



HOWARD

WORKDAY NEWSLETTER

NOVEMBER/DECEMBER 2022

WORKDAY SUCCESS FOR 2022

WORKDAY SUPPORTS TIMELY COMPLIANCE
AND REPORTING REQUIREMENTS

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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HOWARD
UNIVERSITY



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"WORKDAY HAS A VAST SUITE
of HCM tools that powers the
Human Resources team to
deliver high-quality services
to the university community."

Employee Spotlight

Warren Petty
Chief Human Resources Officer



WORKDAY

The Howard University Office of Human Resources supports the university's mission of developing distinguished, historically aware, and compassionate graduates. We partner with all areas of the university to attract, develop, engage, support and retain a top-tier workforce. Workday has a vast suite of HCM tools that powers the Human Resources team to deliver high quality services to the university community.

Since the implementation of Workday, the Human Resources division has curtailed service-delivery estimates on common cases; these cloud-based upgrades have resulted in quick turnarounds of previously protracted business processes. For example, the Office of Talent Acquisition has increased requisition speeds by 25%, resulting in an increased workforce. In partnership with HRIS, departments now have access to view and approve timesheets for Work Study students, resulting in faster pay times. While we have increased the flow of some common tasks, we continually learn and test new ways to reduce friction in many business processes.

HIGH-QUALITY SERVICE

Our team will continue to lean on Workday to improve processes and outcomes. In the initial launch of Workday, our team strived to configure a system that mirrored previous capabilities. Though we have seen an increase in productivity, we continue to access and revamp departmental practices and business processes. In order to deliver high quality services to the university, Human Resources is committed to innovative strategies and agile function. Human Resources' optimization of Workday will allow us to automate to innovate; automating tasks across the division opens the door for deepening our innovative practices. Faculty and Staff can focus on enriching the student experience, rather than tracking administrative processes.

Understanding our workforce is another key role of the Human Resources division. Workday helps us to identify trends and patterns that connect us to the needs of the individuals we serve. Knowing what keeps our staff motivated grants the university an all-access pass to encourage and reward those behaviors. From quick, pulse surveys to in-depth analyses of faculty and staff engagement, Workday has the tools to deepen our connection with the people that drive our organization FORWARD. The Howard University community can expect increased communication, partnership, and strategy from the Human Resources team to deliver the capabilities to achieve our organizational goals.

THE IMPORTANCE OF

COMPREHENSIVE EMPLOYEE DATA

Workday and Required Reporting

As a private research academic institution, Howard University strives to provide our stakeholders with a force of enhanced learning experiences. In order to fulfill this mission each day, thousands of gears rotate in unison to provide the power source for this charge. One of those moving parts involves complying with local and federal regulations. This fall, Howard University will submit data to the Integrated Postsecondary Education Data System (IPEDS). IPEDS is an annual collection of surveys conducted by the U.S. Department of Education's National Center of Education Statistics (NCES). This information is used by the NCES to analyze trends in the dissemination of public funding, such as federal student loans and grants. All higher-education institutions that participate in the federal student financial aid program must participate in the mandatory reporting period.



Continue reading on next page.



Workday and Required Reporting

Last academic year, our university facilitated the distribution of more than \$200 million in federal student funding. In the coming months, the Workday student information system (SIS) will carry out these transactions in a seamless process that is being configured and tested as you read this. For faculty and staff, we will need everyone to update their personal information to ensure compliance with this federal mandate. Maintaining this information regularly helps to ensure that we are prepared for regulatory compliance and business continuity. Federal student funding is critical to the operation of Howard University. In October, you were called on to contribute to this process. If you have not already, take some time to update your information today.

**Instructions can be found on
page 7 of this newsletter.**

WHAT'S NEW: WORKDAY RISING



Workday Rising is an annual conference that summons users to receive and share best Workday practices between and across industries. Workday leaders, experts, and super-users host various sessions to explore ways for attendees to optimize Workday for their various organizations. This year, Jon Batiste, kicked off the musical entertainment. A series of in-person and virtual events were hosted by Workday professionals and sponsors across the nation. Replays of the virtual offerings can be found in the on demand-center [here](#) through April 2023. Next year, Workday Rising will be hosted in San Francisco from September 25th – 29th.

Howard University is proud of the representation across our administrative communities—thank you to Chief Olga Osaghae, AVP Yesenia Espinal, AVP Oliver Street, AVP Eugene Cooper, and Assistant Controller Candice Thomas! We look forward to the gift of your continued development and insight.



WORKDAY TIPS & TRICKS

HOW TO UPDATE YOUR PERSONAL INFORMATION

To ensure compliance with federal agencies, the university must report accurate faculty and staff data. Please review your personal information to ensure it is up to date.

Function: Workday Basics: Profile

This job aid details how to access and navigate your profile in Workday. Contact Information and Basic Navigation will be covered.

CONTACT INFORMATION




ACCESS YOUR WORKER PROFILE PAGE

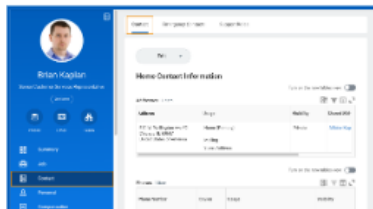
Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.



Note: All instructions in this job aid start from the Worker Profile page. To access your Worker Profile page, click your Profile photo in the upper right-hand corner of the Home page, then View Profile.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab on the left (you may have to click the **More** link to see all subtabs). The Contact subtab displays.
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, click the **Delete**  icon to remove existing information, or the **Undo**  icon to revert to the last saved version. You can also click **Add** to add new information. Click within a field to edit.
3. Click **Submit** to save your changes.



ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit** (or **Add**). Enter or modify your emergency contacts.
4. Click **Submit** to save your changes.

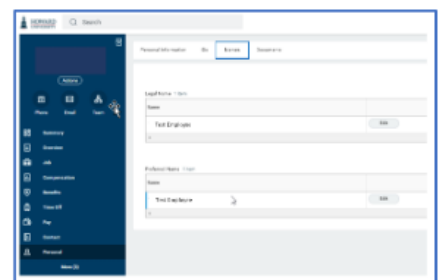
MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab. The Personal Information subtab displays.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit** to save your changes.

CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click the **Personal** tab and then click the **Names** subtab.
2. Under **Preferred Name**, click **Edit**.
3. Clear the **Use Legal Name as Preferred Name** checkbox.
4. Enter your new information.
5. Click **Submit**.



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HOWARD
BY THE NUMBERS



2,756

Unique users
that logged on



1,375

Custom Reports



262

Expense reports
approved

26,256
journal entries posted



WORKDAY TRAINING UPDATES

Change Agent Network

The Organizational Change Management (OCM) team is in search of individuals that can be an active partner in advocating for the Workday Student project. Recruitment for the **Change Agent Network** will span all 14 schools and colleges, student and academic affairs, administration, communications, and general counsel. The trusted individuals that are hand-selected to occupy these key roles in the project will meet regularly to raise awareness and support during the adoption of the new Student Information System. This network will be among the first to know about the latest updates for faculty, staff, and students. Nominations for the **Change Agent Network** will be accepted [HERE](#) through December 16th, 2022.



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