

WORKDAY SUCCESS FOR 2022

WORKDAY UPDATES ARE IN FULL EFFECT

ABOUT THE HOWARD WORKDAY NEWSLETTER:

The Howard Workday Newsletter is designed to keep the Howard University community informed about ways in which the campus is using Workday to drive productivity and improve the customer experience. We will share knowledge, insights and opportunities that will help to improve the employee and student experience, especially as it relates to how we use the Workday Enterprise Resource Planning (ERP) tool.

workday.



HOWARD
UNIVERSITY



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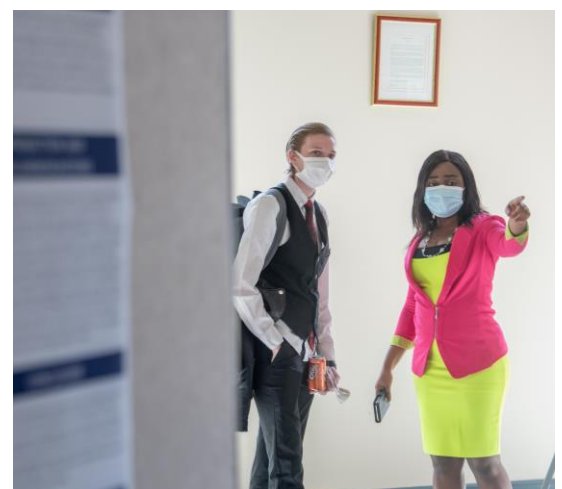
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"HOWARD UNIVERSITY'S INVESTMENT

in Workday is a key part of our digital strategy that has put the university at the forefront of change within the educational sector. This digital transformation was about moving from legacy systems to a more integrated cloud-based platform that has allowed us to improve our efficiencies at a maximum level."

Leadership Spotlight

Steve Graham, Chief Financial Officer

Howard University



WORKDAY

Howard University has recognized that Workday has transformed its HR and Finance operation which supports the university's strategy in achieving the Howard Forward 2024 goals.

We are in a climate of continuous change. As such, we are excited about the latest updates provided by Workday. The Workday community at HU will now have access to new features, and enhancements designed to improve functionality and the user experience. It will focus on enhancing users' agility, compliance, efficiency, experience, and insight. In fact, one of the most compelling reasons to use Workday is that it serves as a single "Point Of Truth" about how we operate, manage and support our human resources and analyze our financial data.

To date, the workday community has reaped the rewards in terms of the HR and Finance functionalities, performance and reporting. However, the HU finance team is currently focused on being armed with the right insights to improve better decision-making in real time. This will be heightened through data accessibility and to also integrate, synchronize, govern, and flexibly match structure to objectives. The team along with the IT department and Workday consultants have been working together to strengthen our reporting strategy. As such, in the coming months, priority reports will be completed, tested and distributed. Department leaders will see an improved suite of reports that will help to streamline compliant reporting and audit trails.

SPRING 2022 UPDATES ARE IN FULL EFFECT

The functionality and ability for enhanced transparency is also paramount. As we complete this year of stabilization and distribute more of the reports that have been developed through the implementation of Workday, more of its users and the HU community at large will gain a more stable and unparalleled level of efficiency.

Our Outlook:

- We are proud of the successful timing and implementation of the Workday platform and remain committed to building a data driven culture that will help to drive Howard forward.
- As we continue to evolve as one of the leading universities in the USA, we look forward to experiencing a successful Adaptive Planning Process where there is full integration of all the functionalities needed to manage the student and employee experience.
- The new and upcoming opportunities provided by Workday has allowed us to be more informed and strategic in how we manage the university.
- Workday is a dynamic application that continues to have a positive impact on how we carry out our day-to-day activities. As we progress with the complete implementation of Workday, our organizational culture will be transformed into a full customer centric and digitally advanced work environment.

HU continues to be empowered by creating new experiences for students and employees alike. I implore the Workday community to smash down the barriers that inhibit change and embrace our agility to truly transform the way we operate.



WORKDAY TRANSPARENCY

A BONUS

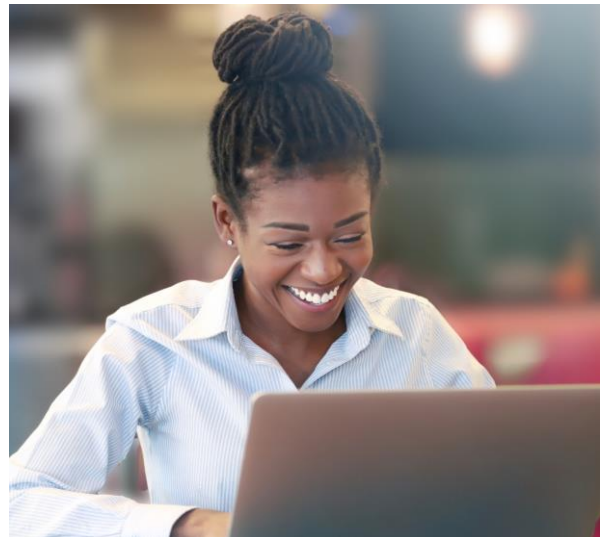
“Transparency is not only a means of management but is a standard measure of quality service”

Transparency is a powerful principle which is paramount in matters of administration, management of human resources and finance. As such, data transparency is a critical value addition and well appreciated “bonus” that will empower Howard University’s business outlook and planning.

Transparency in all aspects of the university’s life helps to maintain the integrity of academic and managerial processes. Workday is therefore an essential platform that promotes data transparency and communication. All it takes is a quick trip online to discover everything you need to know with minimal effort.

For example:

- Business processes can be monitored to determine where they are in the process to determine the next step and ensure proper follow up
- Employees can add goals into Workday and will be able to complete their first staff performance reviews in the system.
- Organizational charts are readily available through user’s profile.
- Personal information can be updated directly from the Workday page.



Continue reading on next page.

THE BONUS: BENEFITS OF DATA TRANSPARENCY

Transparency is also a multi-dimensional concept with a variety of connotations in different contexts. This is due to the fact that transparency is not an end in itself, but a means by which various goals – operational, financial and employee engagement objectives can be achieved.

Employee Engagement

In addition to satisfying the Workday community's expectations for data visibility, users will feel reassured to share data about the current state of the University's affairs, which in turn, will bolster their confidence about long-term stability. Transparency will also boost staff loyalty. That is, clear communication can help establish employees as an integral part of the HU community and its operation.

It should be noted that all HU stakeholders including, faculty members, administrative and support staff as well as students, have a very important role to play in the realization of the vision and mission of the university. Hence, each of these groups must play their role effectively.

The university's leadership and management is committed to realizing the opportunities and to understand the merits as well as strategic ways of applying transparency in Human Resource Management (HCM).

Financial Transparency

When employees understand the complete financial picture and performance, it can be a total game-changer. Here are some of the key benefits of financial transparency when using Workday:

- Employees gain an understanding of how the university is performing and how the day-to-day work makes an impact — boosting confidence and effective decision making.
- With everyone getting the same access to data, there are opportunities for collaboration and additional insights will increase.
- Managers are empowered to make fast, accurate decisions with insight into financial data.
- Employees' financial literacy is improved by equipping them with valuable skills they can use in their personal and professional lives.
- Teams can more easily understand financial changes, adapt, and remain committed to set goals, making it easier to take ownership of their own work.

Managing financial planning and analysis is a HU exercise which remains at the forefront of achieving Howard Forward 2024 financial goals. An openness with numbers facilitates better decision-making and will drastically change how the rest of the HU community (internal and external) views finance.

Operational Duties

The HU community has developed a data driven culture through the implementation of Workday. Reliable information is a necessity especially for HR and Finance where trustworthy information is required to perform their activities successfully. The concept of transparency and its importance to the HU operation relies on the comprehensiveness, regularity, timeliness, content, scope, and user-friendliness of the Workday platform. It is from this understanding that transparency acquires a reciprocal and mutual benefit for the Workday community to share information and communicate knowledge among themselves.



WHAT'S NEW & WHAT TO EXPECT

MEET YOUR NEW WORKDAY HOMEPAGE!

If you have logged into Workday recently, you will have noticed the design of your homepage has changed. This change to the interface occurred without changing the system functionality or the way you log into the system. The new homepage offers multiple benefits including dynamic action-oriented cards, enhanced search, and recommendations to help you personalize your page. Please see a snapshot of your new Workday homepage below.

Keep Track

- You Have Credit Card Transactions Ready to Expense
- You Have Time Off Approaching

Timely Suggestions

- Keep Your Home Contact Information Updated
- Keep Your Work Contact Information Updated
- Keep Your Emergency Contacts Updated

Announcements

- Welcome to Your New Workday Home Page
- COVID Vaccination Card Upload

Recommended for You

- Meet Your New Home Page
- Understand Your People Network

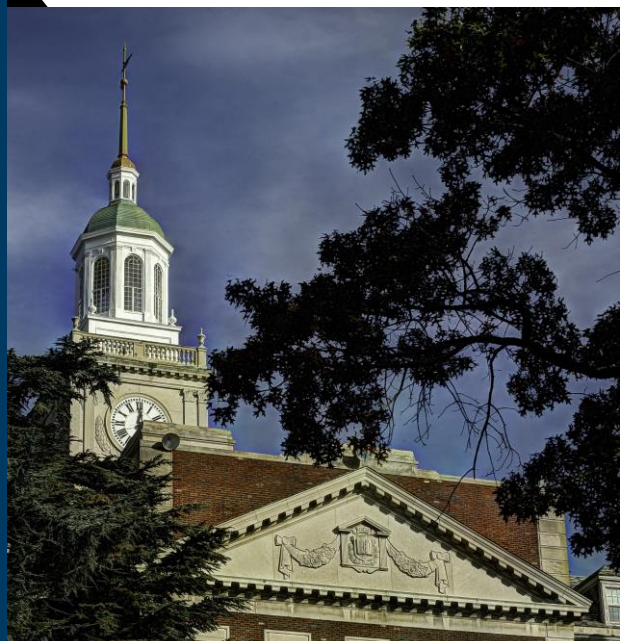
All Apps

- Time
- Absence
- Career
- Expenses
- Pay
- Performance
- Purchases
- Talent and Performance
- HU Team Performance
- Time and Absence
- Recruiting Dashboard
- Team Time
- Processes Awaiting Me
- Time Off and Leave
- Time Off
- Payroll
- Personal Information
- Benefits
- Onboarding
- Team Absence

What's Next in Workday

- Improved Financial Reporting- Increased financial reporting options for campus
- Learning- A centralized learning management system for faculty and staff
- Performance- Performance evaluations for staff
- Prism- Bringing your historical data from Peoplesoft to Workday
- Student- A transition of the university's Banner related functions to Workday. This will include a change to advising, admissions, financial aid, and registration.

More details to come about these important upcoming initiatives!



WORKDAY POP-UP FEATURE

WORKDAY DEFINITION: BUSINESS PROCESS

A business process in Workday **includes tasks that you can initiate, act upon, and complete to accomplish a desired business objective.**

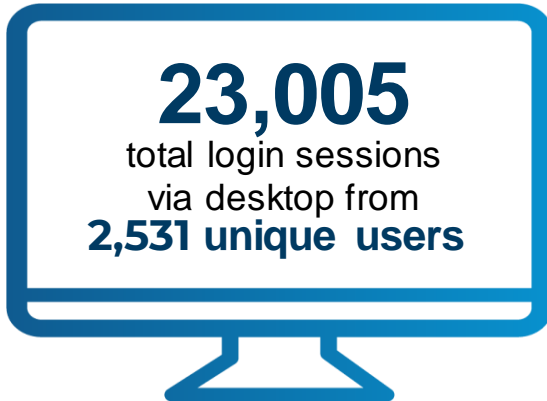
Business processes are created using a combination of Actions, Approvals, Approval Chains, To Dos, and/or Checklists.

You can view the status of a submitted **business process** request by navigating to your Workday Inbox, clicking the Archive



workday. @ HOWARD

BY THE NUMBERS



614

Logins from phone
Download the Workday app



87

Expense reports approved



160

Benefits events



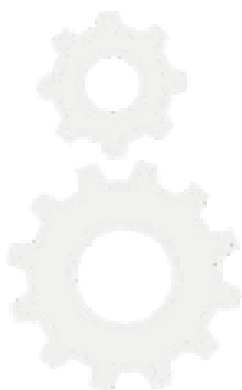
Accessing Workday
through Okta

Grants

PI Training

Time Entry
(Clock-In/
Clock Out)

**Top
Training
Content**



WORKDAY TRAINING UPDATES

Please join us for one of our upcoming training sessions:

- Workday Basics
(great for new employees)
March 29, 2022 @ 10am
- Upload Your Vaccination Card to Workday
April 5, 2022 @ 10am
- Workday Basics
(great for new employees)
April 12, 2022 @ 10am
- Register for all training sessions [HERE](#)

On-Demand Training Modules are always available at your fingertips to cover the following topics:

- Workday for managers 101 and 102
- Staffing (hiring, creating positions, transfers, etc.)
- Procurement
- Financial administration
- Grant management
- Time-keeping (hourly, student & clock)
- To see the full list of titles, [click here](#)



Other Training Announcements

Super User Trainings- In addition to campus-wide sessions, there are opportunities for additional group, 1-on-1 and online training for our system 'super users'. Super users are individuals from across campus who have been provided upgraded system security to complete HR and financial transactions such as creating new job positions, approving expense reports, and viewing departmental budgets. Below are some of the experiences available for our super user populations:

- HR Delegates- HR delegates are administrators who ensure HR transactions are entered for their departments. This week, the HR Workday team welcomed 30 of the HR delegates to a virtual 'open house' to listen to their concerns. As a result of the conversation, the HR Workday team will be increasing education on reports available in Workday in addition to prioritizing other critical items.
- Cost Center Managers- This group works directly with the budget office to address their individual needs and concerns.
- Requisitions- The procurement team offers weekly training to educate the campus how to enter requisitions. For more information on the training schedule, email: procurement@howard.edu
- Have additional ideas or needs for Workday training? Reach out to workday@howard.edu.

We are looking for administrative staff to help us test new functionality in the system. If you would be interested in serving as a volunteer system tester, please reach out via workday@howard.edu.

If you have questions or suggestions about training, please email workday@howard.edu.