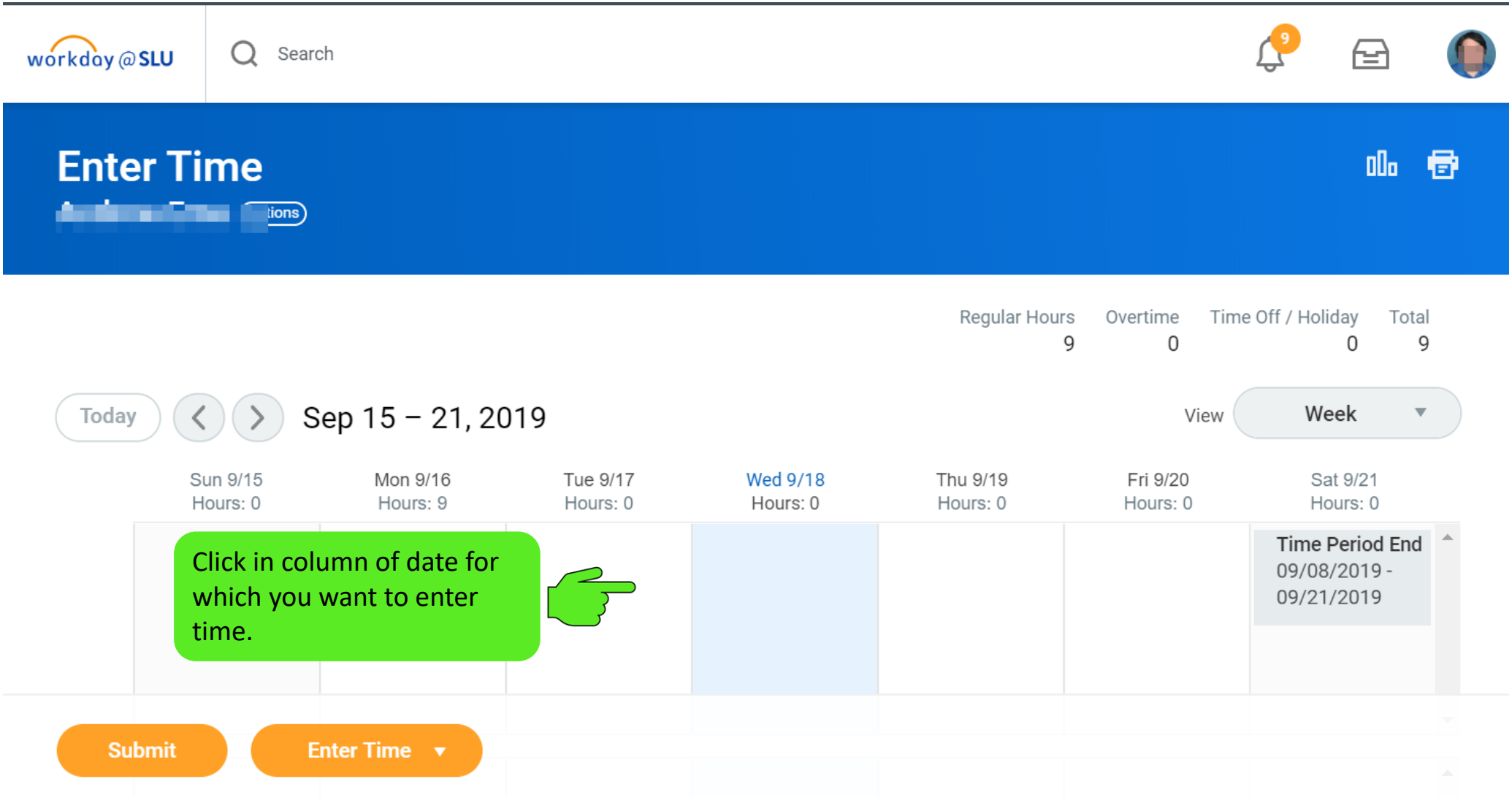
Time

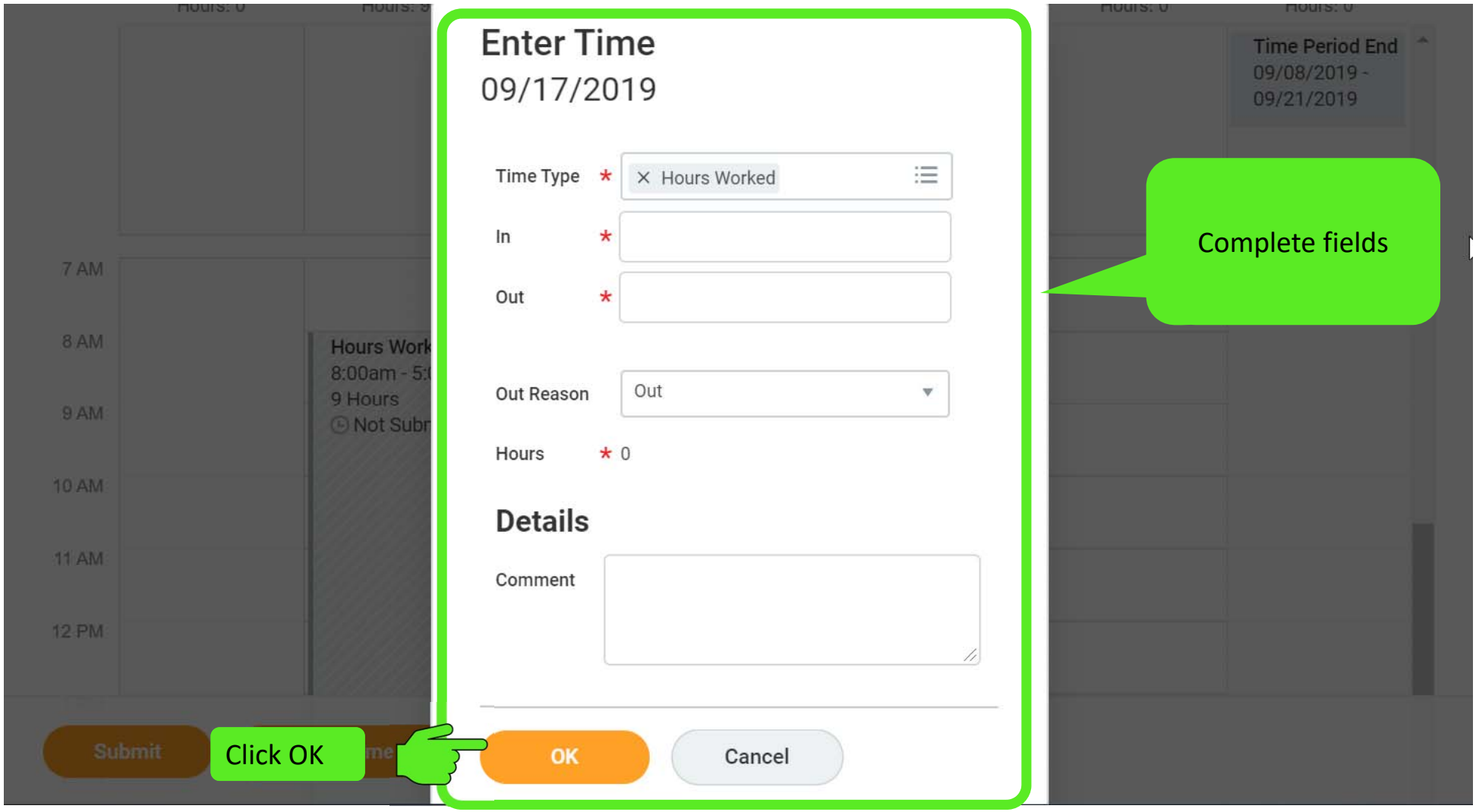
Absence

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


workday @SLU
Search
9
Enter Time
Regular Hours
9
Overtime
0
Time Off / Holiday
0
Total
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

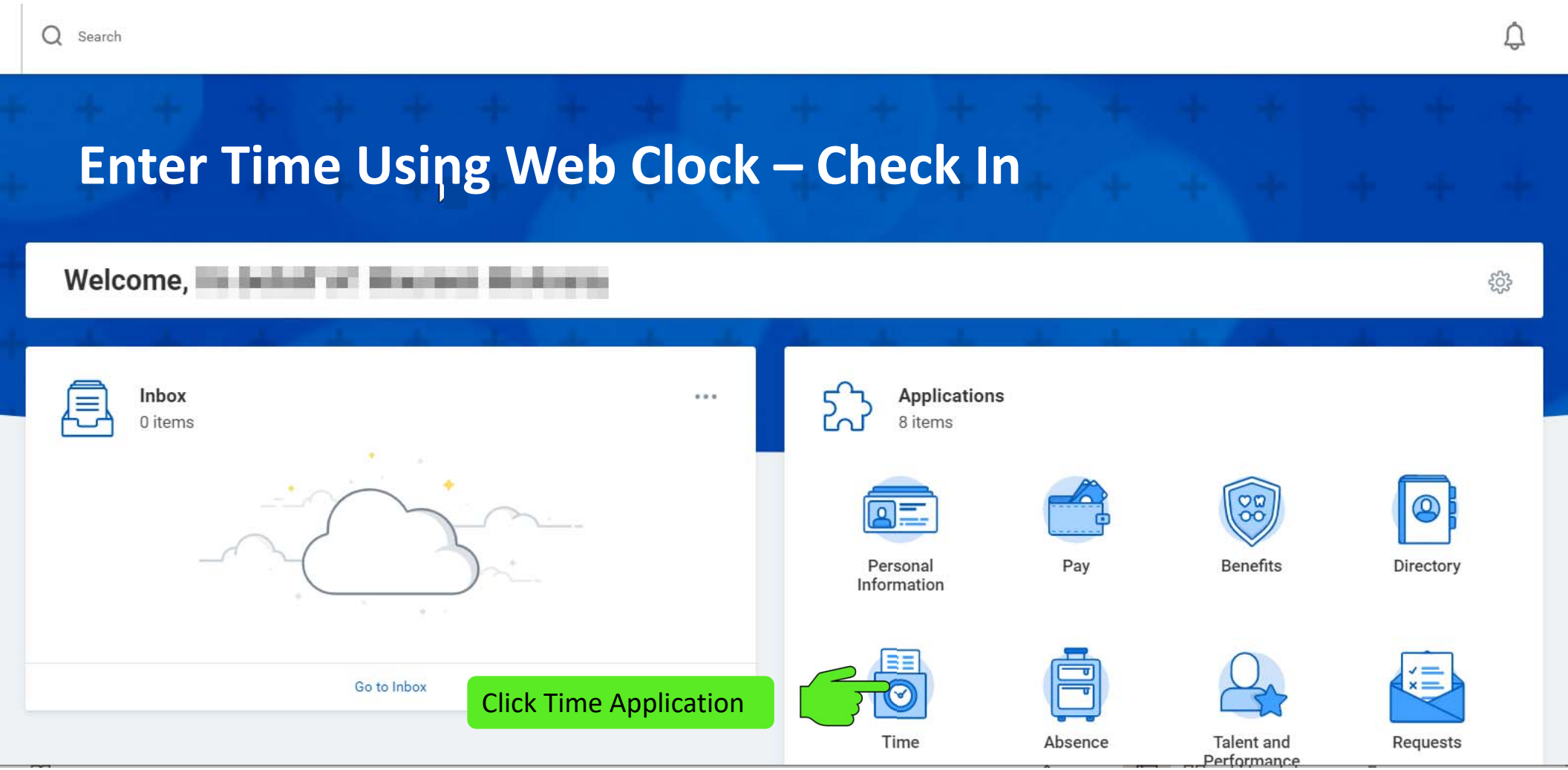

Enter Time
09/17/2019
Time Type
Hours Worked
In
Out
Out Reason
Out
Hours
0
Details
Comment
OK
Cancel
Complete fields
Click OK
Time Period End
09/08/2019 -
09/21/2019
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
Submit

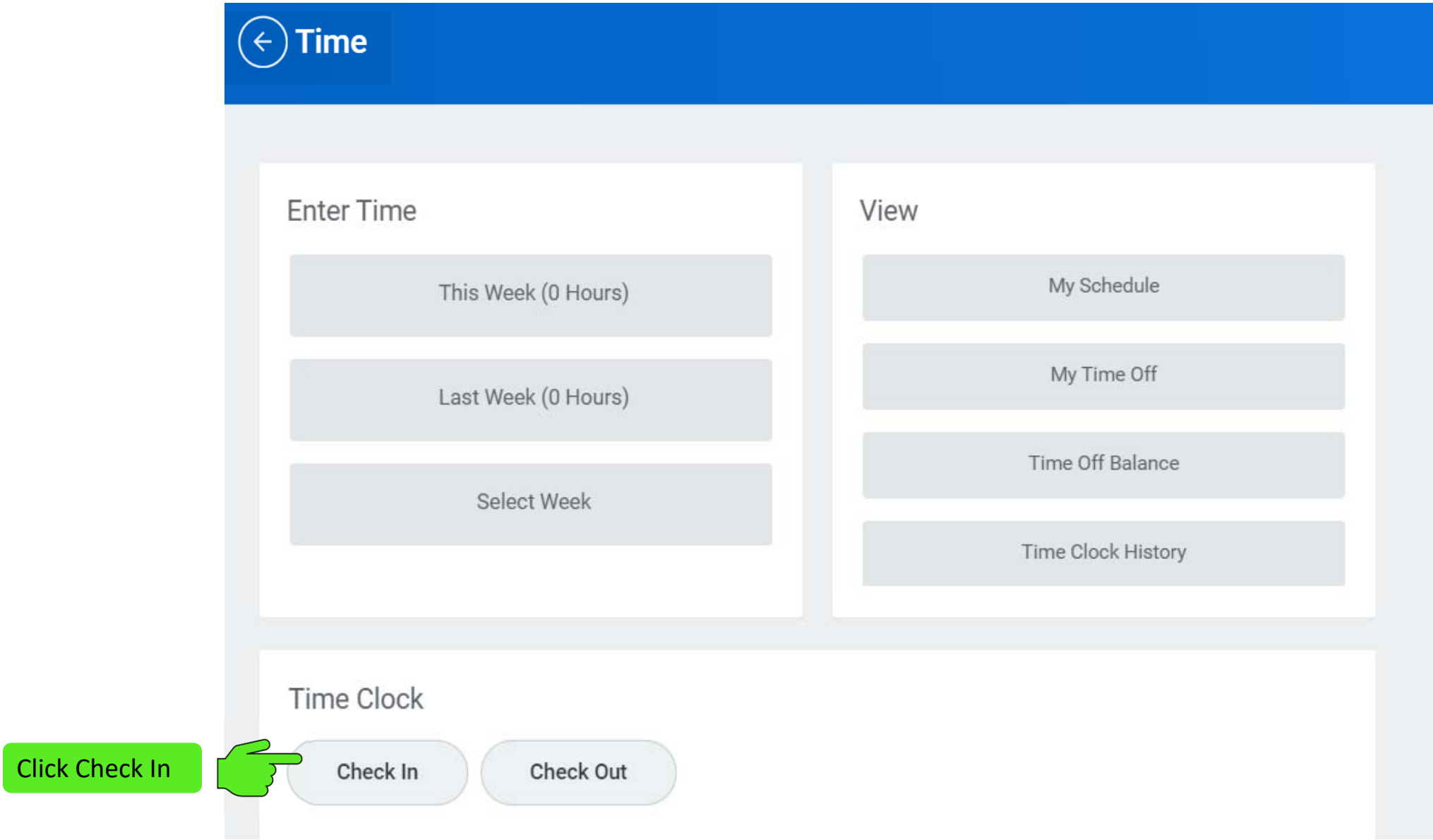
Submit Time – Hourly Employees

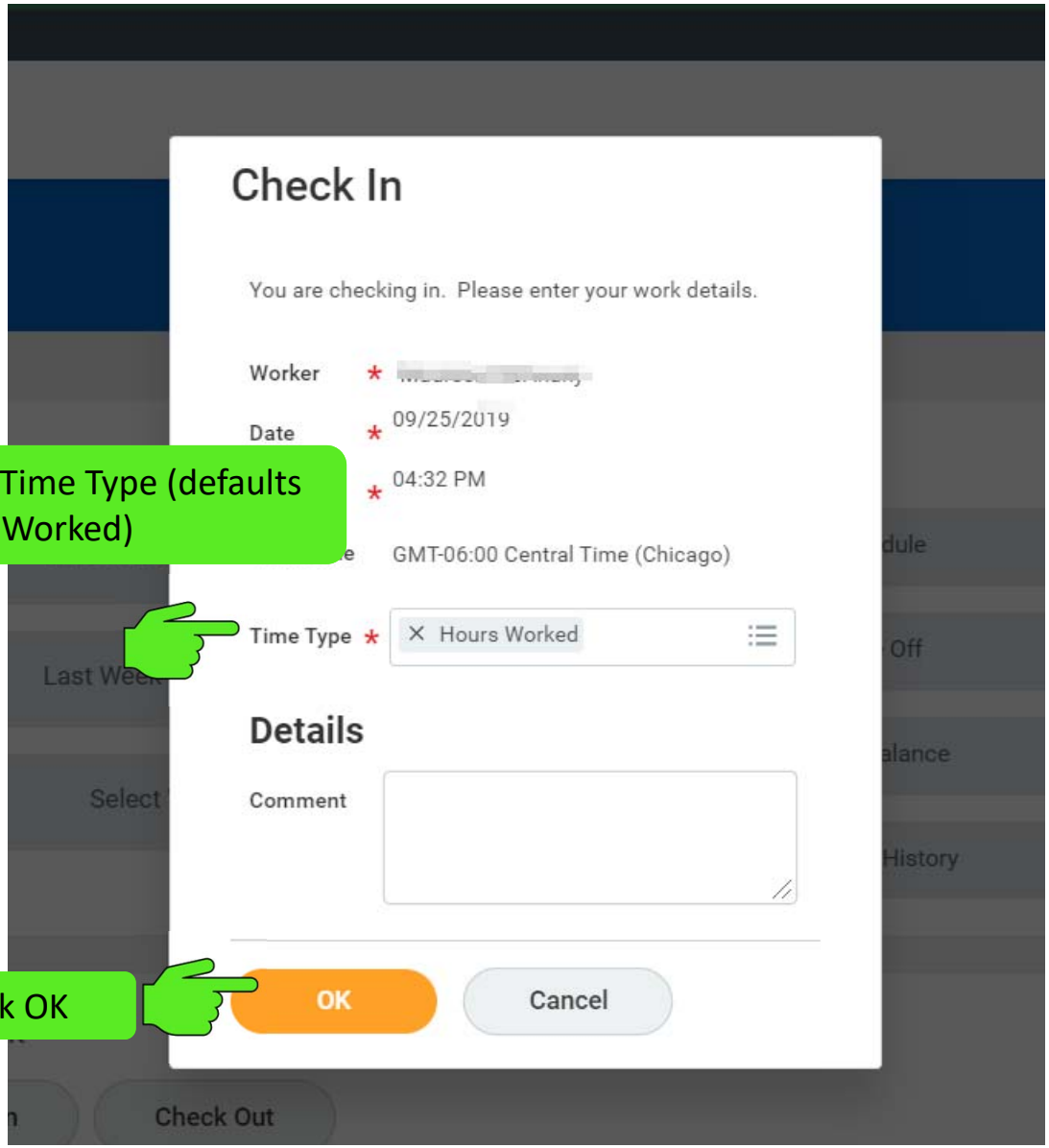
Click Submit

Time-Keeping via Web Clock

Enter Time Using Web Clock – Check In

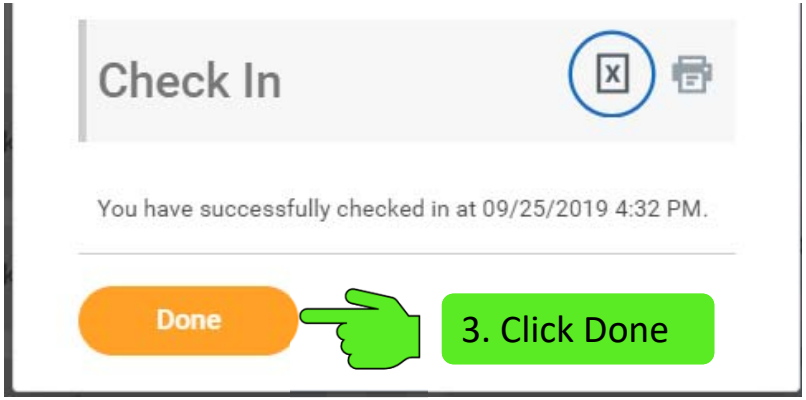



Time
Enter Time
This Week (0 Hours)
Last Week (0 Hours)
Select Week
View
My Schedule
My Time Off
Time Off Balance
Time Clock History
Time Clock
Check In
Check Out
Click Check In

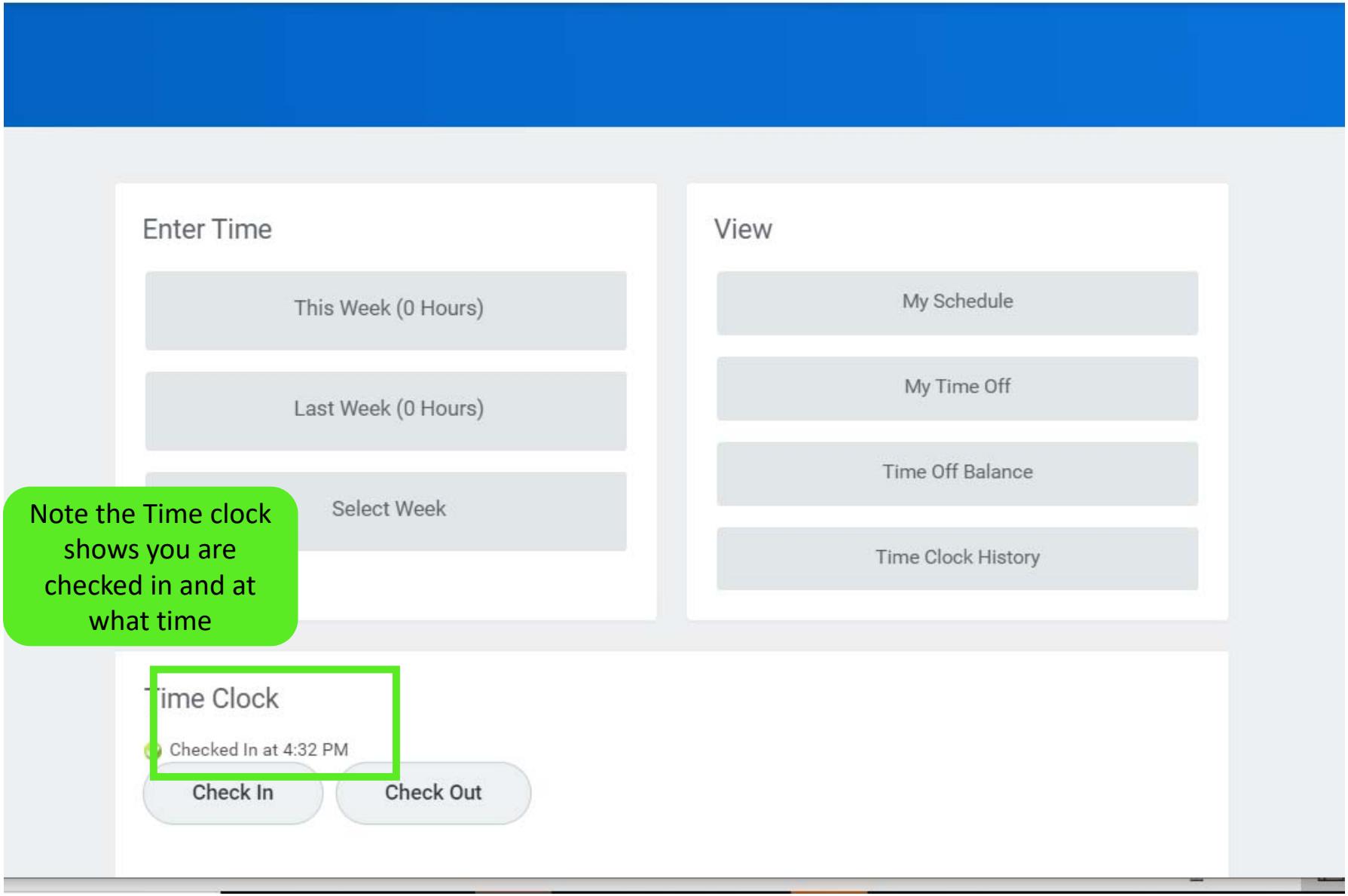


1. Select Time Type (defaults to Hours Worked)

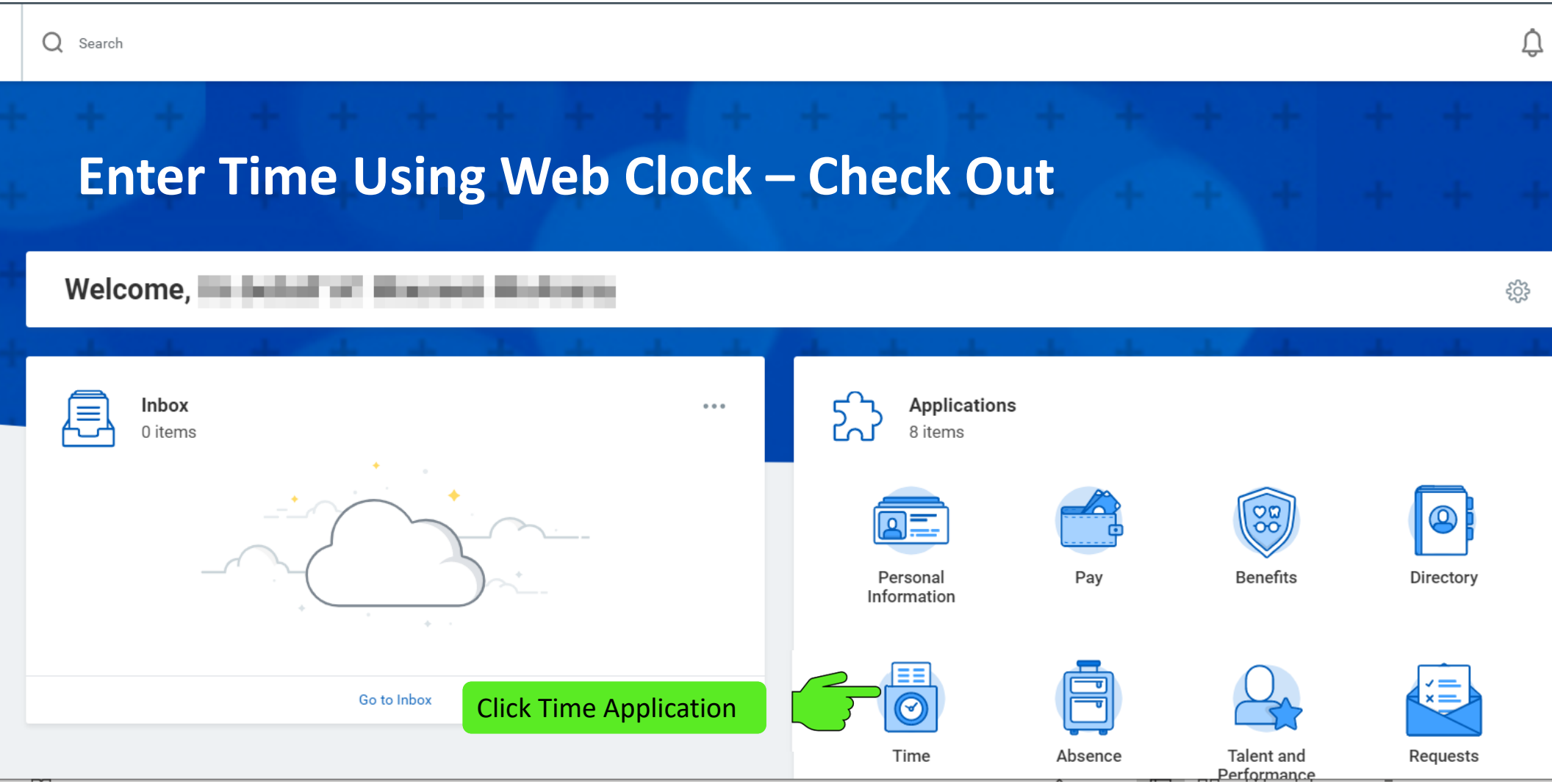
2. Click OK

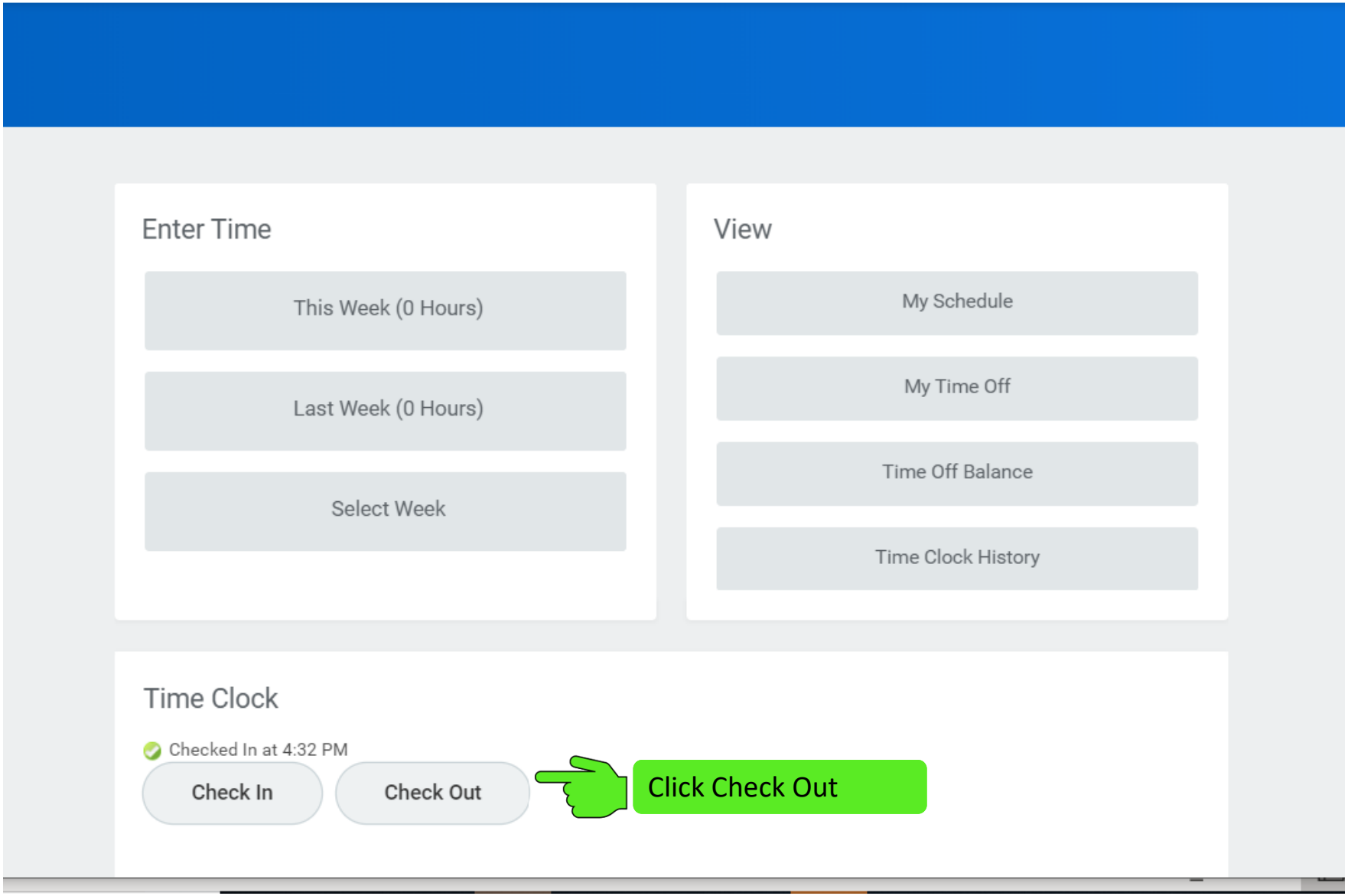


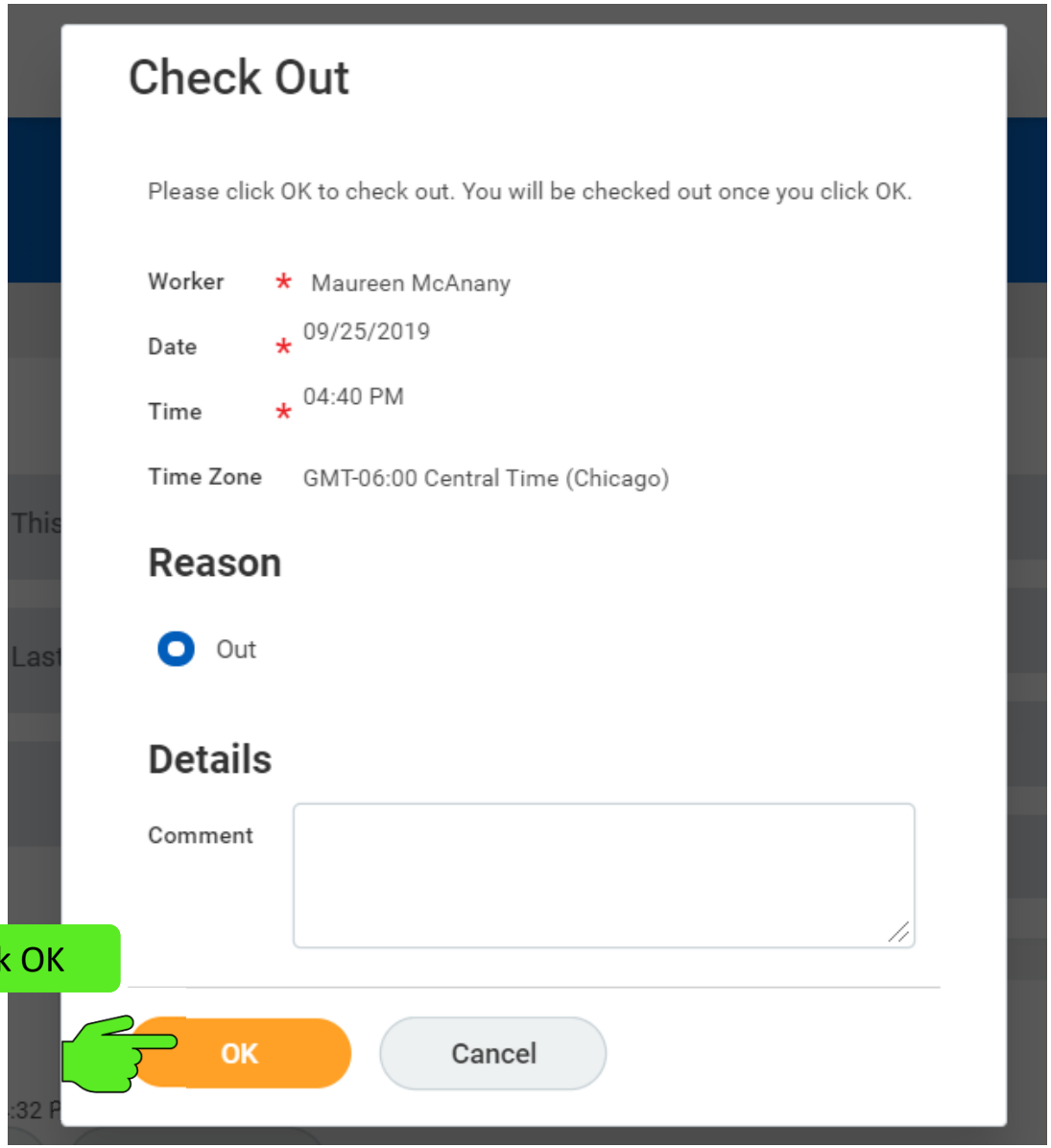
3. Click Done

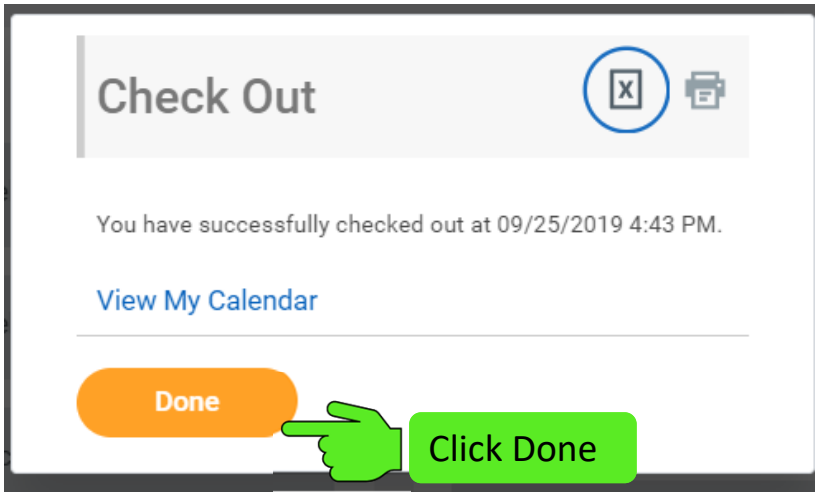

Enter Time
This Week (0 Hours)
Last Week (0 Hours)
Select Week
View
My Schedule
My Time Off
Time Off Balance
Time Clock History
Note the Time clock shows you are checked in and at what time
Time Clock
Checked In at 4:32 PM
Check In
Check Out

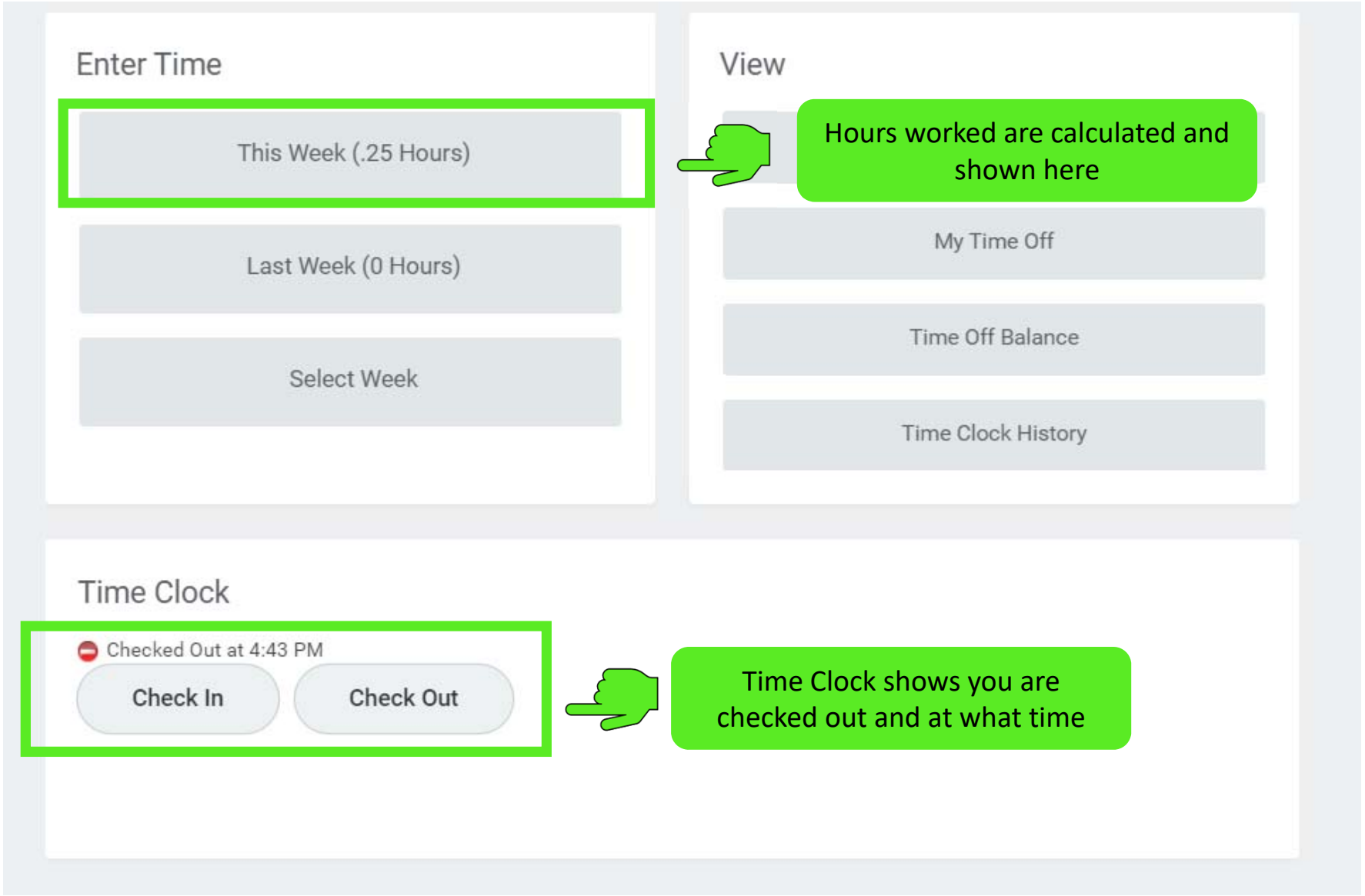
Enter Time Using Web Clock – Check Out




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

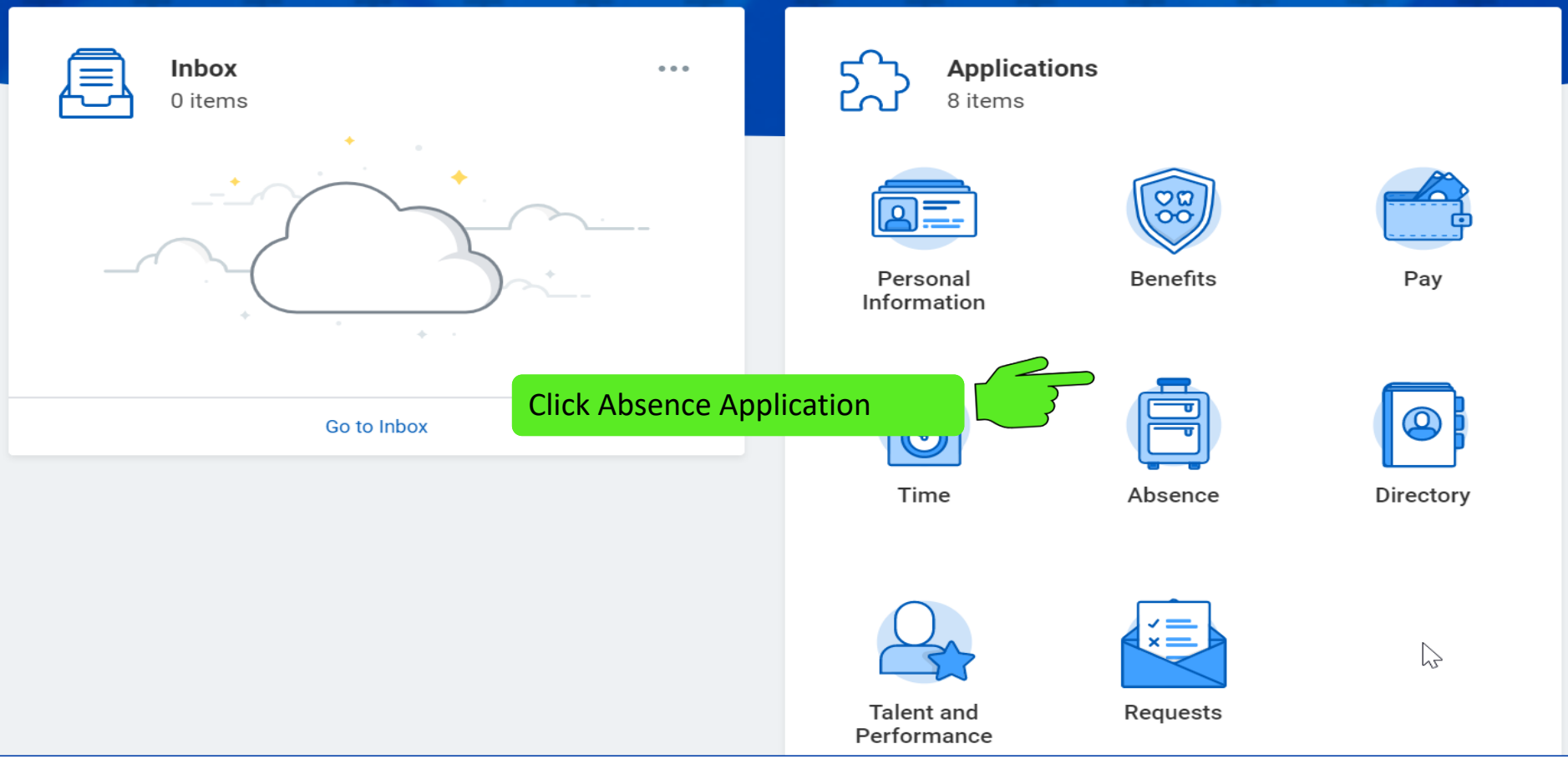

Check Out
Please click OK to check out. You will be checked out once you click OK.
Worker * Maureen McAnany
Date * 09/25/2019
Time * 04:40 PM
Time Zone GMT-06:00 Central Time (Chicago)
Reason
Out
Details
Comment
Click OK
OK
Cancel

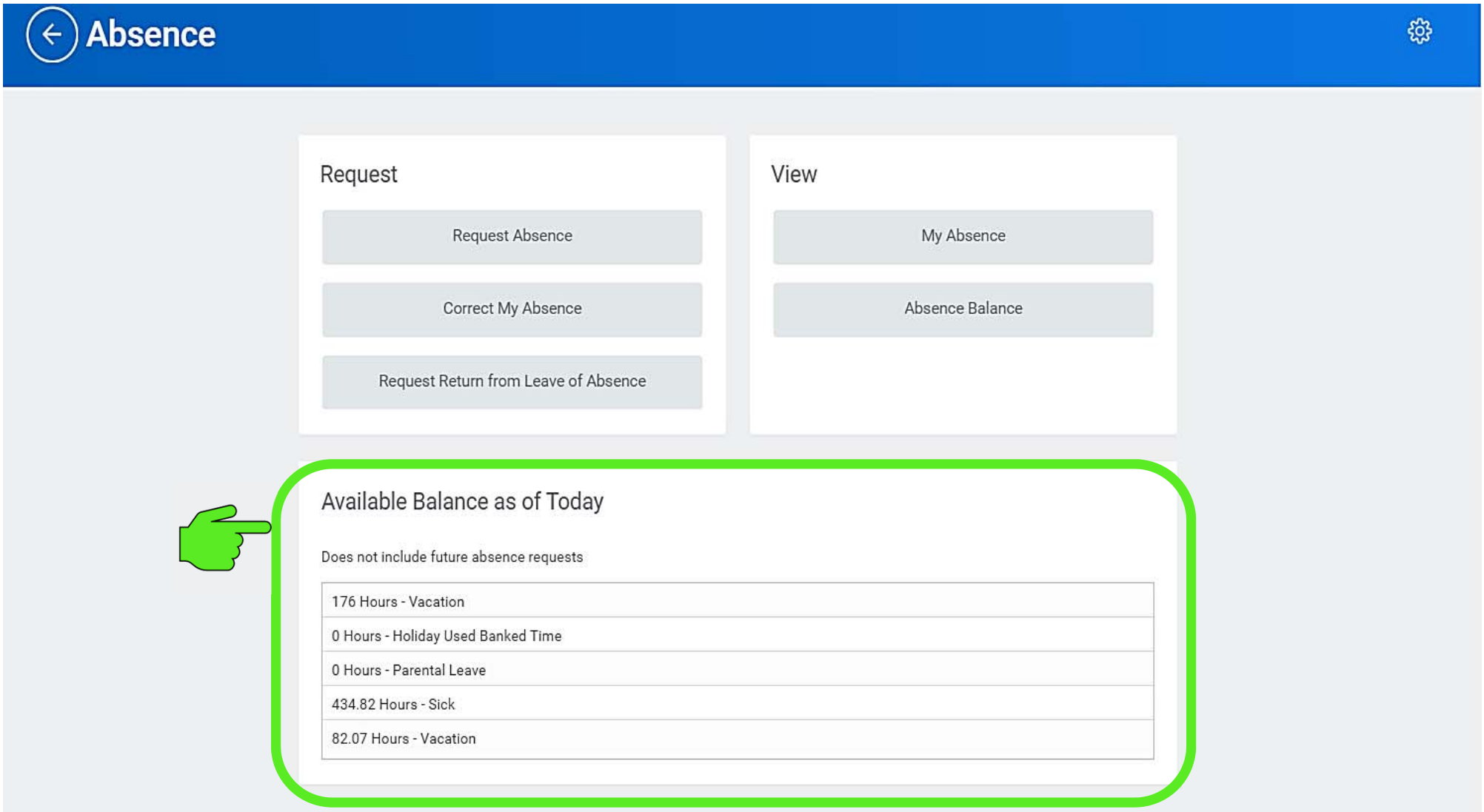

Check Out
You have successfully checked out at 09/25/2019 4:43 PM.
View My Calendar
Done
Click Done


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

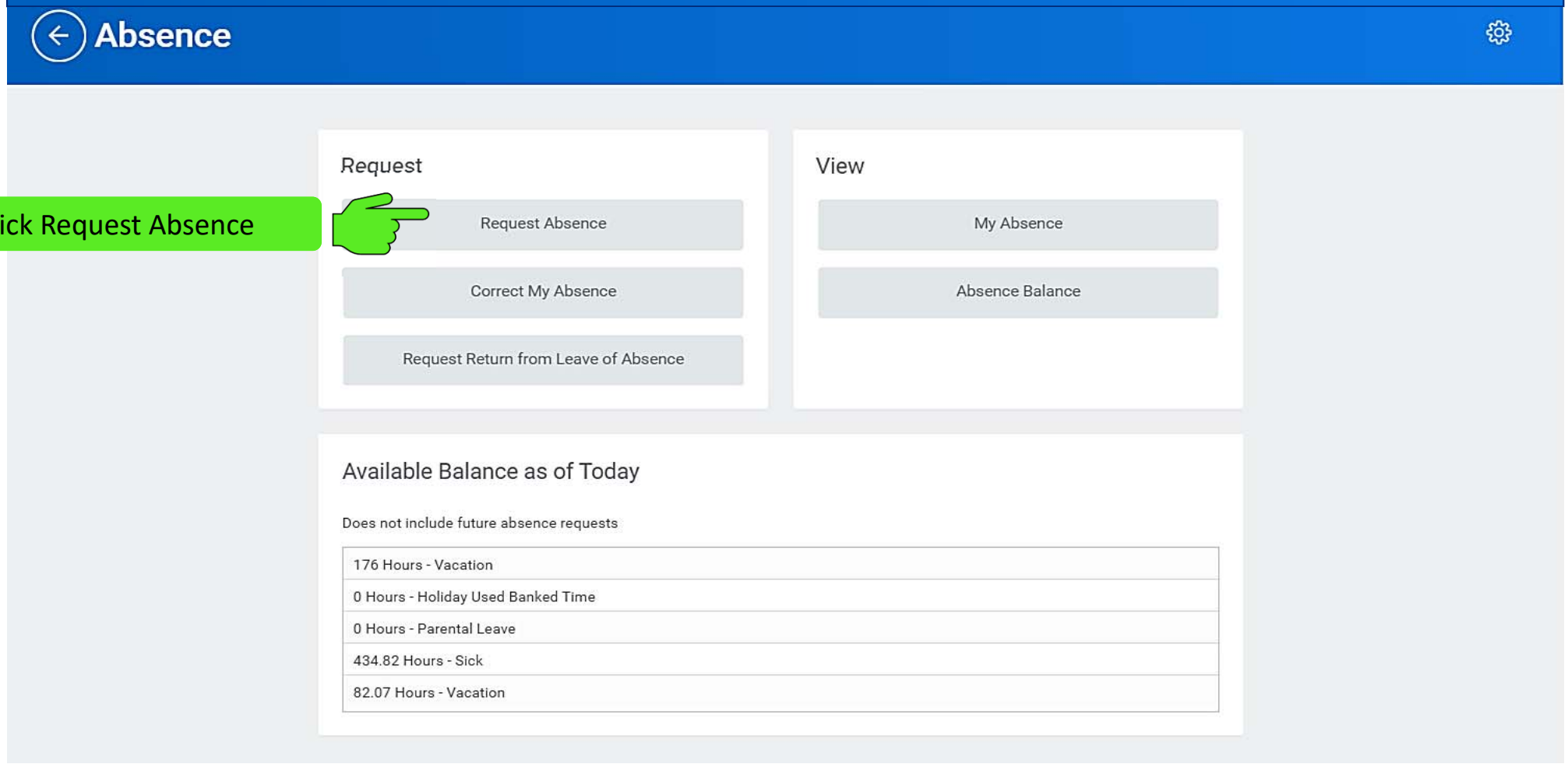
View Vacation/Sick Time Balance



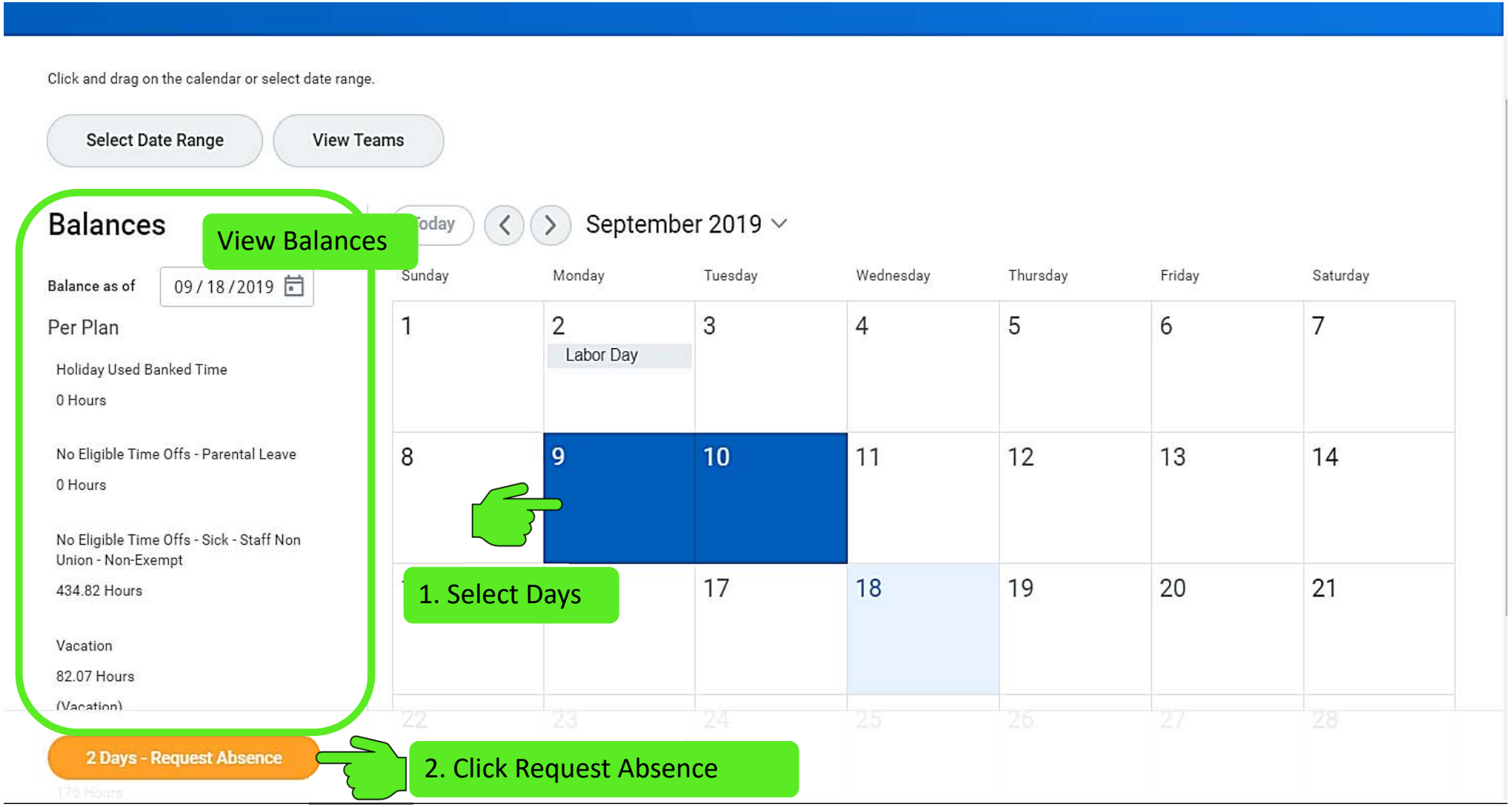

Absence
Request
Request Absence
Correct My Absence
Request Return from Leave of Absence
View
My Absence
Absence Balance
Available Balance as of Today
Does not include future absence requests
176 Hours - Vacation
0 Hours - Holiday Used Banked Time
0 Hours - Parental Leave
434.82 Hours - Sick
82.07 Hours - Vacation

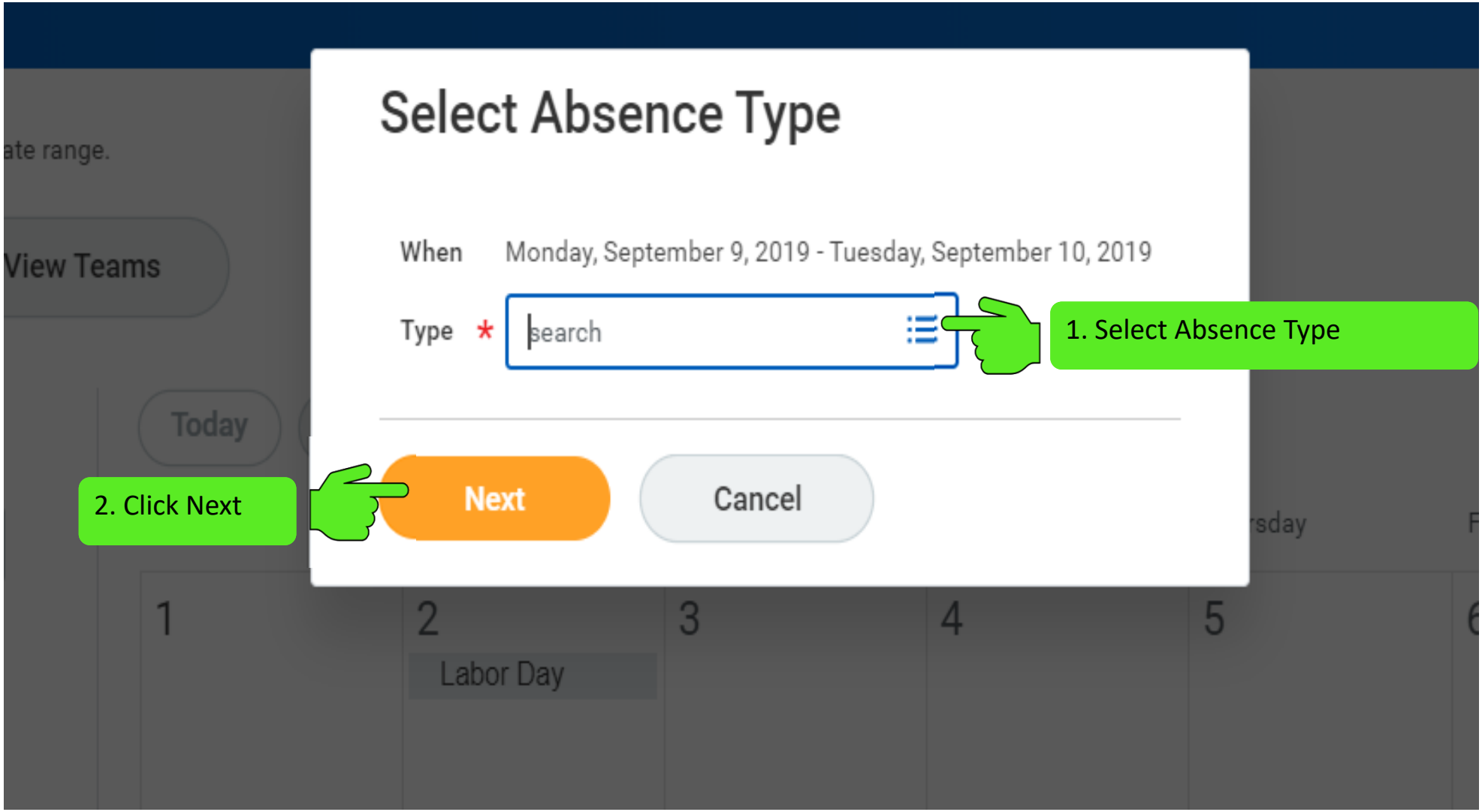
Request Time Off

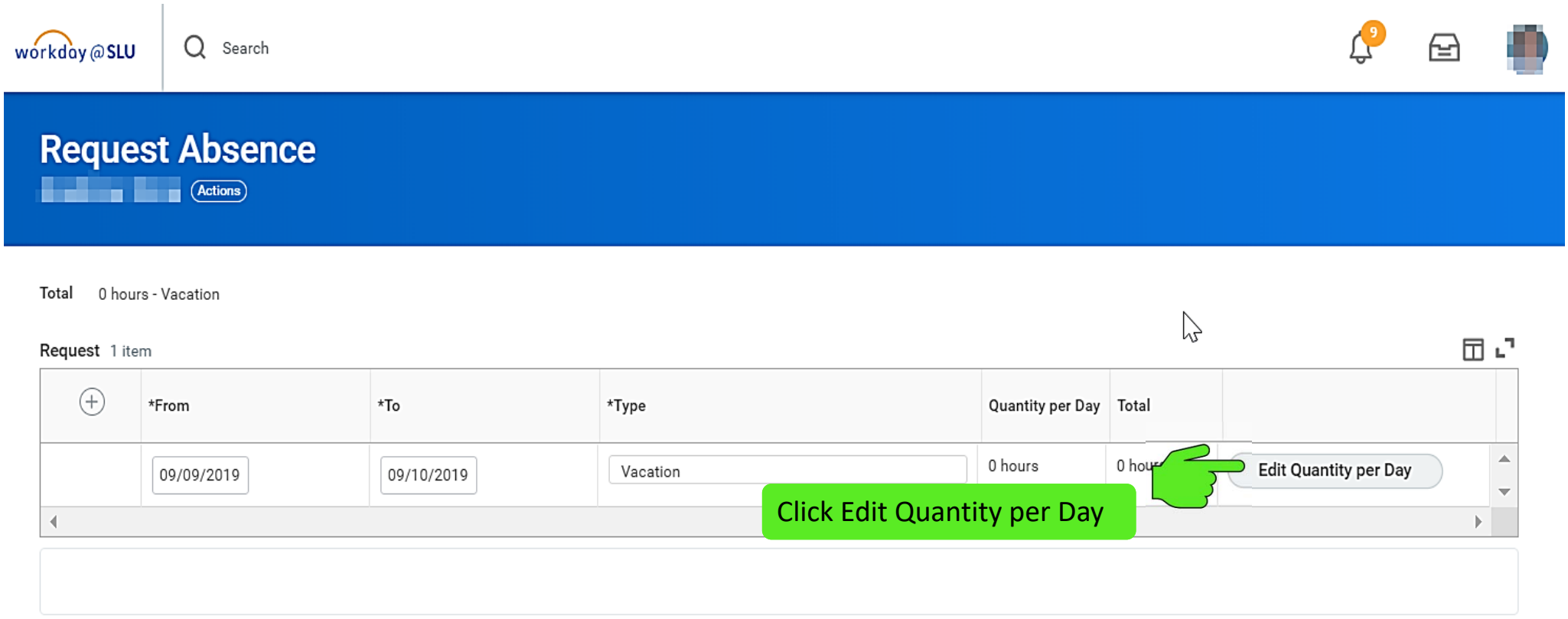
Request Time Off



Click Request Absence


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
1. Select Days
2. Click Request Absence
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
17
18
19
20
21


Select Absence Type
When
Monday, September 9, 2019 - Tuesday, September 10, 2019
Type *
search
1. Select Absence Type
2. Click Next
Next
Cancel
View Teams
Today
Labor Day


workday @SLU
Search
9
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 hou
Edit Quantity per Day
Click Edit Quantity per Day

Edit Quantity per Day

13 hours - Vacation
Total

Update All Quantities 0

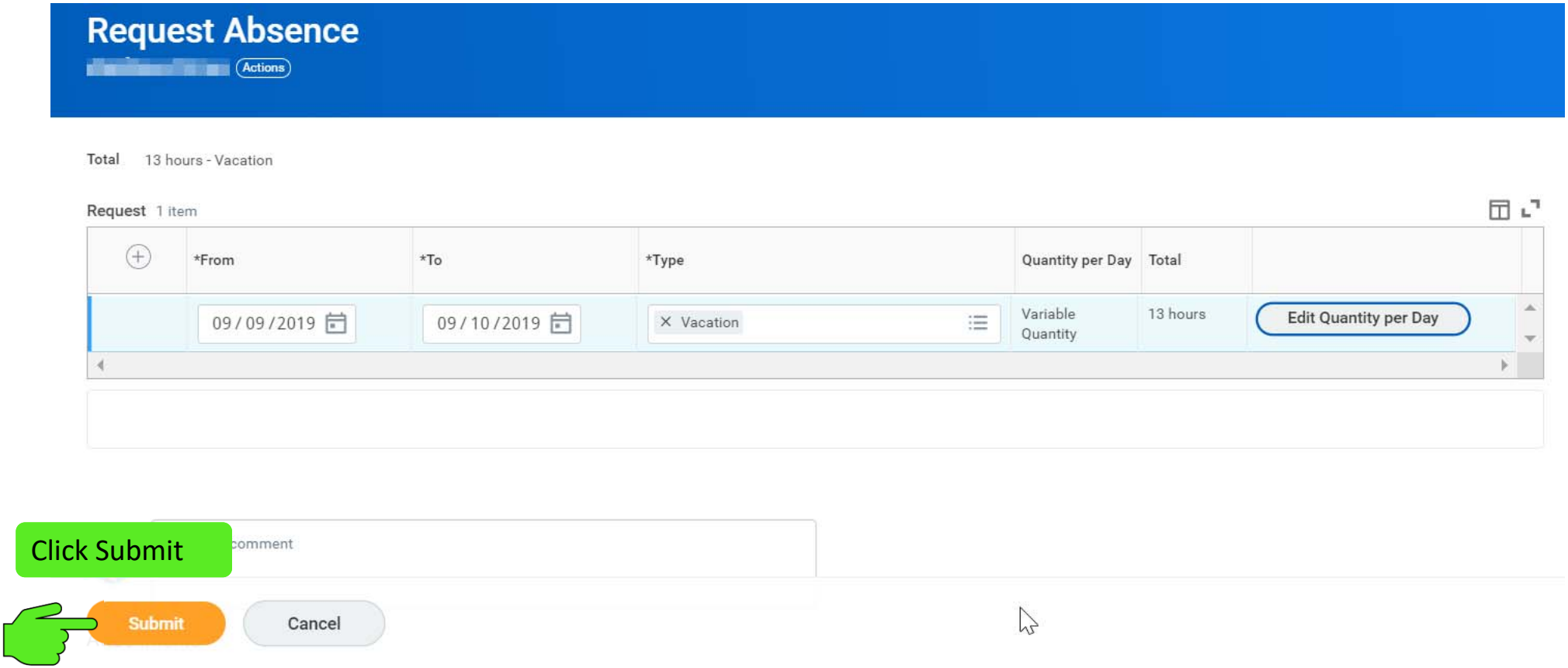
2 items

Date	Quantity per Day	Comments
[redacted]	8	
Tue, Sep 10, 2019	5	

1. Enter hours off per day

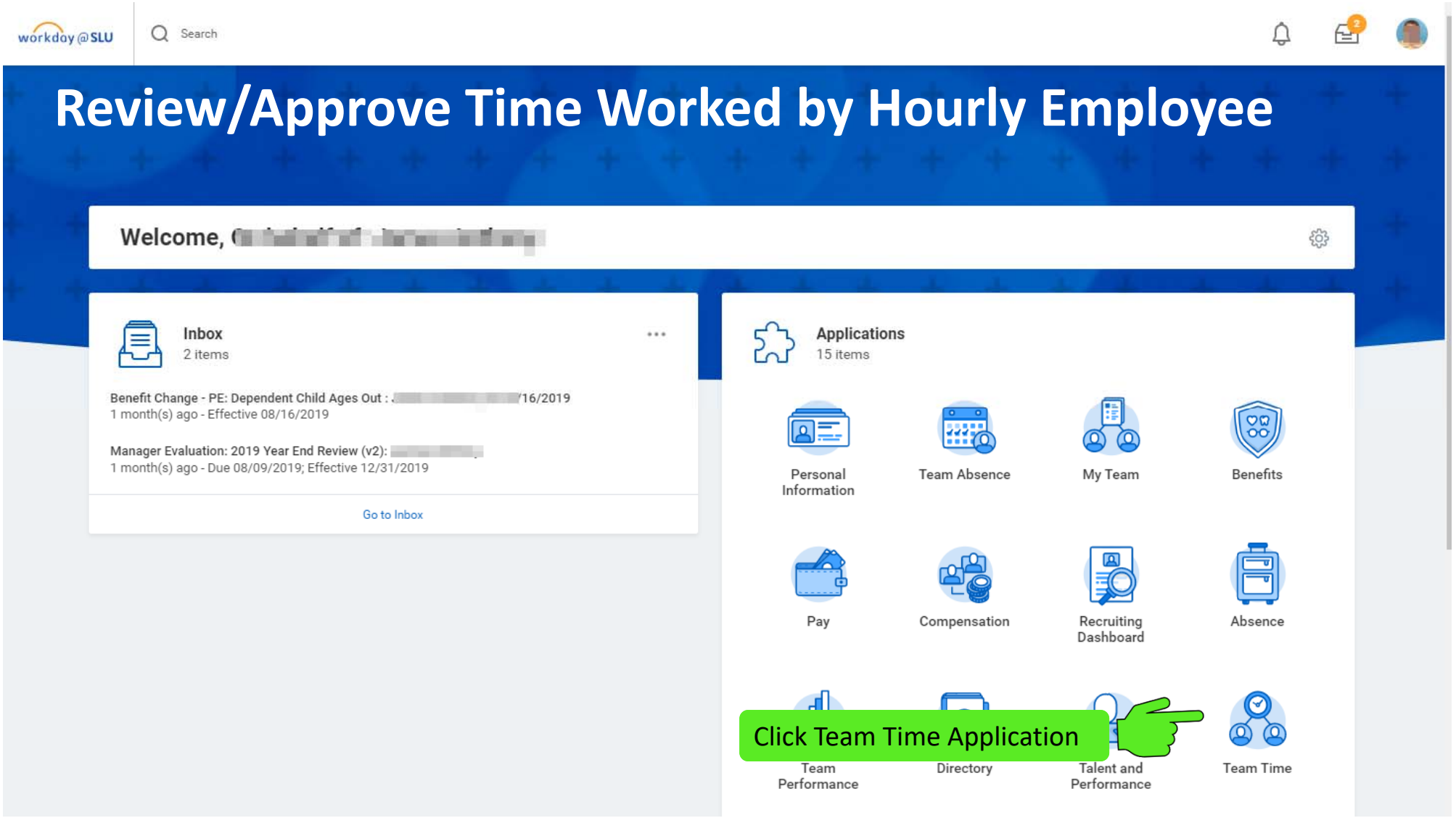
2. Click Done

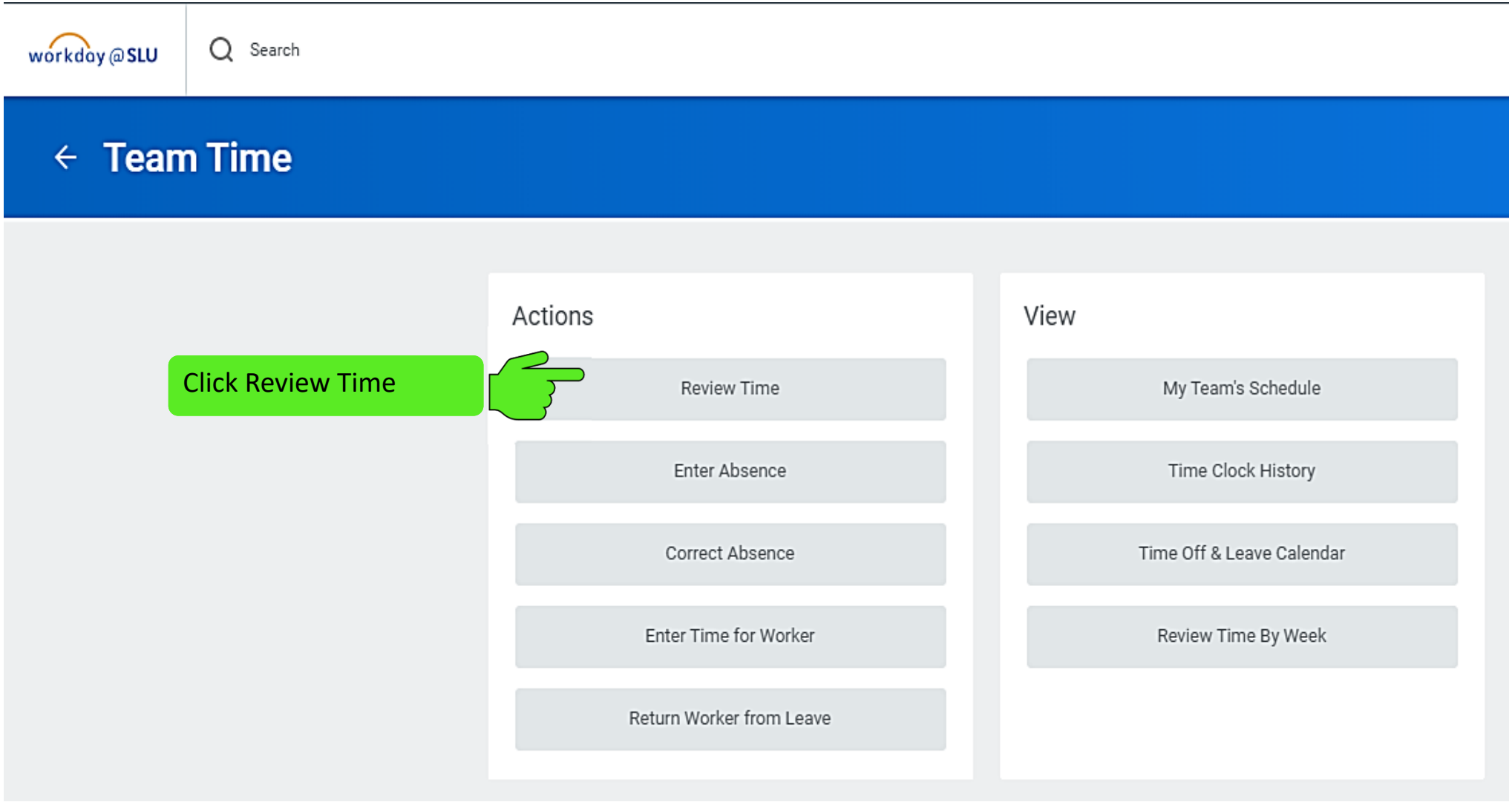
Done Cancel

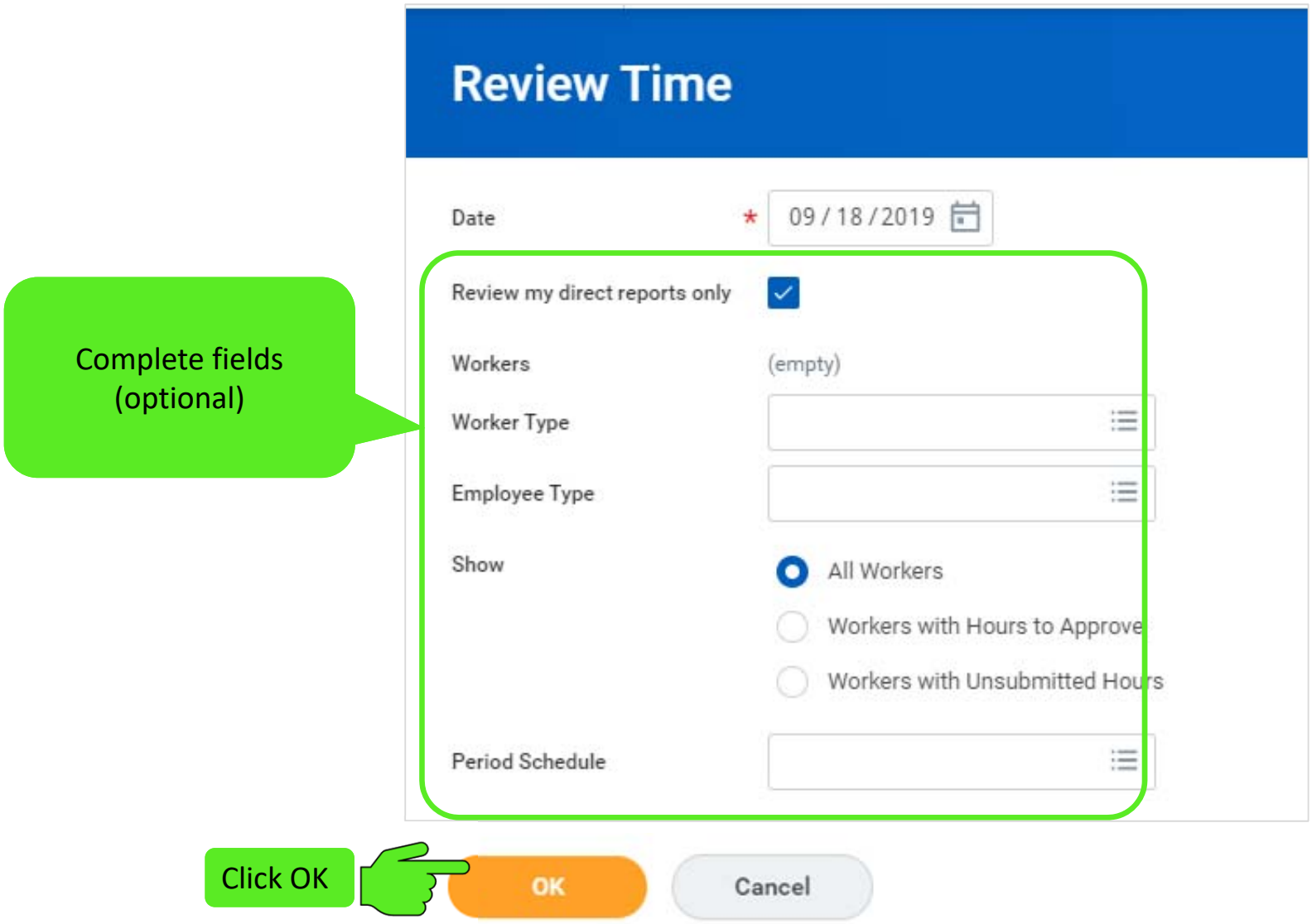

Request Absence
Actions
Total 13 hours - Vacation
Request 1 item
*From
*To
*Type
Quantity per Day
Total
09 / 09 / 2019
09 / 10 / 2019
Vacation
Variable Quantity
13 hours
Edit Quantity per Day
comment
Click Submit
Submit
Cancel

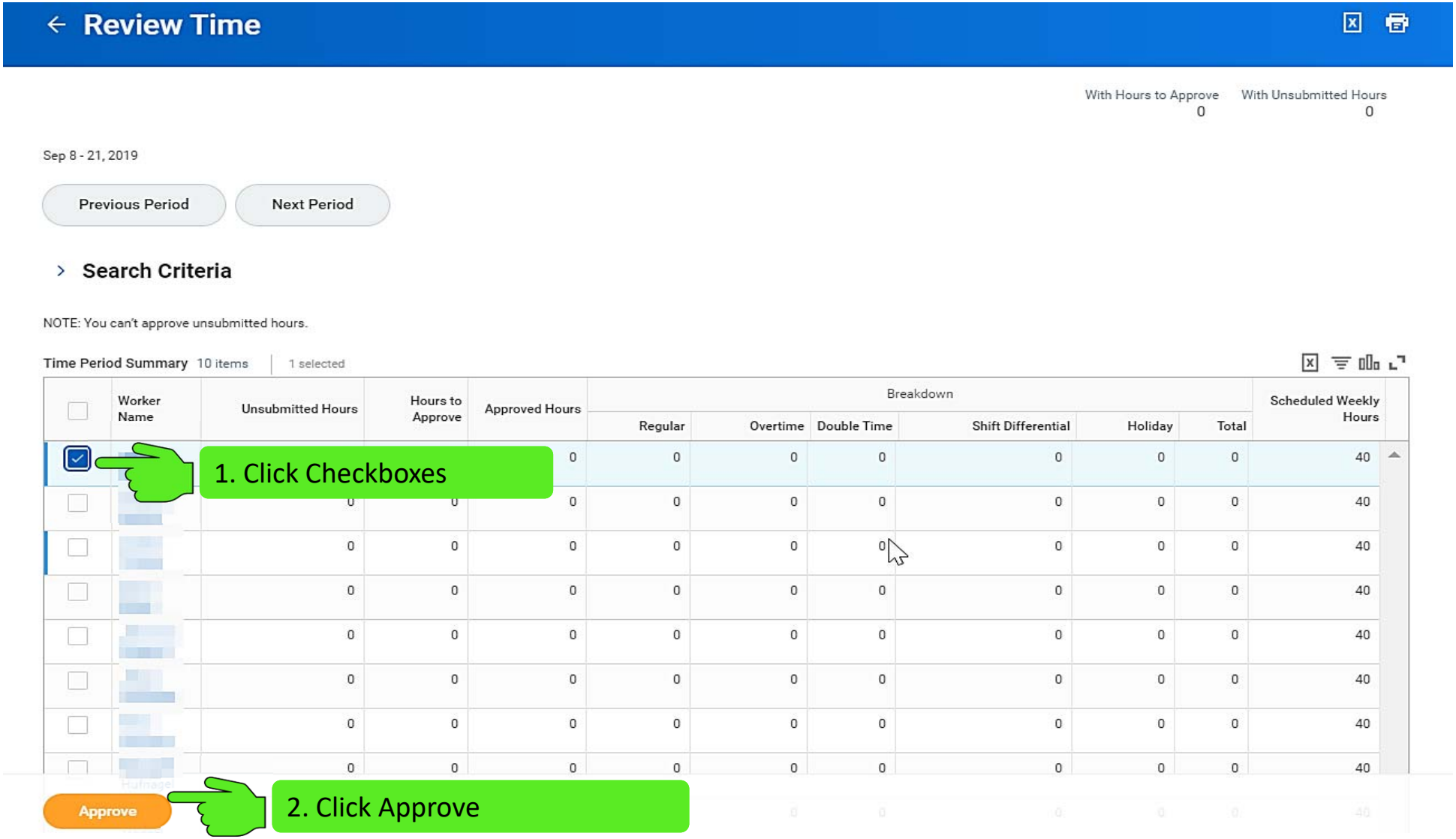
Review/Approve Time Worked by Hourly Employees

Review/Approve Time Worked by Hourly Employee

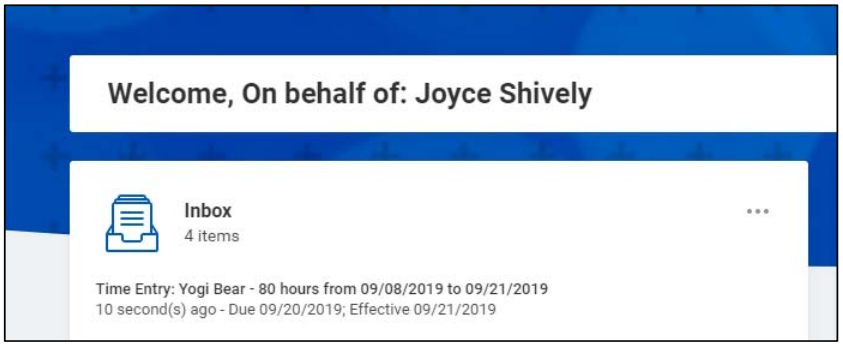


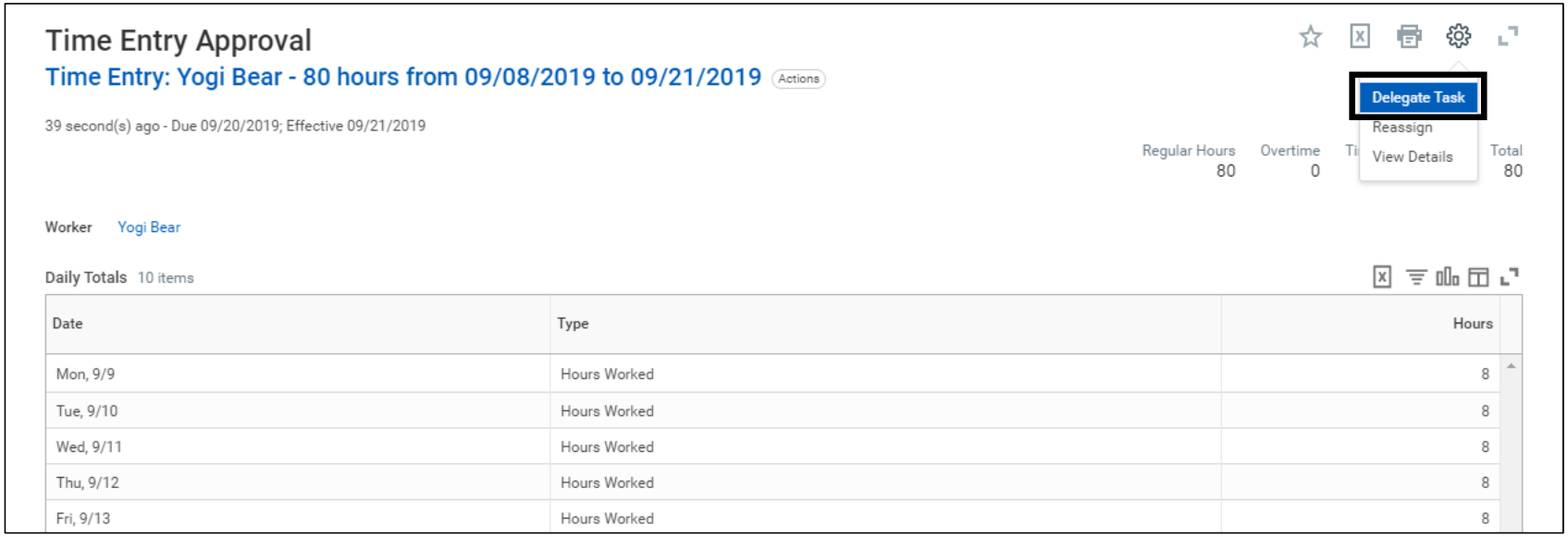

workday @SLU
Search
Team Time
Click Review Time
Actions
Review Time
Enter Absence
Correct Absence
Enter Time for Worker
Return Worker from Leave
View
My Team's Schedule
Time Clock History
Time Off & Leave Calendar
Review Time By Week


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

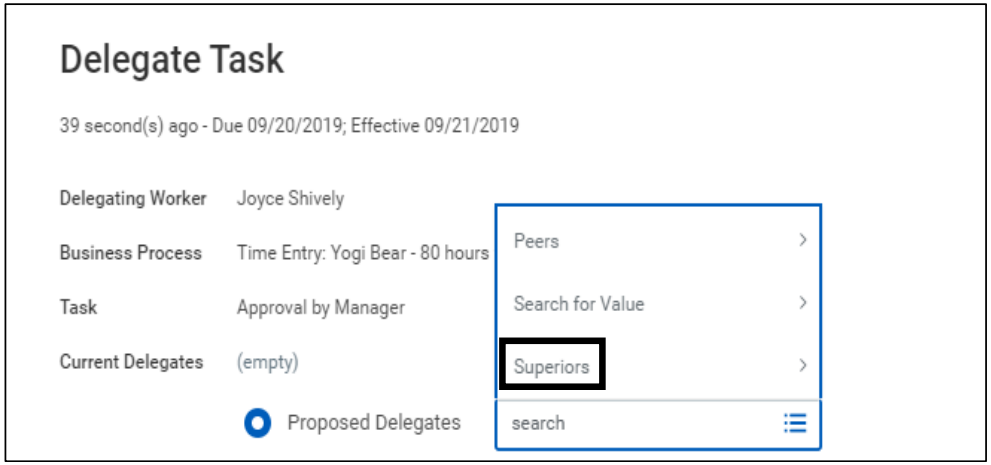

Review Time
With Hours to Approve
0
With Unsubmitted Hours
0
Sep 8 - 21, 2019
Previous Period
Next Period
Search Criteria
NOTE: You can't approve unsubmitted hours.
Time Period Summary 10 items
1 selected
Worker Name
Unsubmitted Hours
Hours to Approve
Approved Hours
Breakdown
Regular
Overtime
Double Time
Shift Differential
Holiday
Total
Scheduled Weekly Hours
1. Click Checkboxes
2. Click Approve
Approve

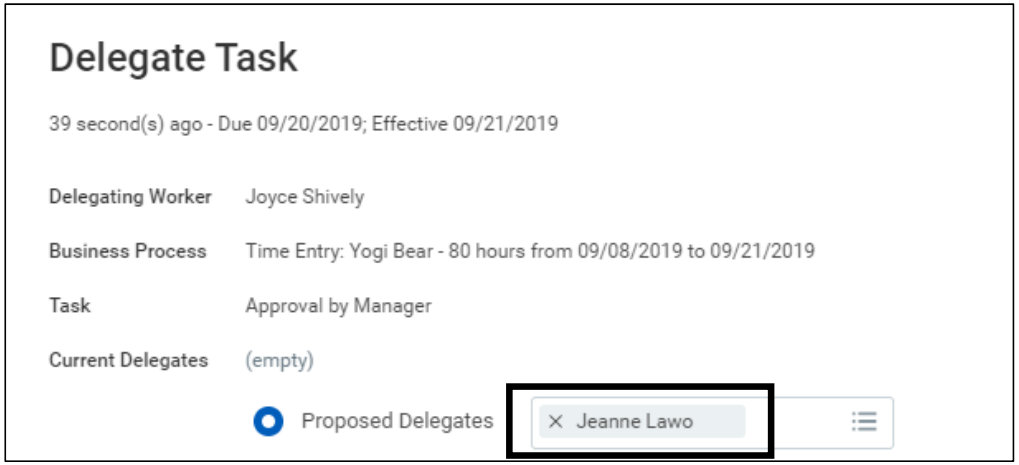
Workday Time Entry Approval Delegation



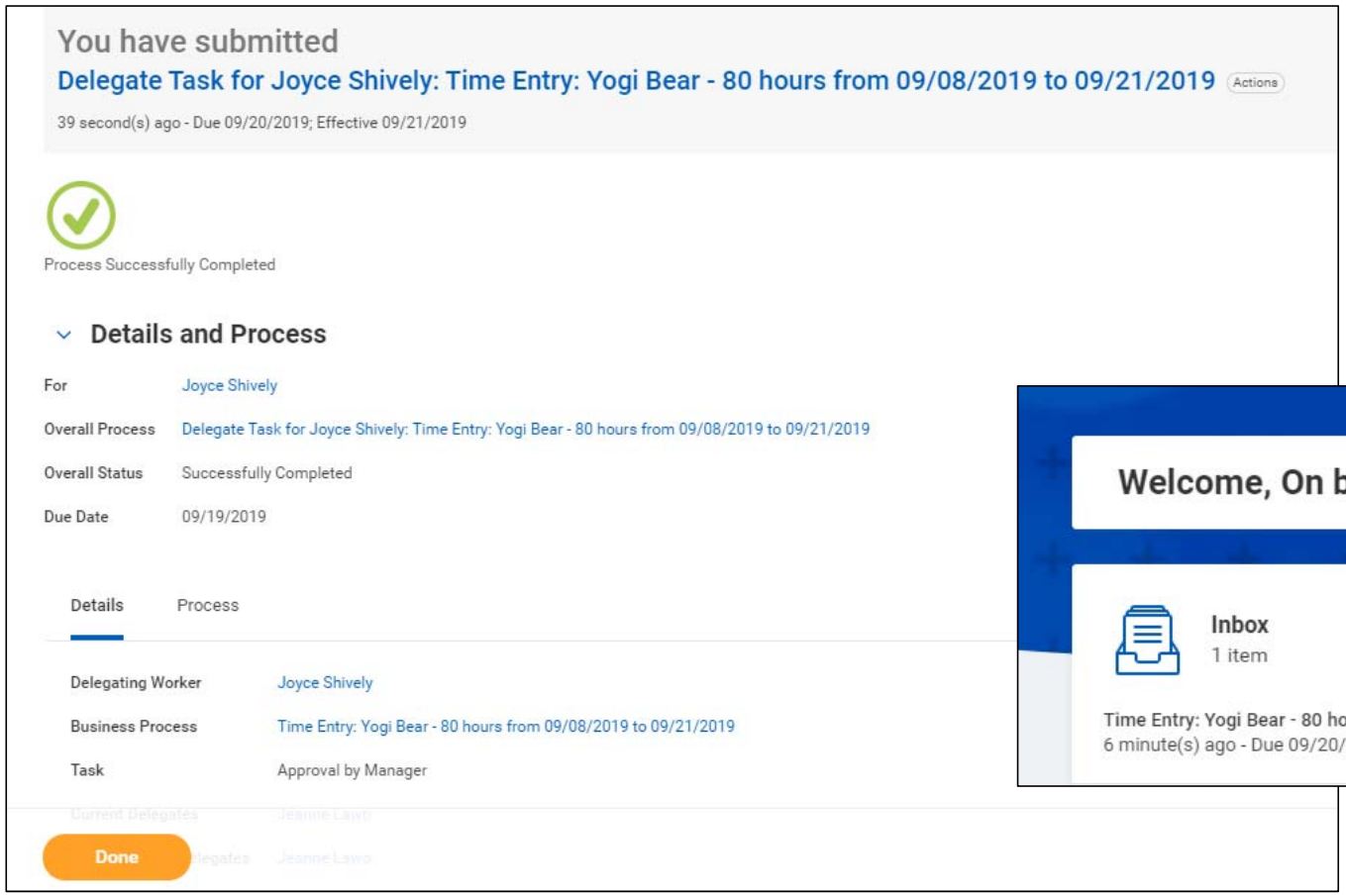


Workday Time Entry Approval Delegation

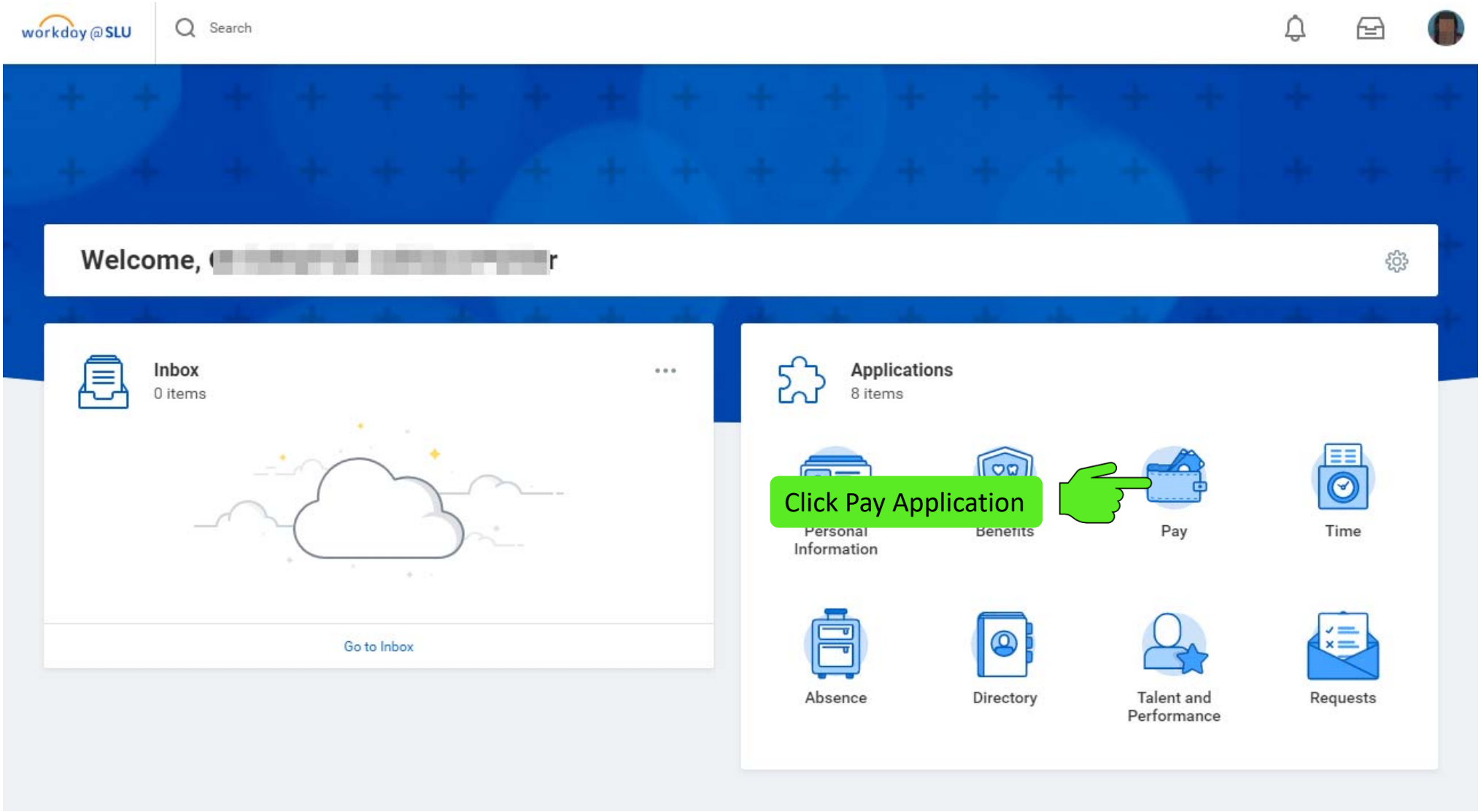


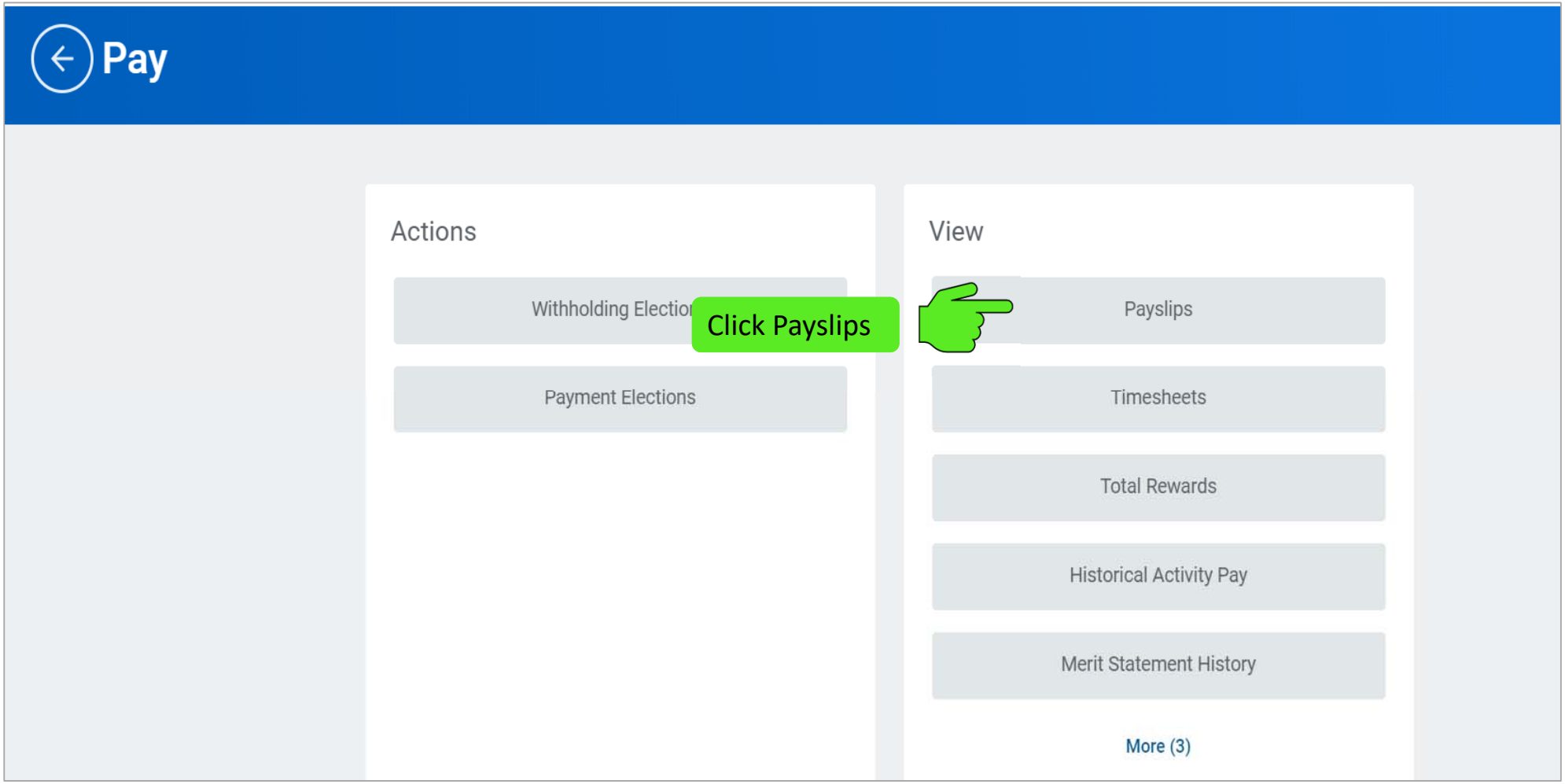


Workday Time Entry Approval Delegation



View Payslip


workday @SLU
Search
Welcome,
Inbox
0 items
Go to Inbox
Applications
8 items
Click Pay Application
Personal Information
Benefits
Pay
Time
Absence
Directory
Talent and Performance
Requests


Pay
Actions
Withholding Electio
Payment Elections
Click Payslips
View
Payslips
Timesheets
Total Rewards
Historical Activity Pay
Merit Statement History
More (3)

My Payslips

[redacted] 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	[redacted]	[redacted]	View	Print

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]	[redacted]

My Payslips

[redacted] 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	[redacted]	[redacted]	View	Print

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Notifications

Viewing: All
Sort By: Newest
From Last 30 Days

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Saint Louis University RE/PLACE RE/PLACE, MO 63010
Cherish Huffman Apt 29 Mo - Missouri Saint Louis, MO 63105-3394

Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
[redacted]	Saint Louis University	[redacted]385	06/01/2019	06/30/2019	06/28/2019	

	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

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Group Term Life > $	06/01/2019 - 06/30/2019	0	0	[redacted]		
Salary Regular	06/01/2019 - 06/30/2019	173.33	35.14	[redacted]		
Earnings				6,092.60		6,092.60

Employee Taxes

Description	Amount	YTD
Social Security	[redacted]	[redacted]
Medicare	[redacted]	[redacted]
Federal Withholding	[redacted]	[redacted]
State Tax - MO	[redacted]	[redacted]
City Tax - STLOU	[redacted]	[redacted]
Employee Taxes	[redacted]	[redacted]

Pre Tax Deductions

Description	Amount	YTD
Flexible Spending Account	[redacted]	[redacted]
General Parking- FT	[redacted]	[redacted]
TIAA 403(b) Employee Contribution	[redacted]	[redacted]
Pre Tax Deductions	[redacted]	[redacted]

Employer Paid Benefits

Description	Amount	YTD
Accidental Death- ER	[redacted]	[redacted]
Medicare Employer Paid (Federal)	[redacted]	[redacted]
Social Security Employer Paid (Federal)	[redacted]	[redacted]
TIAA 401a Employer Contribution	[redacted]	[redacted]
Employer Paid Benefits	[redacted]	[redacted]

Taxable Wages

Description	Amount	YTD
OASDI - Taxable Wages	[redacted]	[redacted]
Medicare - Taxable Wages	[redacted]	[redacted]
Federal Withholding - Taxable Wages	[redacted]	[redacted]
State Tax Taxable Wages - MO	[redacted]	[redacted]
City Tax Taxable Wages - STLOU	[redacted]	[redacted]

	Federal	State
Marital Status	Single	Single
Allowances	2	0
Additional Withholding	0	0

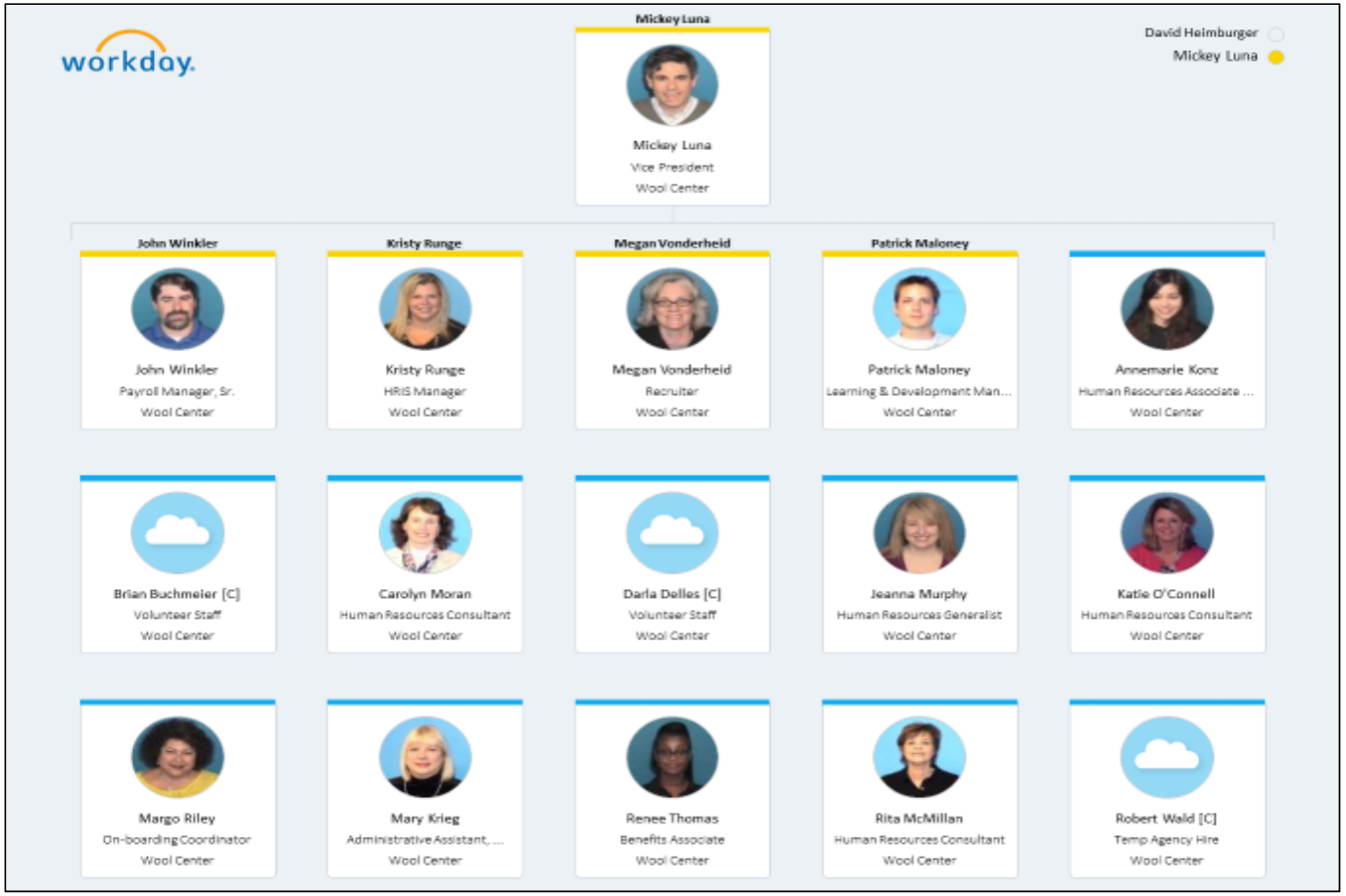
Absence Plans

Description	Accrued	Reduced	Available
Faculty Vacation	0	0	0
Holiday Used Banked Time (Non-Union)	0	0	0
Sick - Staff Non-Union (Exempt)	8.67	0	445.99
Vacation - Staff Exempt	0	0	200

Payment Information

Bank	Account Name	Account Number	USD Amount	Amount
Regions Bank	[redacted]	[redacted]	[redacted]	[redacted]

Real Time Org Charts


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

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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

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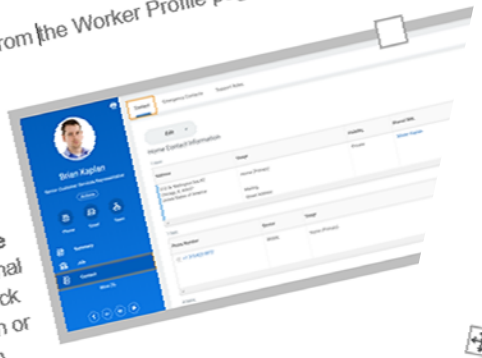
ACCESS YOUR WORKER PROFILE PAGE

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.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Done** to save your changes.

Time Tracking: Track Time Using Time Clock

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TRACK TIME USING TIME CLOCK

Note:

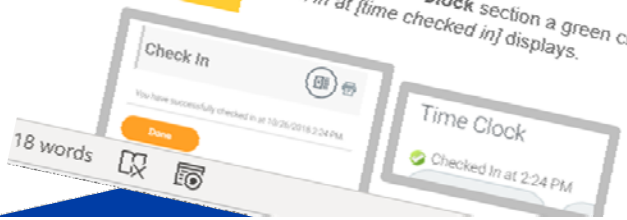
Time Clock is only visible to hourly employees in Workday. To enter hours worked using the weekly calendar see the Job Aid entitled **Time Track Using Weekly Calendar.**

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.



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

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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.

Thank You!