FST Friday Information Session: Employee As Self

April 2022

Finance Strategic Transformation

University of Virginia

Introduction | Welcome to FST Fridays!

What are FST Fridays?

- **FST Fridays** are role-based day-in-the-life previews of high-level and specific Workday topics. They are hosted for 90 minutes every Friday from April 1 – April 29

FST FRIDAYS TOPICS		
Foundational Data Model	Procurement Shopper	Employee As Self

How does this differ from training?

- **FST Fridays** are information sessions that build **foundational understanding** of a topic. They serve as a **precursor to training**, led by the Organizational Change Management team, that involve an introduction to relevant Workday topics and processes
- **Training offers an in-depth look** at relevant roles, processes, and policies, and helps end-users prepare for doing transactional and operational work in Workday.

FST Overview | Finance Strategic Transformation Journey

TRAINING & SUPPORT

Go Live!

Click t add text

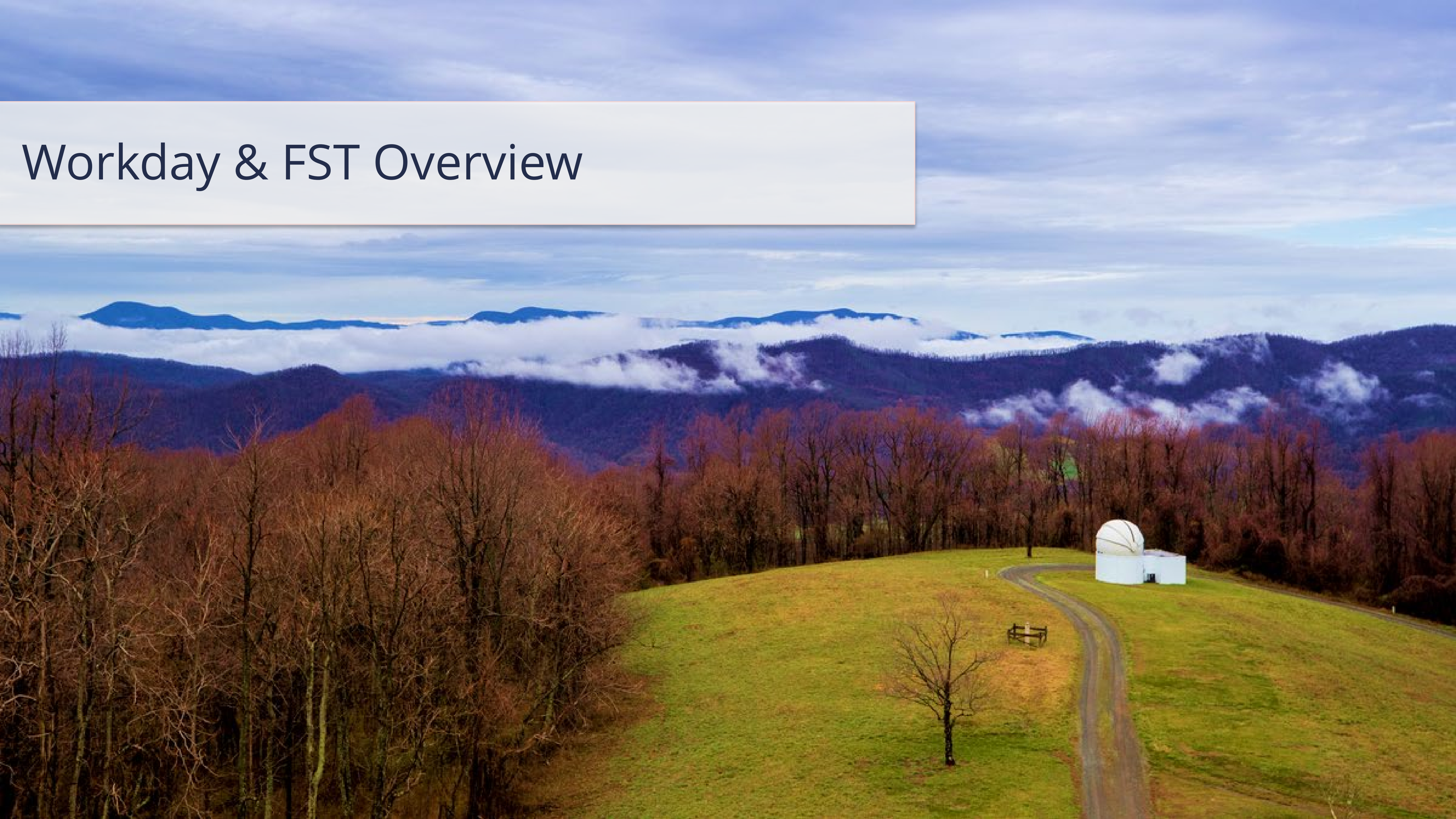
APR
FST Fridays

MAY
Training begins

JUL+
Training continues; Office Hours; Solution Center*

*Solution center launched in March to prepare for July Go Live.

Workday & FST Overview



FST Overview | Vision & Goals

FST Strategic Vision

The FST at UVA will create a strong foundation of financial systems, processes, and human expertise dedicated to advancing the University's academic mission through its strategic plan.

Itself a critical component of the 2030 Plan, FST will deliver exceptional services and systems to help faculty, staff and students do their best work.

At every turn, we will seek to answer the key question: *How can FST make UVA a better university?*

- More preeminent in research and teaching
- More deeply engaged in service
- More accessible and affordable

FST Goals

- **Promote a culture** that values strategic thinking, transparency, entrepreneurism and continuous improvement
- **Broadly strengthen our financial acumen** and promote a proactive, forward-looking, multi-year approach to financial planning and management
- **Align decision-making authority with responsibilities** across schools, departments and central units
- **Provide meaningful and easy to navigate dashboards and reporting tools** to meet the needs of leaders, faculty and staff
- **Improve our data architecture** to make it easier to extract information and generate the reports needed for planning, decision-making and supporting day-to-day operations
- **Establish a governance model for defining data,** designing and maintaining the Chart of Accounts to maintain its integrity, and for maintaining alignment of the platform with business needs
- **Provide a fully integrated, real-time Workday platform** that supports efficient and effective business operations supported by common processes to the greatest extent

FST Overview | The Four Parts of FST

1
Workday Financials

Cloud-based financial enterprise system Click to add text

2
Adaptive Planning

Workday's budgeting and planning tool

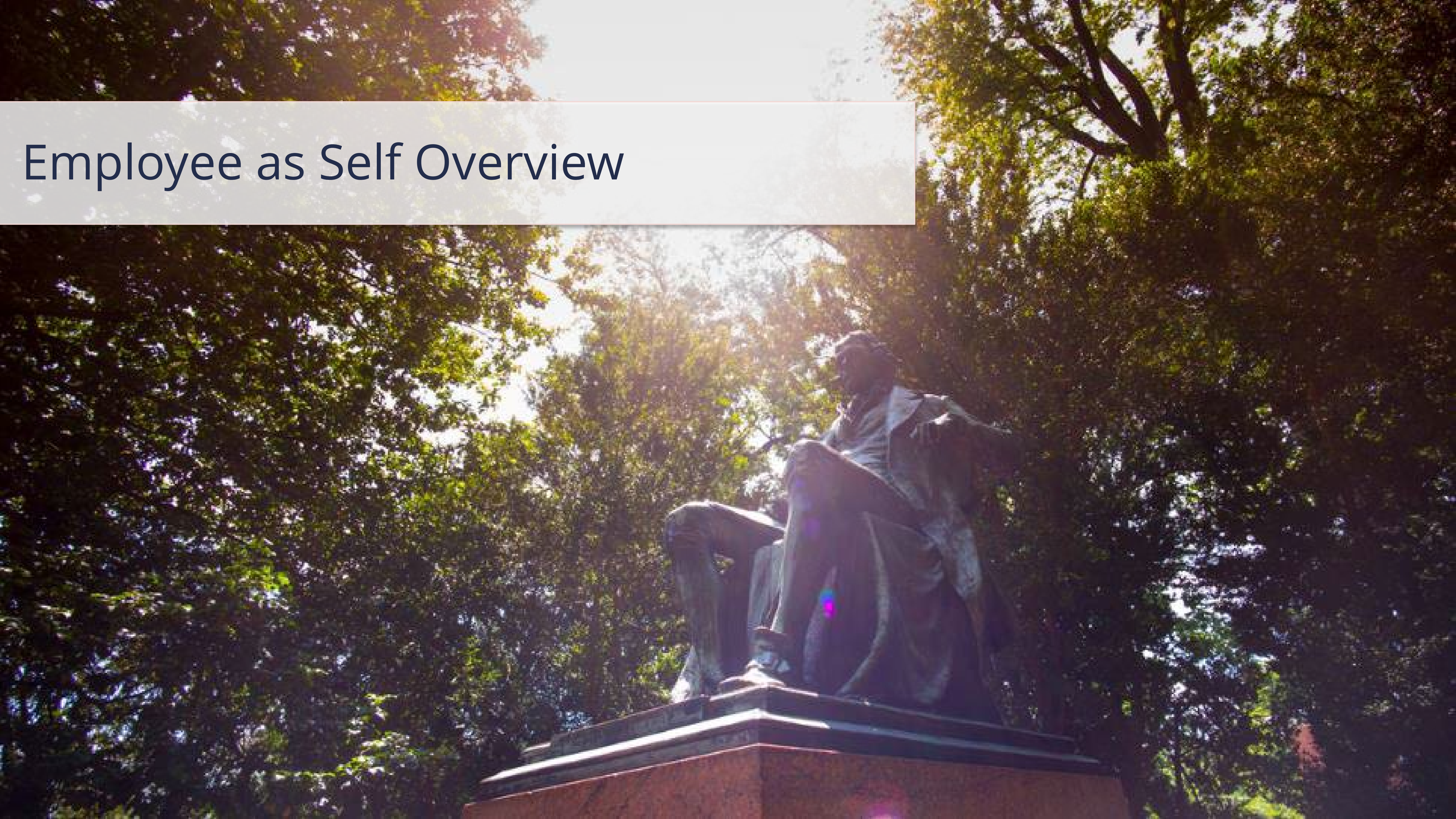
3
Enhanced Reporting & Analytics

Improved insight and informed decision-making

4
Continuous Improvement

Tools, techniques, and mindset for improving business processes

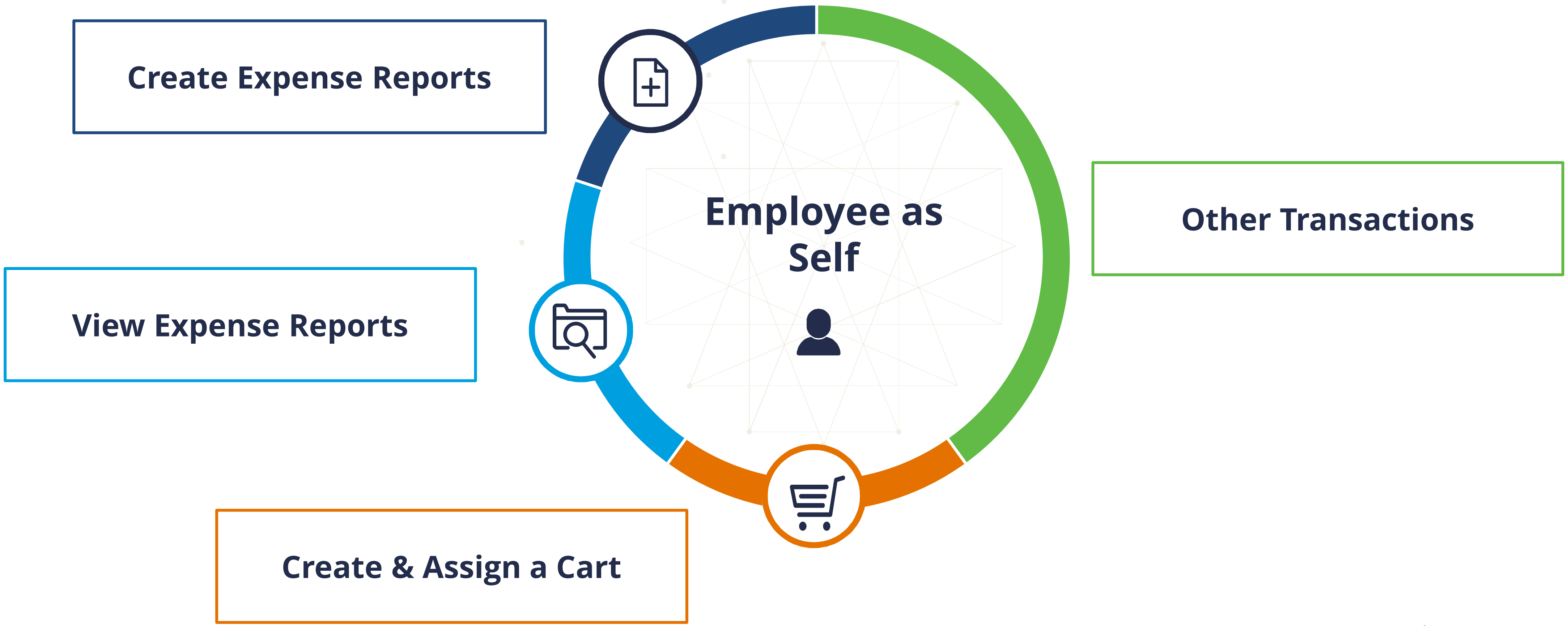
Employee as Self Overview



Employee as Self Overview

Employee as Self is a role every employee is assigned to in Workday to perform **personal** and **job-related** activities.

As an employee, you can perform numerous transactions (both HCM & FIN) in Workday. For today, we will be focusing on **three activities** you can accomplish: **Create Expense Reports**, **View Expense Reports**, and **Create & Assign a Cart**.



Expense Report Overview & Application

Expense Report Overview | What is an Expense Report?

An **Expense Report** is used to **request reimbursement** for out-of-pocket charges and reconcile credit card transactions for charges made to a UVA Travel & Expense (T&E) credit card. These reports are created by **Employees** for themselves (or via their Delegate) or by **Expense Data Entry Specialists** for workers.

There are three main features of Expense Reports: **Upload Receipts**, **Generate Reports**, and **Manage On-the-Go**.

Upload Receipts

All receipts and supporting documentation can be uploaded and attached to expense reports.

Generate Reports

Multiple expense reports are allowed for a single trip.

Manage On-the-Go

Expense reports can be managed on the go using the Workday mobile app on a smart device (i.e., iPad, iPhone, and Android).

Expense Report Overview | Key Terms

Workday Term	Definition	Legacy Term
Memo	The field (on the Header page) used to provide the title to the expense report.	Report Name
Expense Item	Expense items define the transactions workers use in expense reports.	Expense Type
Expense Group	A group used to help workers search for and select expense items. Can be helpful for reporting.	Main Expense Tiles
Spend Category	Grouping to search and report on purchases. It is tied to the expense item and drives accounting behavior.	Expenditure Type
Cost Center	The area that owns a subset of revenues and/or expenses to support management decision making or accountability.	Organization
Purchase Justification	The required reasoning for an event or a missing document.	Justification

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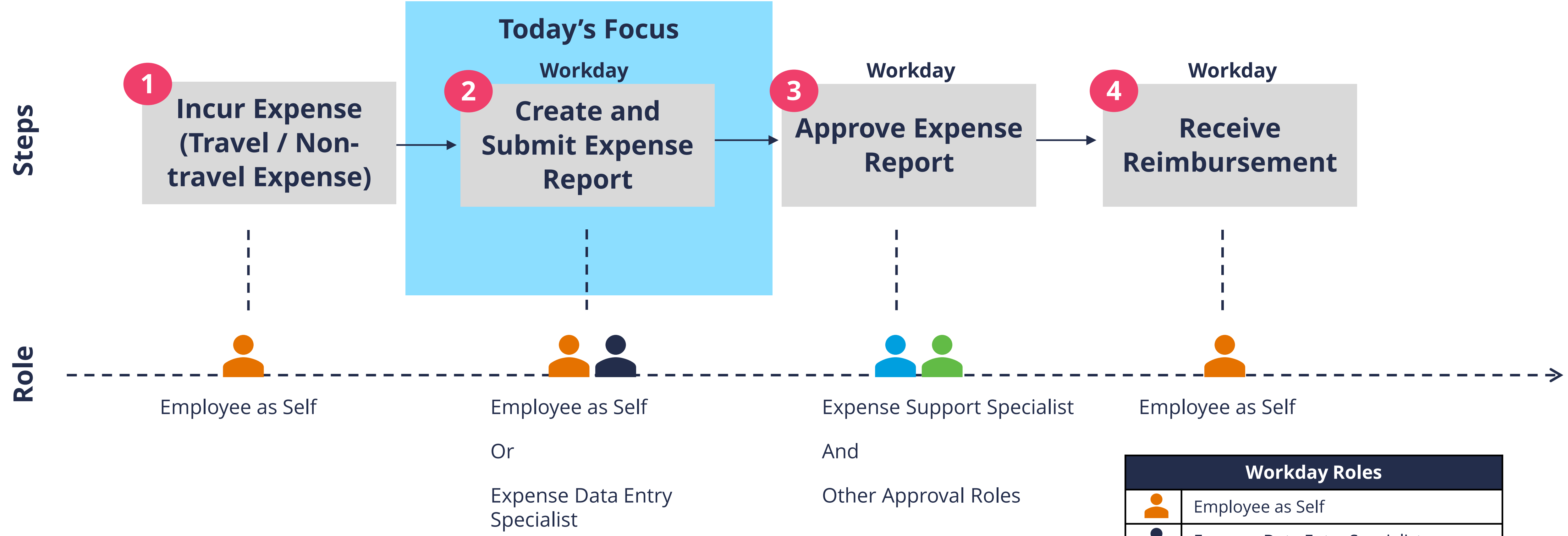
Expense Report Overview | High-Level Process Overview

The following represents a **high-level look** into the steps and **roles** involved for expense reports.



Workday Roles	
	Employee as Self
	Expense Data Entry Specialist
	Expense Support Specialist
	Other Approval Roles

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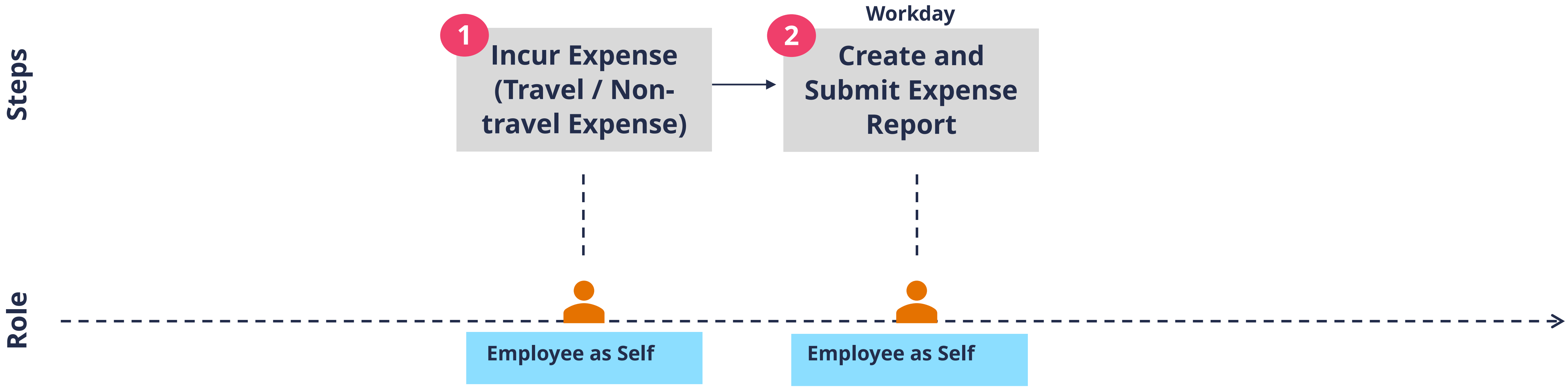
Expense Report Overview | Employee as Self Role

Employee as Self are all employees who can create and submit expense reports **for themselves** in Workday.



Workday Roles	
	Employee as Self
	Expense Data Entry Specialist
	Expense Support Specialist
	Other Approval Roles

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Expense Report Overview | Expense Data Entry Specialist Role

Expense Data Entry Specialist role (mainly Expense Ambassadors) is given to employees who can create, edit, and submit an expense report **on behalf of an employee**. Once the Expense Data Entry Specialist submits the report, it will route to the **employee** for review and approval.

Steps

Workday
1 Create and Submit Expense Report on Behalf of Employee

→

Workday
2 Review and Approve Expense Report

Role

Expense Data Entry Specialist

Employee as Self

Workday Roles
Employee as Self
Expense Data Entry Specialist
Expense Support Specialist
Other Approval Roles

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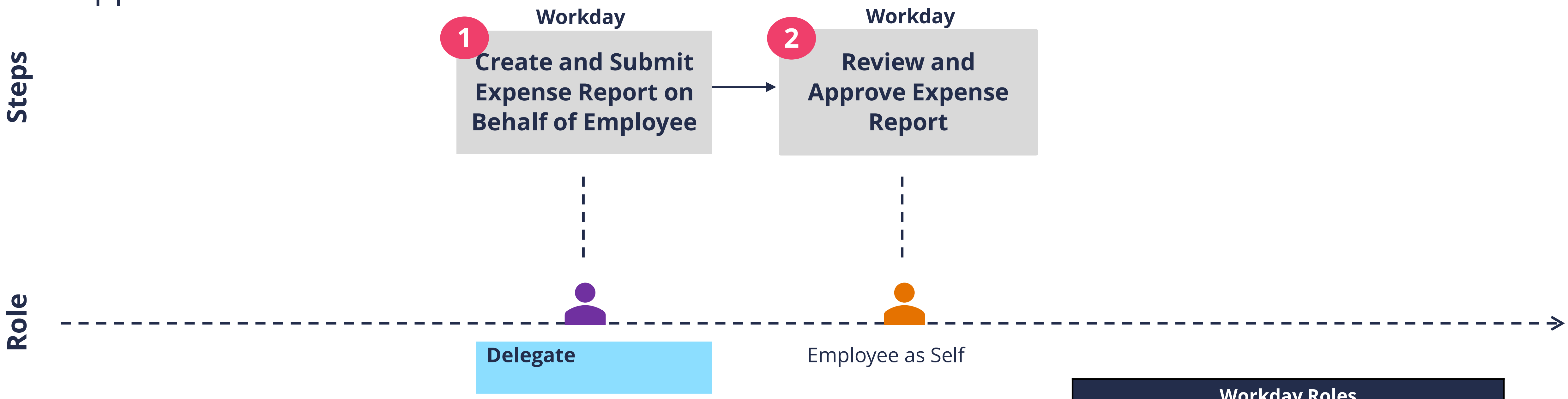
Expense Report Overview | Delegate

- Employees can assign a **Delegate** to submit expense reports on their behalf via the **My Delegations**.
- Delegate can create, edit, and submit an expense report **on behalf of an employee**.
- Once the Delegate submits the report, it will route to the **employee** for review and approval.



Workday Roles	
	Employee as Self
	Expense Data Entry Specialist or Delegate
	Expense Support Specialist
	Other Approval Roles

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Expense Report Overview | Expense Support Specialist Role

When submitting an expense report, the report **will always route** to the **Expense Support Specialist** for approval. **Additional approvers** will also be triggered based on **certain criteria**.*

Steps

2 Workday
Create and Submit Expense Report

3 Workday
Approve Expense Report

Expense Support Specialist: *In certain cases, the expense report may route to the Senior Department Finance Approver or Expense Partner for review and approval.*
Additional Approvers: *The expense report will route to a specific approver based on the entered fields in the expense line.*

Role

Employee as Self

Or

Expense Data Entry Specialist

Expense Support Specialist

And

***Other Approval Roles**

Workday Roles
Employee as Self
Expense Data Entry Specialist
Expense Support Specialist
Other Approval Roles

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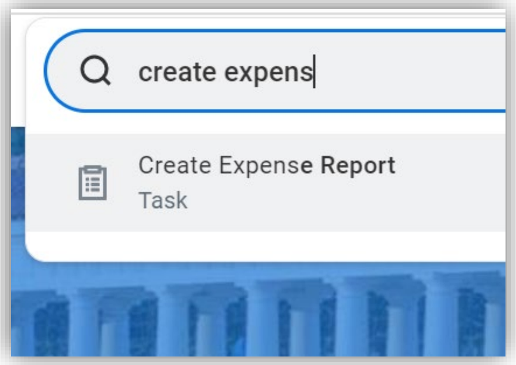
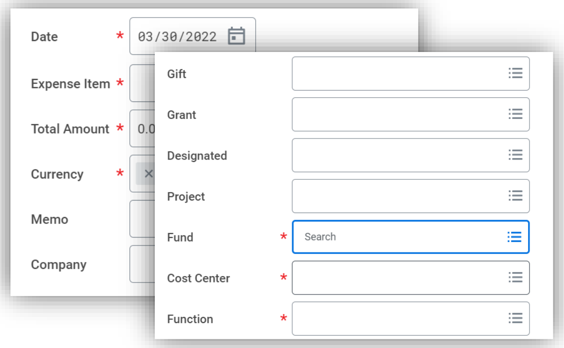
Expense Report Overview | What are the Key Steps?

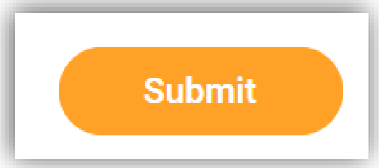
Create Expense Report



Enter Expense Details



Submit Expense Report



OVERVIEW

Initiator will **start** the Create Expense Report / Create Expense Report for Worker task.*
For UVA Travel & Expense (T&E) credit card transactions, you will receive a **notification** in Workday and can start the expense report **from that page**.*

Initiator will **enter** expense details & add expense lines as needed. **Worktags** will **populate** based on your HR profile.*
*Besides the required fields, ensure at least **one** of the four worktags are entered: **Gift, Grant, Designated or Project** prior to submission. Leverage the expense item group in the Expense field to narrow down results.*

Initiator will **submit** the expense report and will be routed to the approvers based on the information in your report.*
*If you receive an **error message**, please ensure to **review and reconcile** in order to officially submit your expense report. For example, **receipts** are **required** for most expense items.*

CREATE REPORT | **ENTER DETAILS** | **SUBMIT REPORT**

Expense Report Application | Create Expense Report Demo

We will demonstrate how to perform the *Create Expense Report* process as an employee in Workday

Expense Report Application | View, Edit, Change and Cancel Expense

View, Edit, Change and Cancel* are other actions you can perform on an expense report once it is created. The action you can perform **will be based on the status** of the expense report.

The table below describes the different expense report statuses and the subsequent actions allowed on them:

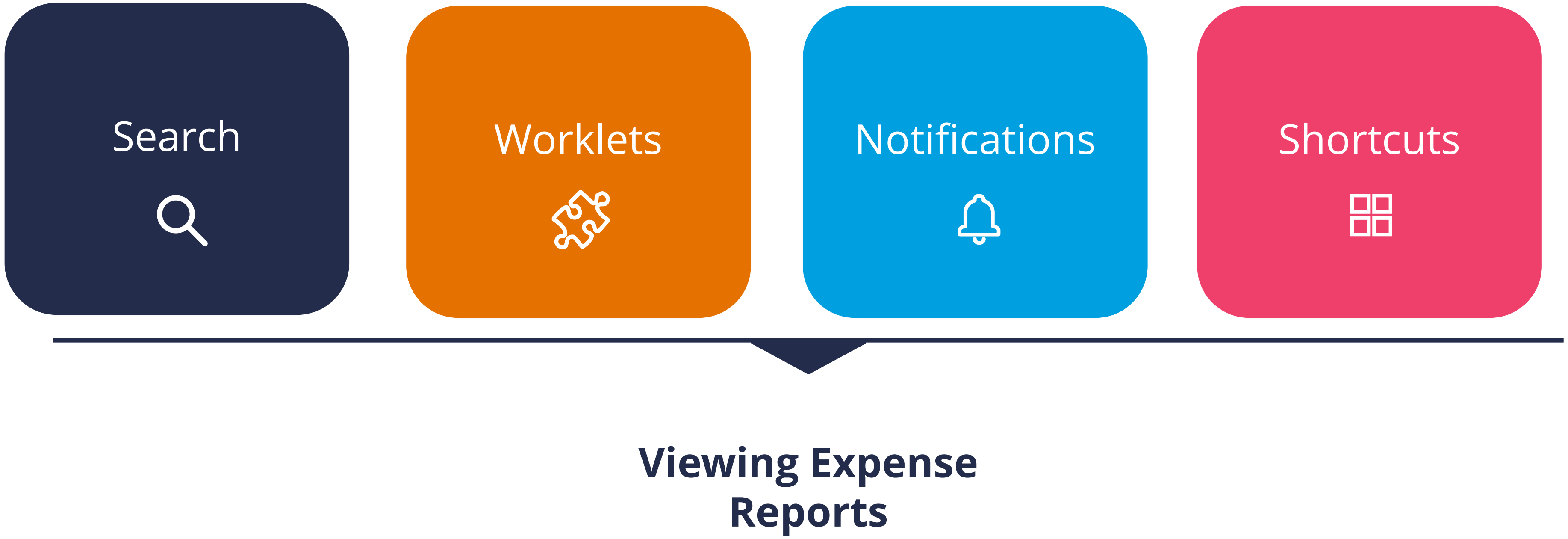
Status	Description	Actions allowed
Paid	Report which has been paid	View
Draft	Report yet to be submitted	View, Edit, and Cancel
In Progress	Report pending some action in the business process	View, Change, and Cancel
Approved	Report received all the required approvals	View, Change, and Cancel
Cancelled	Report which has been cancelled	N/A

**The training will provide more in-depth information on how to Edit, Change, and Cancel expense reports.*

Expense Report Application | How to View Expense Reports

Expense reports can be viewed from the following routes: **Search**, **Worklets**, **Notifications**, and **Shortcuts**.

- In the **search**, typing in "My Expense Reports" will pull up your reports to view
- The expenses **worklet** may be available under the Applications section on the right-hand side of your dashboard*
- Under **notifications** on the top-right hand side of your dashboard, you may see an alert notification for unexpensed T& E card transactions
- Under **shortcuts** on the top right-hand side of your dashboard, you can add expense report tasks and reports for easy access



The expenses worklet may need to be set up individually to have it appear on your dashboard.

Expense Report Application | View Expense Reports Demo

We will demonstrate how to *View Expense Reports* as an employee in Workday

- Through the search functionality & worklet

Create and Assign a Cart Overview & Application

Create and Assign a Cart Overview | High-Level Process Overview

The **Create and Assign Cart** sets up the requisition process and is available to all employees in Workday. The following represents a **high-level look** into the **steps** and **roles** involved.

Today's Focus: Step 2

Steps

1. Workday — **Connect to UVA Marketplace**
2. UVA Marketplace — **Create & Assign a Cart**
3. UVA Marketplace — **Check out Cart**
4. Workday — **Create Purchase Requisition**
5. **Routes to Required Approvals**

Role

	Role
1	Employee as Self
2	Employee as Self
3	Procurement Shopper
4	Procurement Shopper
5	Approval Roles

Workday Roles
Employee as Self
Procurement Shopper
Approval Roles

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Create and Assign a Cart Overview | High-Level Process Overview

Employee as Self are the Requesters who **assign carts** to Procurement Shoppers and **do not** have purchasing authority i.e., Window Shoppers. **Procurement Shoppers** are employees who **have** purchasing authority and are assigned to carts. Procurement Shoppers submit **purchase requisitions** which are formal requests used to **procure goods** and **services**.*

Steps

1. **Workday** – **Connect to UVA Marketplace** → Role: **Employee as Self**
2. **UVA Marketplace** – **Create & Assign a Cart** → Role: **Employee as Self**
3. **Workday** – **Check out Cart** → Role: Procurement Shopper
4. **Workday** – **Create Purchase Requisition** → Role: Procurement Shopper
5. **Routes to Required Approvals** → Role: Approval Roles

Role

Procurement Shoppers can **create carts and submit purchase requisitions for employees. For the purpose of this session, we will be focusing on how the employee can create & assign a cart.*

Workday Roles
Employee as Self
Procurement Shopper
Approval Roles

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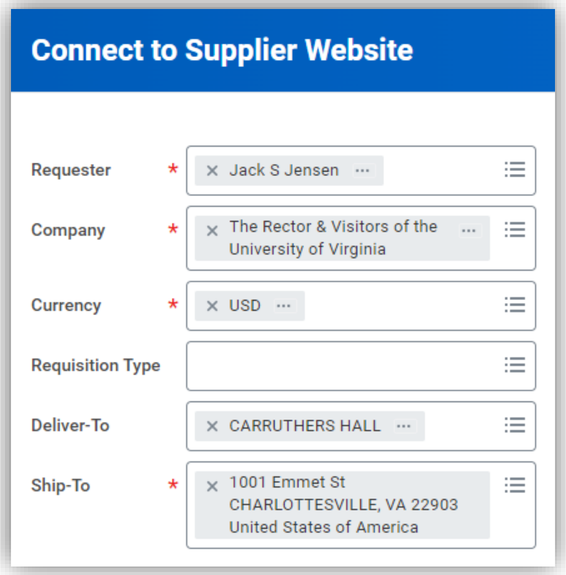
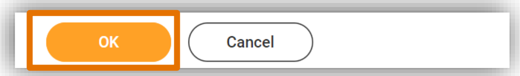
Create and Assign a Cart Application | UVA Marketplace

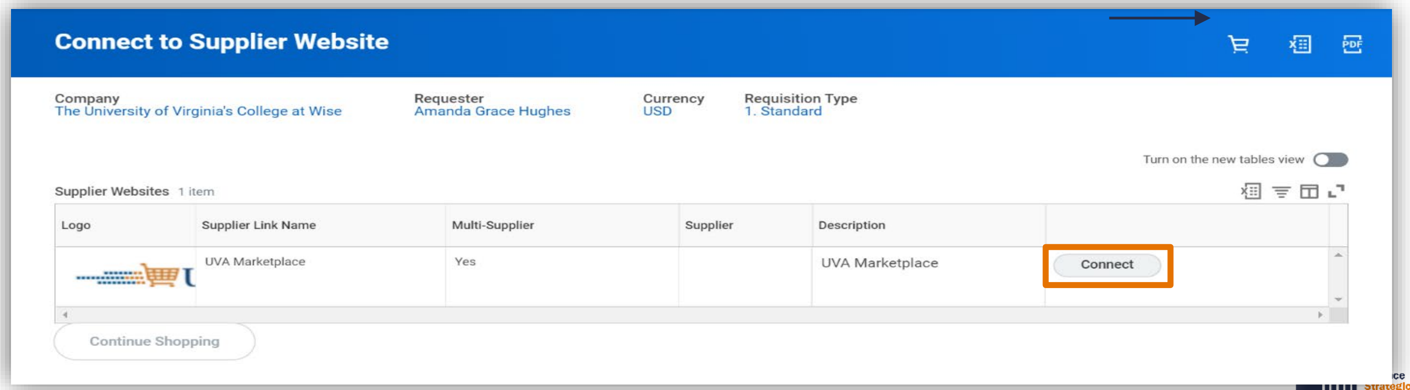
You can access the UVA marketplace through Workday. To do this:

1. Search the **Connect to Supplier Website** task in Workday.
2. Required details will self-populate and select **OK**.





3. Select **Connect** to navigate to the UVA Marketplace.



Create and Assign a Cart Application | Key Considerations

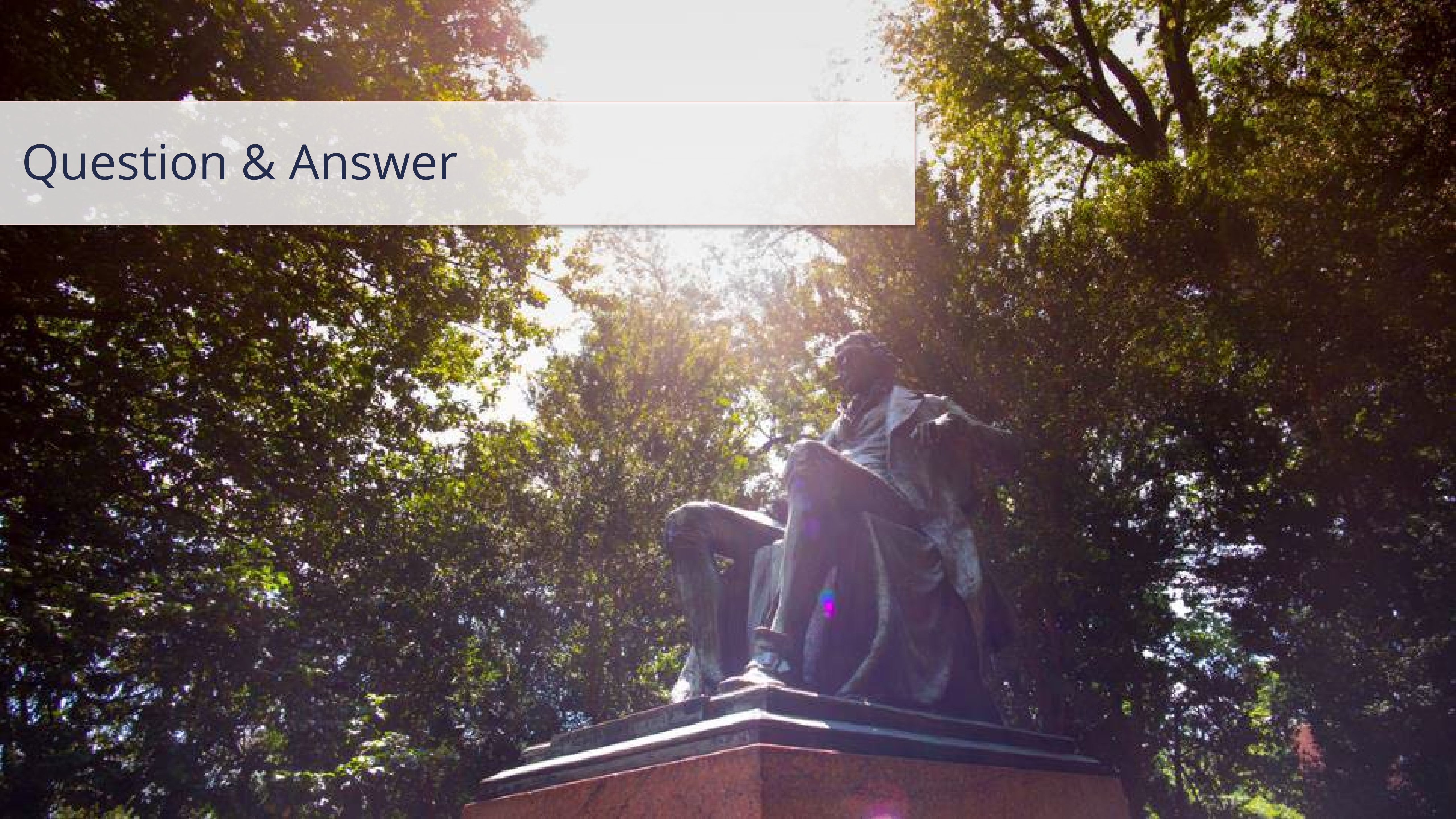
- **Workday Roles –** There are different types of Workday roles that play a part in the requisition process.
  - **Employee as Self** are all employees who can **assign carts** to Procurement Shoppers and **do not** have purchasing authority i.e., Window Shoppers.
  - **Procurement Shoppers** are employees who **have** purchasing authority and are **assigned to carts**. They submit **purchase requisitions** which are formal requests used to **procure goods** and **supplies**. Procurement Shoppers can also **create a cart** for an employee.

- **UVA Marketplace – Workday** gives you access and navigation to the **UVA Marketplace**. To start, search Connect to Supplier Website. This will connect you to the UVA Marketplace website.

Create and Assign Cart Application | Create and Assign a Cart Demo

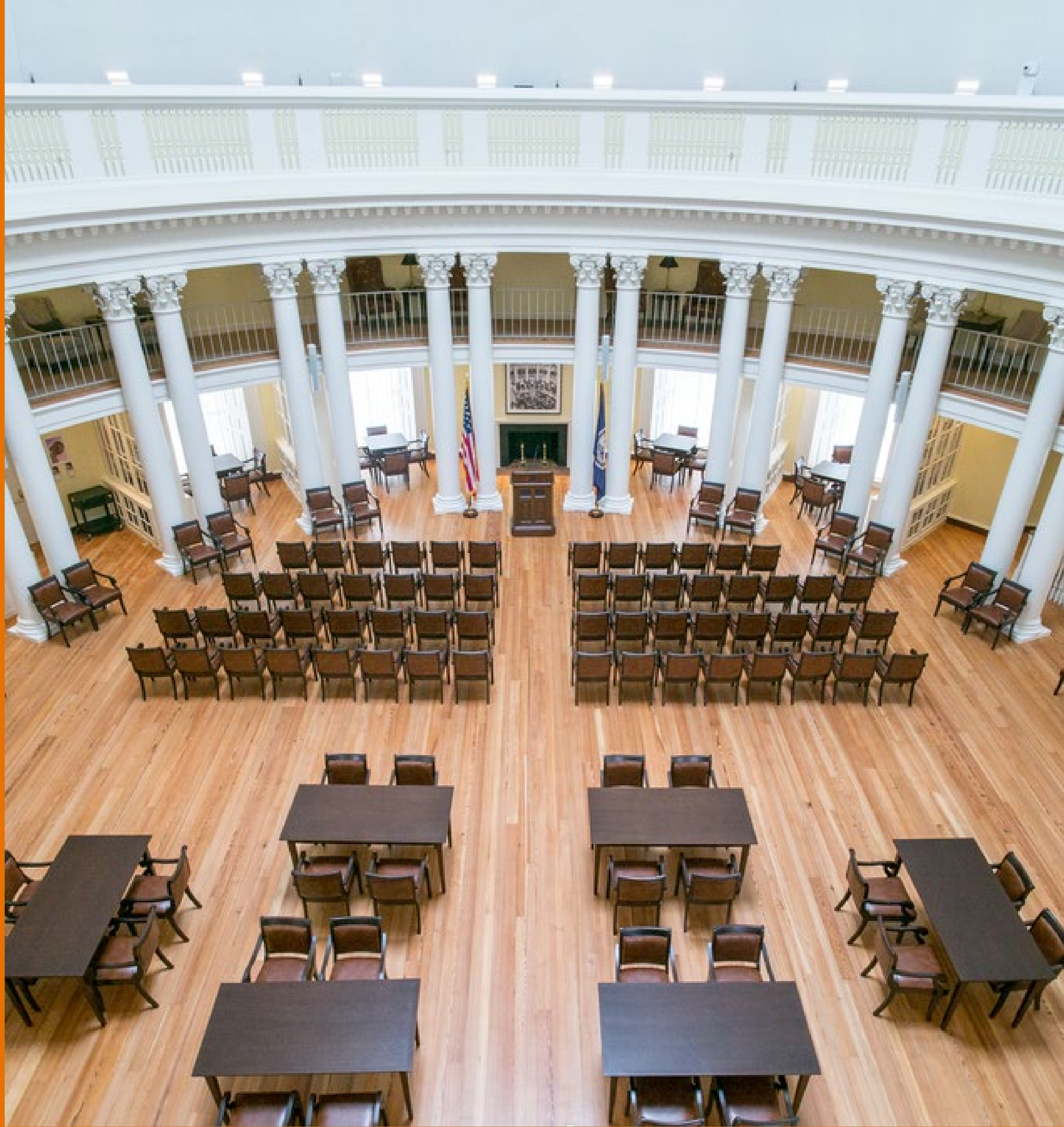
We will demonstrate how to perform the *Create & Assign Cart* process as an employee in Workday

Question & Answer



Question & Answer

What questions do you have?



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Closing | FST Fridays Schedule

MARK YOUR CALENDAR!

FST Fridays will continue throughout the month of April and are open to all Workday end users.

No invitations will be sent; instead, links to join each session are posted on the UVAFinance website.

APRIL
Upcoming FST Friday Session • A Day in the Life: Procurement Shopper Friday, April 29th 9:00 – 10:30 AM

Closing | Want to Learn More?

We have a variety of resources to best serve your appetite!

- WFST Radio
- Five Things to Know about FST

- FST Update Summary in the blog digest
- One Pagers

- Blog articles on work areas
- Website tracking on work areas

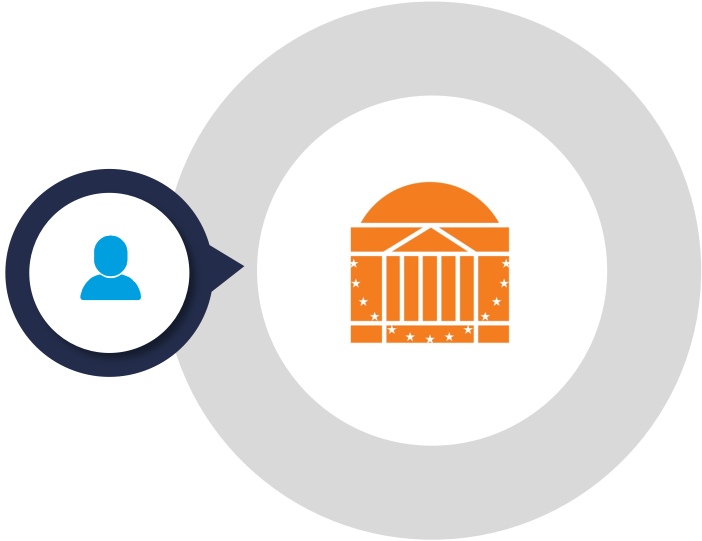
- The online community

Closing | Training Is Coming!

Training is coming in May! Keep an eye out for details on how to sign up and attend instructor-led or complete web-based courses. Prior to attending, all must complete the web-based course **Introduction to Workday Financials.**

Important to Note:

Understanding your role(s) is imperative for attending training. Training is **role-based** and **required** to have that role post go-live!*



**Role access will be given in production (after go-live) with a 30-day, one-time grace period to complete the training. If the role-based training is not completed by the deadline, your security role will be removed until the completion of required training.*

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Closing | Share Your Feedback

WE WANT TO HEAR FROM YOU!

Please complete this **brief survey** to share your feedback about the FST Friday session(s) you have attended and about UVAFST in general as we approach go-live. Your feedback on this survey will help us understand how we can best support you as we prepare for upcoming changes leading up to Workday go-live.


Thank you!