

Celebrating **ONE YEAR** *of* **WORKDAY!**



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.



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Celebrating ONE YEAR of WORKDAY!

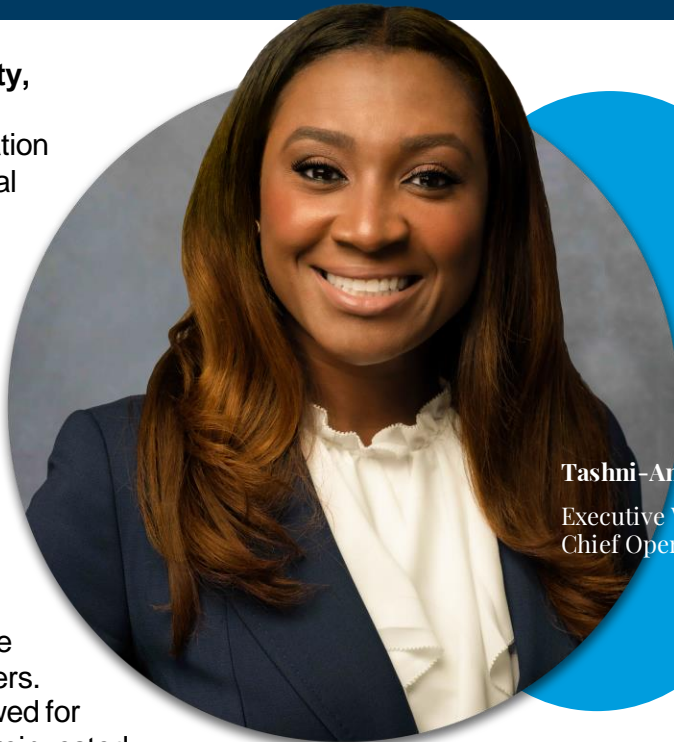
Hello Howard University Community,

Last year, we began the implementation of a full-service, Human Capital Management, (HCM) Financial, and Student Information System (SIS). Although we have a long journey ahead of us as we configure, test, and implement the Student Information System, we have traveled great lengths to reach where we are as a university community today. So far, we have made tremendous strides in improving the transparency of our data, increasing the quality of reporting and creating a more cohesive experience for our end-users. These improved processes have allowed for significant savings that we have reinvested in our campus community.

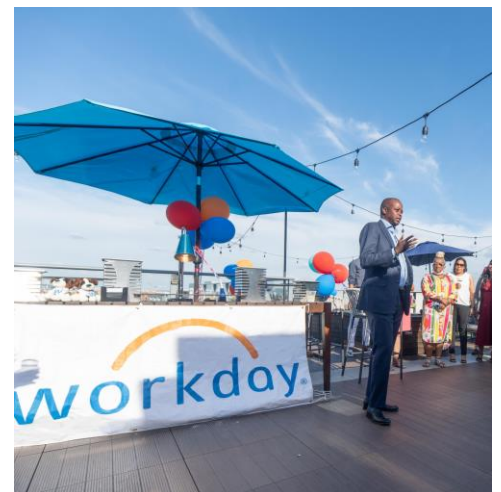
While reading this message, take a moment to reflect on the way that we previously got work done. The prior efforts of the amazing faculty and staff of this institution helped to solidify the university's stronghold and influence on the higher education community. However, the speed at which we can move now is unmatched. The work that you have placed into this project has concretized the 4th Pillar of our Strategic Priorities: **Improve Efficiency & Effectiveness**. For that, I want to offer a grand, resounding: Thank You!

As we cross the midpoint of our five-year **Howard Forward** mission, we have a renewed appreciation of the benefits of having one ERP system, and we remain committed to achieving that strategic goal. Our Workday student project team is working relentlessly to bring the student experience functions up to date. This fully integrated technology platform will improve consistency and streamline business processes to better support the educational mission of Howard University and fulfill the objectives of the Howard Forward strategic plan. As those that worked on HCM and Financial initiatives know—this is no easy task. Please offer the project team your support as they navigate the balance in maintaining current university processes while building and migrating data into the new SIS.

We are truly appreciative of your contributions, tenacity and change leadership you have brought to the project.



Tashni-Ann Dubroy, Ph.D
Executive Vice President &
Chief Operating Officer





University Highlights



Olga Osaghae
*Associate Vice President and
Chief Information Officer,
Enterprise Technology Services*

Workday has helped Enterprise Technology Service (ETS) to integrate content from broadly distributed platforms to one centralized resource. This enterprise resource consolidation helps us to deepen our effectiveness and efficiency as a technology team. In addition, we are now able to put power in the hands of the departments to manage their day-to-day business process configurations while we continue to provide support to the project via security and third-party applications integrations. ETS is currently supporting the implementation of Workday Student. Soon, this valuable student information system will bridge the connections of the student, academic and administrative functional areas. It will also support Enterprise Technology Services' mission to maximize Howard University's digital transformation and information technology efforts. We are happy to celebrate One Year of Workday and look forward to the future advancements of the university.

The Office of Talent Acquisition and Immigration Services utilizes Workday for the full employee life cycle of recruiting. Hiring managers can schedule their interviews and provide feedback directly in Workday. Because of this streamlined process, Howard University can turn over requisitions faster without compromising security. Our preboarding ensures that hiring managers receive a quality candidate every time. In the future, the Talent community can expect additional updates to the data collected from preboarding candidates. We strive to create a warm welcome for new hire that gets them excited for their new role. By consolidating the amount of information requested before day one, this frees up time to engage the new hire in a way that helps them to become acclimated to the university. Workday helps the Talent Acquisition and Immigration Services team to stay in compliance with local and federal regulations, all while creating the first impression on the community that drives the university #Forward. We are delighted to celebrate One Year of Workday amongst the various university communities.



Lawrence Jones
*Associate Vice President and
Manager, Talent Acquisition
and Immigration Services*



Robert Clark

*Chief Audit and Compliance
Officer, Office of Compliance*

The Audit and Compliance Office is encouraged to see the increased use of Workday throughout the University and how it is helping to enhance operational efficiencies and effectiveness. Like all new system implementations, there has been an expected learning curve. We are now, however, seeing the benefits of easier access to information, streamlined and automated processes, and enhanced accountability. This will help promote a more robust internal control environment and ensure the University is operating from a position of strength. Here's to moving Howard Forward!

The Office of Accounting is happy to celebrate one year since the implementation of Workday. Workday is the official record keeper of all financial transactions for the university. Not only does this assist Howard in managing our financial statements, but it centralizes the need-to-know data that keeps the university in compliance with local and federal regulations. In Accounting, one of our current initiatives is to make data more accessible to end-users. This will equip the various departments, schools, and colleges throughout the university with the information that they need to make informed business decisions. Workday provides us with the flexibility to structure how transactions are completed. In the coming months, users can expect an increase in ease of use. These anticipated updates will galvanize the way that we disseminate key financial data. Congratulations to all of the staff members that worked so hard on this project—enjoy the fruits of your labor!



John Gordon

*Associate Vice President,
Controller and Chief Accounting
Officer, Controller's Office*



Dr. Mackenzie Jordan Johnson

*Director of Learning and
Organizational Development,
Learning and Development*

From a change management and training perspective, watching the implementation and adoption of this system has been amazing. First, I want to give my appreciation to the HCM and Financials project teams for the countless hours you have put into building, stabilizing and enhancing the system to meet the needs of the end-users. I have witnessed firsthand how hard you all have worked, and the campus is extremely grateful for your efforts.

To every end user who has used Workday in some capacity, accessed our training or read the newsletter/communications, thank you for joining us on this change. I know every day hasn't been easy, but we have worked together to improve your experience. Change management and training will continue to keep you informed system changes to the best of our abilities. In addition, we are preparing to support you as we embark on the major changes that are coming to our 'one system' as we implement Workday Student. Expect to hear more from us soon as we kick off our fall activities!



Anthony Dixon
Senior Manager, Financial
Planning and Analysis,
Budget Office

The Budget and Planning team is responsible for ensuring all departments within Howard University have the available and appropriate tools required to support the Howard mission, while staying within each departmental targeted financial goal. Over the last year, the implementation of Workday has simplified the process for departments to review and manage their specific account details. Workday will be able to more accurately reflect current activity that will allow the user to make efficient financial decisions in real time, while providing departmental increased transparency into their individual budgets, actuals and spend allowances. We are extremely excited about future updates to Workday that will enable a more seamless experience for the user.

One experience is allowing the user more transparency into fund hierarchy Budget Management, which aligns more with how the University manages their Board approved targets. Another update is the Adaptive Planning tool which will take their planning efforts to another level. This tool will allow departments to input, edit and submit their own budgets with corresponding detail that supports each amount reflected in their annual plans.

We are invested in the benefits of the Workday project and want to thank the campus for your support as we continue to enhance your experience.



WORKDAY TIPS & TRICKS

ANYTIME FEEDBACK

Tracking your performance is an essential element of your key responsibilities. Understanding how others perceive you helps you understand your personal strengths and opportunities. The MyWorkday Portal allows you to request “anytime feedback” from anyone in your organization. You can request feedback on something specific. For example, if you recently partnered with a peer in another department on a cross-functional task, you may want to know how your peer perceived your collaboration skills. You can also request general feedback.

This feature adds value by allowing you to request written feedback outside of the annual performance evaluation period. This feedback can be used as evidence of your solid performance for the year! Or you can simply use it for your personal development. Either way, consider everyday opportunities to use this tool. In celebrating **One Year of Workday**, take a moment to send someone a thank you for the hard work that you have put in together!

Performance: Feedback



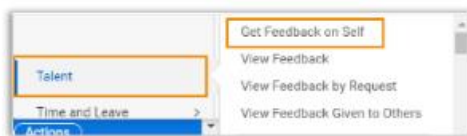
This job aid details how to request performance feedback from coworkers of your choice.

REQUEST FEEDBACK

During the performance review process, you can request performance feedback from coworkers of your choice. You can request general feedback or feedback on specific questions.


From the Search Bar:

1. Click **Profile**  and select **View Profile**.
2. Click **Actions** .
3. Select **Talent** > **Get Feedback on Self**.



4. **From Workers:** select the person(s) you would like to request feedback from. You can request feedback from multiple workers at once.
5. **Feedback Sharing:** select a privacy option. These options control who can see the feedback.
6. **Questions:** enter a question; enter additional questions by clicking **Add**.
 - a. Edit or enter the questions as you see fit.
 - b. Click **Submit** to send the questions to the specified employee.
7. (Optional) From the pop-up, click **View Details** to view the remaining process steps.

VIEW FEEDBACK

1. From the Search Bar: Click **Profile** > **View Profile**.
2. Click **Actions** .
3. Select **Talent** > **View Feedback**.



Note: You can request feedback from the **View Feedback** page by clicking the **Get Feedback** button at the bottom of the page.

PROVIDE REQUESTED FEEDBACK

If a coworker requests feedback from you, a **Give Feedback** task will appear in your **Inbox**.

From your Inbox:

1. Select the **Give Feedback** task.
2. Enter your feedback into the **Feedback** field.
3. Select the **Decline?** checkbox if you do not want to provide feedback on a specific question. You can also decline all questions by clicking **Decline All**.
4. Click **Submit** to send your feedback.

WORKDAY CONTEST

「ONE YEAR *of* WORKDAY!」

Calling all Workday users!

Howard University integrated Workday into our operations one year ago. Though the time has gone by quickly, we have had the chance to employ the system for many tasks, including Performance. The My Workday portal has a variety of tools that can support your talent development needs. Tracking your accomplishments and growth is an important part of your role—no matter what your role is! We would like to reward your usage of the My Workday portal. Send us your screenshots or photos of how you have utilized the Goals or Skills and Experience functions, found in the **Performance** category. We will reward the first three submissions with the following components:

- **One** recorded Goal with at least one documented Action in the last 12 months (Team members that have worked at the university for less than 90 days can submit a goal without an action)
- **One** Feedback item that was given or received in the last 12 months
- **Three** Skills and Experience updates in the categories of Skills, Internal Projects, Work Experience, Languages, Achievements and/or Professional Affiliations
 - Ex. Two skills and one language counts as three updates.

Send your pictures to workday@howard.edu by **NOVEMBER 15TH, 2022** to receive some Workday swag. For assistance on how to send a screenshot, please follow the instructions found below. We will notify the prize winners within 30 days.

Instructions:

To take a screenshot from your computer, select the **Print Screen** button; this button is more than likely in the upper right corner of your keyboard, depending on the model. It may also have the abbreviations of **PRT SC**. Your computer may not let you know that it has taken a picture. Place your cursor in the field of the email where you want the picture to be. Paste the item by holding down the keys **CTRL + V**, or right clicking in the space and selecting **Paste**.



workday.
HOWARD
BY THE NUMBERS



1,230
Custom Reports



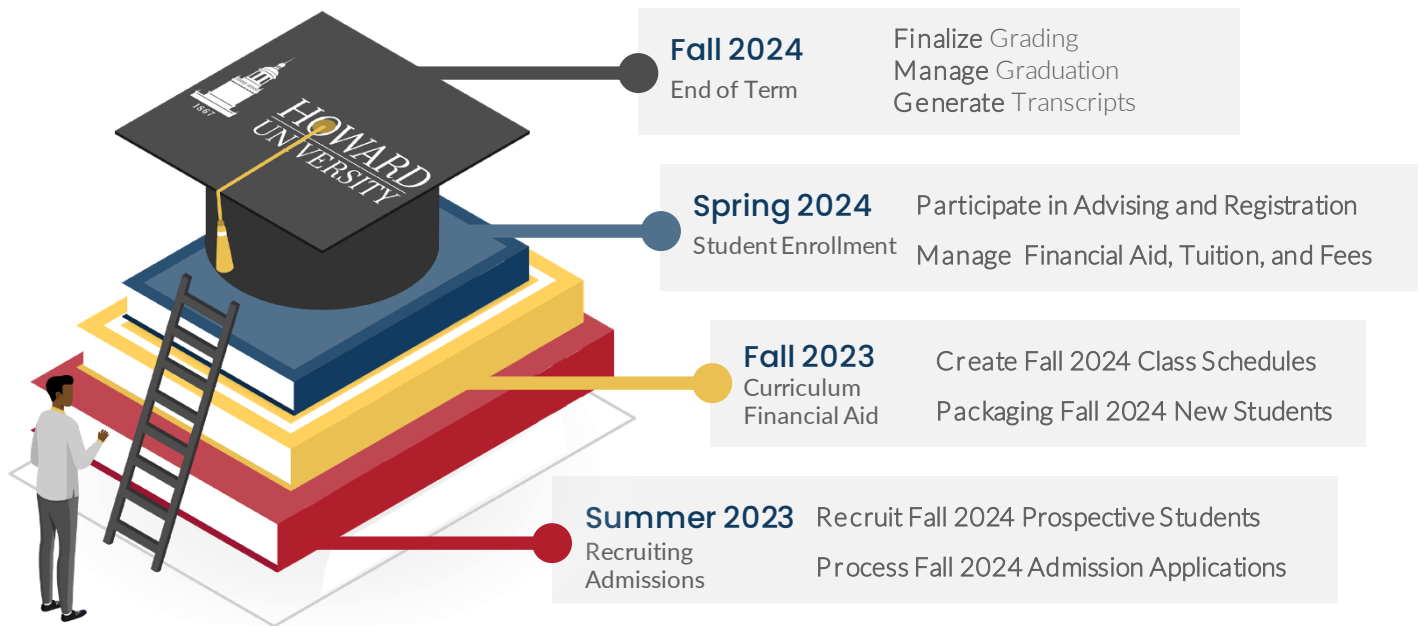
87
Expense reports
approved



209
Benefits events

INTRODUCING: WORKDAY STUDENT PROJECT

Workday Student is a comprehensive system that will organize the student and support functions of the university. The university community can expect updates in processing admissions, managing curriculum, and regulating student financial transactions. Meanwhile, the student view is designed to engage students as they monitor their progress towards graduation. This system will replace the current Banner technology (commonly referred to as BisonWeb). Howard University will begin to utilize Workday Student beginning in the Summer of 2023. The migration should be completed by Fall of 2024.



MEET THE WORKDAY PROJECT TEAM

Executive Sponsors:



Dr. Tashni-Ann Dubroy

Executive Vice-President &
Chief Operating Officer

PROJECT SPONSOR



Dr. Anthony Wutoh

Provost & Chief
Academic Officer

PROJECT SPONSOR



Ms. Olga Osaghae

Chief Information Officer

PROJECT DIRECTOR

THE STUDENT EXPERIENCE SUITE:

Working as individual workstreams and as a cross-functional group, these teams are focused on configuring a system that will meet the Howard Forward Strategic Goal of improving the student experience and strengthening the core processes at the University.



Academic Advising and Curriculum

- Define academic requirements and how a student has or can meet them.
- Maintain graduation plans for each program/major that list recommended courses/terms offered.
- Designate and manage eligibility, requisites, preclusions, etc.
- Project team: Dr. Kenneth Anderson, Dr. Constance Ellison, Ms. Miacia Porter



Academic Foundation and Student Records

- Foundational elements and controls for Academic Units, Programs of Study, Academic Periods, Calendars, Student Holds.
- Manage student's progress toward completion of educational goals by tracking program status changes and processes related to conferral of educational credentials.
- Project team: Ms. Latrice Byam, Ms. Yesenia Espinal, Ms. Miacia Porter



Data Conversion, Integrations, Reporting, and Security

- Data conversion and integrations with identified third-party platforms.
- Report inventory and identification of reporting needs.
- Architect security for student security.
- Project team: Ms. Yesenia Espinal, Ms. Kimberly Sanford, Ms. Natie Pugh



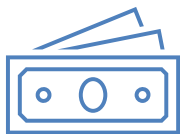
Financial Aid

- Empower students to manage financial aid activities and requirements through self-service
- Project team: Mr. Robert Muhammad, Dr. Emma Torres, Ms. Billiecia Brown, Mr. Lawrence Britton



Recruiting and Admission

- Institutional recruiting goals, strategies, roles and criteria for identifying and communicating with prospective students.
- Management of applicants and support the subsequent assessment, classification and review of application data to determine admission.
- Project team: Ms. Latrice Byam, Mr. W. Steven Peterson, Mr. Odaine Green, Ms. Miriam Okines-Davies



Student Finance

- Administer refunds/rebates based on student, course, regulations, etc. Identify the student's monetary transaction activity
- Project team: Ms. Kathy Jewett, Ms. Christinah Olaniya

OCM TEAM:

The Organizational Change Management (OCM) team oversees the activities leading up to implementation of the Workday Student system. The OCM team will lead various engagement activities with Howard University faculty and staff to ensure that they are prepared for this transformational change.

- Dr. Mackenzie Jordan Johnson, Dr. Mary Awuonda, Ms. Monique McClung, Ms. Joanne Pluff, Ms. Sierra Pegues

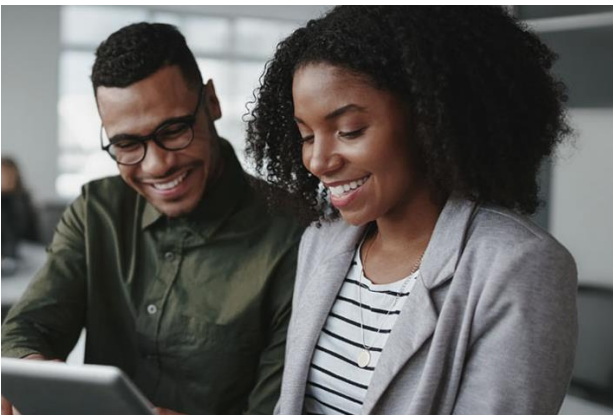
In future issues, we will begin to provide more details of these teams and what you can expect from their specific areas.

WORKDAY UPCOMING TRAINING

Upcoming Trainings

On-demand training is always available for our most common processes (i.e., staffing, procurement, timekeeping etc.) by [clicking here](#).

Super User Trainings- For individuals across campus who have been provided upgraded security access to complete their roles (i.e., HR Delegates, cost center managers etc.) additional training is available. If you have questions about how to complete a different task that is not covered via the online modules, please reach out to workday@howard.edu.



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