Fiscal Administrators Meeting

April 6, 2022
# Fiscal Administrators | Today’s Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Today’s Agenda Item / Objective</th>
<th>Target Time</th>
</tr>
</thead>
</table>
| Welcome | Agenda Overview  
Project Timeline – Where are We? | 5 min |
| Finance Announcement | Equipment Trust Fund Spending Deadline | 5 min |
| Engagement Activity | Project Pulse Check | 10 min |
| User Experience Review | UER Session Update and Participant Experience | 10 min |
| Security Role Assignments | Security Role Assignment Updates  
Role Assignment Conversations – “Day in the Life” Resources | 10 min |
| Engagement, Training & Support | First FST Friday Recap and Upcoming Sessions  
Training Update  
Finance Solution Center | 25 min |
| Budgets | Fund Balance Ownership | 10 min |
| Reporting & Analytics | Reporting Dashboard  
UBI Progress | 10 min |
| Other Business and Wrap Up | Questions/Comments | 5 min |
FST Project Overview
FST Project Overview | What Should I Expect & When?

**JAN - MAY**
- Cutover Planning
- System Remediation Testing
- UER Kick-off

**MARCH 11, 2022**
- Role Mapping Complete

**APRIL 29, 2022**
- UER Completion

**MAY-JUNE**
- Training
- Change Readiness Survey

**JULY 1, 2022**
- FST Go-Live

**FEB-MARCH**
- HCM/Pay Prep/Testing

**MAY-JUNE**
- FST Fridays

**JULY 2, 2022**
- Support

**3 Months to FST Go-Live**
- Completed
- In Progress
- Upcoming
The deadline to get Equipment Trust Fund (ETF) commitments and spending is May 16. Usually, we can offer some flexibility on the due date, but this year, due to the Workday Financials implementation, the May 16 deadline is set in stone.

WHAT’S NEEDED?
If you still have ETF purchases in process, here’s what to keep in mind:
1. For any new orders, be sure to secure a firm delivery/installation date that is before May 16.
2. If an order you’ve already placed on ETF hasn’t arrived or won’t be delivered before May 16, contact your ETF coordinator for further action.

RESOURCES AVAILABLE:
If you have questions or concerns, reach out to your area ETF coordinator, or contact Joyce Gredler at askfinance@virginia.edu.
Engagement Activity
Engagement Activity | Poll Instructions

We will be using the Mentimeter app to capture some of your responses today.

Scan the QR code with your smartphone camera to respond

OR

Go to www.menti.com and enter the code 2183 5016

Note: When putting in the code above, remember to put the space in between.
1. Which item or area is top-of-mind when you think about FST go-live?

2. What area would you like to see the FST team focus on when planning communications?

3. What is one action the FST team has taken since the last Fiscal Administrators meeting that has helped you gain a better understanding of priorities to focus on leading up to go-live?
User Experience Review
User Experience Review | Feedback 3/1 – 4/1

Session Data

- **9 Functional Areas Engaged**
- **44 Review Sessions Held**
- **37 Processes Reviewed**
- **405 End Users engaged in review sessions**

**Excitement Levels After UER**
- **67%** More Excited
- **29%** Same Level Excited
- **4%** Less Excited

**Recent Participant Feedback**

- The new federal work study functionality is going to be an incredible improvement over the current state system!
- Having the ability to create catalog items will be a big help in streamlining what I do.
- The instructor did a great job demonstrating the detailed business processes to keep them clear, concise, and understandable while avoiding confusion for the end users. Great job!
- I thought this session was well done. I found the QRG to be helpful in providing guidance to complete the process.
- It would be helpful to have access to the scenarios ahead of time to help us better prepare for the session.
- Because the QRG lacked screenshots, it was challenging to match up the processes covered in the demo with those outlined in the guide.
Thank you, Whitney and Maurice, for sharing your experience as participants in the User Experience Review sessions!
Link: https://www.youtube.com/watch?v=l0Y7b3JXOt8
Participants loved the materials that had a list of Workday Words cross walk with Oracle legacy terms for each session. We’ve now created a pdf of Workday Words / Legacy Terms from all sessions that you may use as a downloadable resource if desired. Definitions for all business terms can be found on our website.

<table>
<thead>
<tr>
<th>Workday Word</th>
<th>Definition</th>
<th>Legacy Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Items</td>
<td>Expense items define the transactions workers use in expense reports.</td>
<td>Expense Type</td>
</tr>
<tr>
<td>Spend Category</td>
<td>A more granular view of expenses incurred at the University and user entry point on operational transactions</td>
<td>Expenditure Type</td>
</tr>
<tr>
<td>Expense Group</td>
<td>Expense item groups help workers search for and select expense items. You can also use groups for reporting.</td>
<td>Expenditure Type</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Area that owns a subset of revenues and/or expenses to support management decision making or accountability. Reports funds available and area where cross-funding is identified / delivered; manages multiple sources of funds.</td>
<td>Organization</td>
</tr>
<tr>
<td>FDM/Worktags</td>
<td>Foundation Data Model and Worktags are the basis for accounting and financial reporting in Workday.</td>
<td>Chart of Accounts/ITAEQ</td>
</tr>
<tr>
<td>Purchase Justification/Missing Receipt Justification</td>
<td>Required reasoning for an event or a missing document</td>
<td>Justification</td>
</tr>
<tr>
<td>Passenger</td>
<td>Refers to a dependent, domestic partner, other family members, guest or any other individual accompanying an employee or authorized person who is conducting business on behalf of the University.</td>
<td>Companion</td>
</tr>
</tbody>
</table>
Security Role Assignments
What are Security and Security Roles in Workday?
Workday’s security framework enables what a user can see and do within Workday. Security roles determine which secured content, workers or transactions, and specific items or values the user can access. All employees receive the employee as self security role, which allows them to initiate self-service transactions.

How Far We’ve Come

Dec. 2021
FST team began sharing business process summaries and security role descriptions with school/unit leadership.

Jan. – Feb. 2022
Weekly sprint meetings and targeted office hours offered for a deeper dive discussion on the various processes and roles.

March 14, 2022
100% submitted assignments.

March 2022
FST team reviewed submissions.

April 2022
School/unit leaders share role assignments.

May 2022
Role-based training begins.

School/unit leaders provided a template to assign security roles.
I am an Accountant. I perform accounting functions for assigned organizations, including creating journals, allocations, receipt accruals, depreciation, and intercompany settlements.

In today’s current state (Oracle), my role is “Accountant.”

I Need to Attend these Training Courses:
1. Introduction to Workday Financials - prerequisite
2. Financial Accounting

“Accountant”

“...My staff members come to me for help when they need an accounting adjustment created.”
Engagement, Training & Support
Engagement, Training & Support | Opportunities

ENGAGEMENT, TRAINING & SUPPORT

APR
Engagement - FST Fridays

MAY
Training begins

JUL+
Training continues;
Support: Office Hours; Solution Center*

*Solution center launched in March to prepare for July Go Live.
Engagement
FST Fridays are role-based day-in-the-life previews of high-level and specific Workday topics where participants can get a sneak peek into the system before training begins.

**Upcoming Sessions**

**April 8, 9 am - 10:30 am: Employee as Self**
- Overview and demonstration of how to create and view an expense report and create and assign a cart
- [https://virginia.zoom.us/j/96732814476?pwd=KtORkY3MC9QNDNMOVUxODVIDVMvUT09](https://virginia.zoom.us/j/96732814476?pwd=KtORkY3MC9QNDNMOVUxODVIDVMvUT09) Passcode: 154311

**April 15, 9:00 - 10:30 am: Procurement**
- Overview and demonstration of how to create a requisition and create a supplier invoice request
- [https://virginia.zoom.us/j/98959074510?pwd=NWtsa2Q5K1FGQFhGx0OHvbVlKdz09](https://virginia.zoom.us/j/98959074510?pwd=NWtsa2Q5K1FGQFhGx0OHvbVlKdz09) Passcode: 988620

**April 22, 8:30 - 10:00 am: Foundation Data Model**
- Overview of Workday's Foundation Data Model, including worktags and crosswalk
- Demonstration of worktags when creating an expense report and journal
- [https://virginia.zoom.us/j/93237635234?pwd=U3cyZkdwaGZmQ2dzcLotbVlKdz09](https://virginia.zoom.us/j/93237635234?pwd=U3cyZkdwaGZmQ2dzcLotbVlKdz09) Passcode: 560180

**April 22, 10:30 - Noon: Employee as Self**
- Overview and demonstration of how to create and view an expense report and create and assign a cart
- [https://virginia.zoom.us/j/99622264623?pwd=SE9mZDR2SDVidnJvQmJhVHhDZz09](https://virginia.zoom.us/j/99622264623?pwd=SE9mZDR2SDVidnJvQmJhVHhDZz09) Passcode: 608371

**April 29, 9:00 - 10:30 am: Procurement**
- Overview and demonstration of how to create a requisition and create a supplier invoice request
- [https://virginia.zoom.us/j/91221338556?pwd=V2d1ajkrTFNZSzNZRk9uMS9NORsrdz09](https://virginia.zoom.us/j/91221338556?pwd=V2d1ajkrTFNZSzNZRk9uMS9NORsrdz09) Passcode: 037940
Engagement | Updates from First FST Friday: FDM

On April 1, 2022 we held out first FST Friday session, which focused on Workday’s Foundation Data Model.

FST Friday: FDM At a Glance

• More than 260 participants from across different departments and units
• Overview of Foundation Data Model
• Explanation of worktags and crosswalk
• Live demonstrations in Workday of
  • How worktags are used when creating an expense report
  • How worktags are used when creating a journal
  • Accessing an FDM Reference Report to find specific worktags in Workday

What are Participants Saying about FST Fridays?

✓ I appreciate the overview and look forward to learning more!
✓ Thank you for today’s session and all the work you are doing to provide resources and communications about this big change.
✓ I plan to attend all the FST Fridays if I can!
✓ This session got me excited for the role-specific training sessions and time in the training tenant.
Training
Instructor-Led Training and Web-Based Training will be offered. Training will be role-based and required.*

Note: Every ILT course will also have an accompanying Web-Based Training course.

**INSTRUCTOR-LED TRAINING (ILT)**
- Ad Hoc Bank Transactions
- Banking and Settlement
- Customer Accounts
- Expense – Expense Data Entry Specialist
- Financial Accounting
- Gifts
- Grants Management
- Internal Service Delivery (ISD)
- Payroll Accounting – Accounting Adjustments
- Payroll Accounting – Costing Allocation
- Payroll Accounting – HCM Subtasks

**WEB-BASED TRAINING (WBT) ONLY**
- Introduction to Workday Financials**
- Expense – Employee as Self
- Requisition – Employee as Self
- Account Certification
- Customer Contracts & Billing Installments
- Requisition & Supplier Invoice

**Note:**
See Appendix for list of security roles and required training

*Role access will be given in production (at go-live) with a 30-day, one-time grace period to complete the training

**Prerequisite course
Training | What’s Next?

- Training will start in May!
- We are currently working on the training calendar and plan to post it to the website by **April 15, 2022**. The cadence of courses will be reflected in the calendar.
- Instructor-Led courses (offered virtually) will include **hands-on activities**, and opportunities for **Q&A**.
- Web-Based courses include process overviews and demos for participants to review at **their own pace and repeat as needed**. Will be able to ask questions and get answers using AskFinance.
- Participants will enroll for courses in Workday.
- We will offer multiple sessions for the courses with the **highest volume of role assignments**. These include:

  Financial Accounting
  Grants Management
  Payroll Accounting – Accounting Adjustments
  Payroll Accounting – Costing Allocation
  Payroll Accounting – HCM Subtasks
The Finance Solution Center will be UVA Finance's centralized, first human point of contact for most support requests.

**Agents in the Solution Center are responsible for:**
- Gathering customer information
- Analyzing the problem to identify the cause
- Solving the problem if there is a documented solution/answer
- Escalating cases to the appropriate specialist if it cannot be resolved

Users may seek support by emailing askfinance@virginia.edu.

**Finance Solution Center Impact**
- Dedicated full-time team to support your questions
- Single point of entry for all UVAFinance inquiries (Workday and others)
- Live person response when calling
- Monitored queues to ensure prompt response and resolution

Soft launch was March 14, 2022.

As of 3/31, logged 350+ cases!
Budgets
Pros:

- **Expendable fund balance reporting enabled** – Units would have the ability to accurately report on funds available without needing to wait for year-end settlement and carryforward calculations. In combination with the FDM, anyone could run a trial balance on any combination of FDM worktags at any time.

- **Clear ownership of funds** – Consistent transfer of funds would make it clear “who owns the fund balance” and the "owner" of the fund will be able to see where the funds have been transferred and how much has been spent.

- **Elimination of significant amounts of tracking outside of systems of record** – Units could eliminate and/or streamline current tracking mechanisms (i.e., manual Excel spreadsheets).

- **Reduction in risks of errors** – Through the elimination of the manual calculation of balances and the addition of robust real-time variance analysis capabilities.

- **Increased staff capacity** – This would allow more staff time to be devoted to analytical work rather than manual, tracking work.

Cons:

- **Significant Training** – This would change the meaning of “budget” for many users, as it would no longer confer spending authority or indicate funds available but would instead represent the unit’s plan for the year. Units would need training in how to view expendable fund balances via reporting to determine availability of funds. The amount of change management and training would depend on the extent to which the unit currently operates exclusively or nearly exclusively with spending authority.

- **Change in the types of transactions/work** – Moving away from spending authority requires actual movement of funds to MBUs. This would mean units would budget the funds, as a plan, and would need to ensure the funds actually move as well, thereby increasing transactions in the system but reduction manual work done in shadow-supplemental systems. This would be mitigated with change management and system adaptations (e.g. mass uploads).
Budgets | Fund Balance Ownership (Fund Ownership Visibility)

Below is a high-level timeline of Fund Balance Ownership activities:

- **APRIL 6, 2022**
  Fiscal Administrators
- **APRIL 14, 2022**
  Budget Process Redesign Group reconvenes as a focus group
- **EARLY MAY**
  Draft materials ready for stakeholder review/feedback
- **MAY 4, 2022**
  Fiscal Administrators
- **LATE MAY**
  Feedback incorporated and materials published
- **JUNE 1, 2022**
  Fiscal Administrators
- **JULY 1, 2022**
  Go Live

Materials are also reviewed at weekly All-Pods meetings (Mondays), Steering Committee/Advisory Group meetings, and FDM governance meetings.
Budgets | Fund Balance Ownership (Fund Ownership Visibility)

In the Works

FAQ document

Detailed transaction processing document, to include unit-level guidance eventually

Revised finance policies, especially FIN-033 Monitoring Cash Balances and Resolving Deficits

Detailed timeline

Specific reporting guidance (budget to actuals variance reporting and fund balance reporting)

Questions? We'll add them to our FAQ and ensure they are incorporated in the resources above. Reach out to askfinance@virginia.edu with subject line "Fund Balance Ownership question."
We will establish an organizing mechanism for R&A based on Personas and while we are immediately focused on the Finance launch, we recognize that our users have a broader range of needs including HCM and Student data.

**WORKING GROUP MEMBERS**

**Sponsor:** Bill Ashby

**HCM People Analytics:** Johann Reinicke, Xavier Wiltbank, Alex Jeter

**ITS:** Teresa Wimmer

**FST/Finance:** Ashley Bagby, Derrick Carter, Linda Leshowitz, Brad Kurtz, Del Kolberg

**Schools/Units:** Alicia Rudie, James Cathro, Sarah May, Scott Willis

**PERSONAS**

**Fiscal Administrator:** Bob

**Business Officer / Chief Administrator:** Jane

**Department or Unit Director:** Tim

**Grants / Research Administrators:** Susan

“What type of experience/portfolio do we aspire to deliver in July 2022 to enterprise reporting and analytics (R&A) end users at the University of Virginia?”
Who they are?

- Fiscal Administrator
- Business Manager
- Budget Analyst
- Financial Services Specialist
- Expense Entry Specialist
- Payroll Costing Coordinator

With whom do they interact?

- Department Chairs
- Program Directors
- Coaches
- Faculty
- Dean's Office
- Registrar's Office
- HR
- Students

Knowledge and Skills

- Operational Knowledge - Go-to resource on how things get done in department/unit
- Chart of Accounts (PTAO, FDM)
- Connection between operations, processes, and data
- Use of reporting tools to answer questions

Regular Tasks

**Needs**

- Access to transactional processes (T&E, Travel, Requisitions and PO vouchers, Payroll Distribution, Cost Transfers, Wage Assignment)
- Account Certification/Reconciliations
- Cash Deposits
- Delegations on behalf of others
- Student hiring
- Onboarding new employees
- Grants administration
- Space Management
- FM Work order requests

**Frustrations**

- Complex processes (Payroll Dist, Access to PO details, Cost Transfers)
- Delegations
- Approval processes
- Reconciliations

Data and Information

**Needs**

- Consistent, standardized reports – Details, Summaries, Variances, Trends
- Tracking and projecting fund balances
- Managing commitments
- Tracking cross-unit spending
- Budget variance reporting
- Error-catching – Exceptions, journal entries, cost transfers, Payroll Distribution
- Compensation (Salary, Wage, Funding Sources, PAP)

**Frustrations**

- Access to compensation information
- Tracking fund balances - Split ledger (GL/GA)
- Tracking spending commitments
- Have access to data, but not necessarily actionable information
- Distribution of financial reports to faculty

Modes of Operation

- Often wear many hats
- Work with detailed transactional data and information on a daily basis
- Manage the distribution of resources for their department or unit - need insight into Budget variance, Fund Balances, Commitments & Obligations
- Often an individual performer, not a manager of others
- Generally focused on operational vs. strategic decisions
This dashboard is intended to provide a one-stop shop for users in Fiscal Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.
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### OTPS Spend Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Spend Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services Skilled Other</td>
<td>$120,000</td>
</tr>
<tr>
<td>Services Academic Consulting</td>
<td>$90,000</td>
</tr>
<tr>
<td>Services Medical Equipment</td>
<td>$75,000</td>
</tr>
<tr>
<td>Services General Repair &amp; Maint</td>
<td>$50,000</td>
</tr>
<tr>
<td>Travel Subsistence &amp; Lodging</td>
<td>$40,000</td>
</tr>
<tr>
<td>Office Furniture</td>
<td>$30,000</td>
</tr>
<tr>
<td>Supplies Alcohol</td>
<td>$20,000</td>
</tr>
<tr>
<td>Other</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

- **Sum of Ledge/Budget Debit minus Credit:** $450,882
- **Total for Ledge/Budget Debit minus Credit:** $450,882

### Common Purchasing Reports

<table>
<thead>
<tr>
<th>Report Task</th>
<th>Description</th>
<th>Report Written by</th>
<th>Report Type</th>
<th>Report Category</th>
<th>Active Report Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099 Transactions for Corporations</td>
<td></td>
<td>UVA</td>
<td>Advanced</td>
<td>Supplier Accounts</td>
<td>Function: Purchasing Owner: Supplier Accounts UVAFST</td>
</tr>
<tr>
<td>Audit Report for Department Purchases</td>
<td>Analyze purchase orders for potential split transactions</td>
<td>UVA</td>
<td>Matrix</td>
<td>Procurement</td>
<td>Custom Report: Function: Purchasing Owner: Procurement UVAFST</td>
</tr>
<tr>
<td>Catalog vs. Non-Catalog Purchase order Spend</td>
<td>This report allows users to analyze historic spend resulting from POs, and to understand purchasing trends by catalog and non-catalog status</td>
<td>UVA</td>
<td>Matrix</td>
<td>Procurement</td>
<td>Function: Purchasing Owner: Procurement UVAFST</td>
</tr>
</tbody>
</table>
This Dashboard is intended to provide a one-stop shop for users in Fiscal Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.

### YTD Personnel Expense

<table>
<thead>
<tr>
<th>Category</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries University Staff Managerial &amp; Professional FT (SCC008)</td>
<td>34,987</td>
</tr>
<tr>
<td>Fringe benefits University staff FT (SUT008)</td>
<td>12,345</td>
</tr>
<tr>
<td>Salaries IT University Staff Managerial &amp; Professional FT (SUT007)</td>
<td>10,209</td>
</tr>
<tr>
<td>Salaries IT Executive FT (SUT006)</td>
<td>7,654</td>
</tr>
<tr>
<td>Salaries Faculty Administrative &amp; Professional FT (SUT002)</td>
<td>6,453</td>
</tr>
<tr>
<td>Salaries Faculty T&amp;F PT w/ Benefits (SUT048)</td>
<td>5,234</td>
</tr>
<tr>
<td>Salaries President (SUT007)</td>
<td>4,567</td>
</tr>
<tr>
<td>Salaries University Staff Managerial &amp; Professional FT w/ Benefits (SUT046)</td>
<td>3,456</td>
</tr>
<tr>
<td>Fringe Benefits Wage Employee (SUT006)</td>
<td>2,345</td>
</tr>
<tr>
<td>Fringe Benefits University Staff Wage (SUT008)</td>
<td>1,234</td>
</tr>
<tr>
<td>Other</td>
<td>1,000,000</td>
</tr>
</tbody>
</table>

**Sum of Ledger/Budget Debit minus Credit:** 4,245,096

### Quick Links
- UVA User Hub
- UVA Holiday Calendars
- Fringe Rates

### Tasks
- Assign Costing Allocation
- Manage Periodicity Pay Assignments
- Add Job

### Reports
- UFM Reference Spotlight Reports
- Labor Distribution Assignments (ACD)
- Institutional Base Salary Details

### Common Payroll Reports

<table>
<thead>
<tr>
<th>Report Task</th>
<th>Brief Description</th>
<th>Report Written By</th>
<th>Report Type</th>
<th>Report Category</th>
<th>Active Report Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Amendment extension date extends payroll commitments Report</td>
<td>This advanced report lists all worker costing allocations. The report uses the Worker Costing Override data source.</td>
<td>UVA</td>
<td>Advanced</td>
<td>Payroll Worker Data</td>
<td>Custom Report Function: Payroll Owner: Payroll GNARST</td>
</tr>
<tr>
<td>Compensation for Workers on Lease</td>
<td></td>
<td>UVA</td>
<td>Advanced</td>
<td>Worker Data</td>
<td>Custom Report Function: Payroll Owner: Payroll GNARST</td>
</tr>
<tr>
<td>Federal Work Study Payroll Balances</td>
<td></td>
<td>UVA</td>
<td>Advanced</td>
<td>Worker</td>
<td>A Work in Progress Custom Report Function: Payroll Owner: Payroll</td>
</tr>
</tbody>
</table>
Other Business and Wrap Up
## Training | Instructor-Led and Web-Based Training

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Format</th>
<th>Security Role/Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Workday Financials*</td>
<td>WBT</td>
<td>All Employees</td>
</tr>
<tr>
<td>Account Certification</td>
<td>WBT</td>
<td>Preparer for Account Certification, Approver for Account Certification, Grant Account Certifier</td>
</tr>
<tr>
<td>Ad Hoc Bank Transactions</td>
<td>ILT, WBT</td>
<td>Cost Center Deposit Specialist</td>
</tr>
<tr>
<td>Banking and Settlement</td>
<td>ILT, WBT</td>
<td>Petty Custodian</td>
</tr>
<tr>
<td>Customer Accounts</td>
<td>ILT, WBT</td>
<td>Customer Billing Specialist, Customer Contract Specialist</td>
</tr>
<tr>
<td>Customer Contracts &amp; Billing Installments</td>
<td>WBT</td>
<td>Customer Contract Specialist</td>
</tr>
<tr>
<td>Expenses – Employee as Self</td>
<td>WBT</td>
<td>All Employees</td>
</tr>
<tr>
<td>Expenses – Expense Data Entry Specialist</td>
<td>ILT, WBT</td>
<td>Expense Data Entry Specialist</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ILT, WBT</td>
<td>Accountant</td>
</tr>
<tr>
<td>Gifts</td>
<td>ILT, WBT</td>
<td>Unit Gift Manager</td>
</tr>
<tr>
<td>Grants Management</td>
<td>ILT, WBT</td>
<td>Grant Manager</td>
</tr>
<tr>
<td>Internal Service Delivery (ISD)</td>
<td>ILT, WBT</td>
<td>Internal Service Delivery Data Entry Specialist</td>
</tr>
<tr>
<td>Payroll Accounting – Costing Allocation</td>
<td>ILT, WBT</td>
<td>Payroll Costing Managers, Payroll Costing Specialist</td>
</tr>
<tr>
<td>Payroll Accounting – Accounting Adjustments</td>
<td>ILT, WBT</td>
<td>Payroll Accounting Adjustment Specialist</td>
</tr>
<tr>
<td>Payroll Accounting – HCM Subtasks</td>
<td>ILT, WBT</td>
<td>Payroll Costing Manager</td>
</tr>
<tr>
<td>Requisition – Employee as Self</td>
<td>WBT</td>
<td>All Employees</td>
</tr>
<tr>
<td>Requisition &amp; Supplier Invoice</td>
<td>WBT</td>
<td>Procurement Shopper</td>
</tr>
</tbody>
</table>

*Prerequisite course