WORKDAY SUCCESS FOR 2023

CONTINUING A CULTURE OF SERVICE EXCELLENCE THROUGH 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.

workday

HOWARD UNIVERSITY
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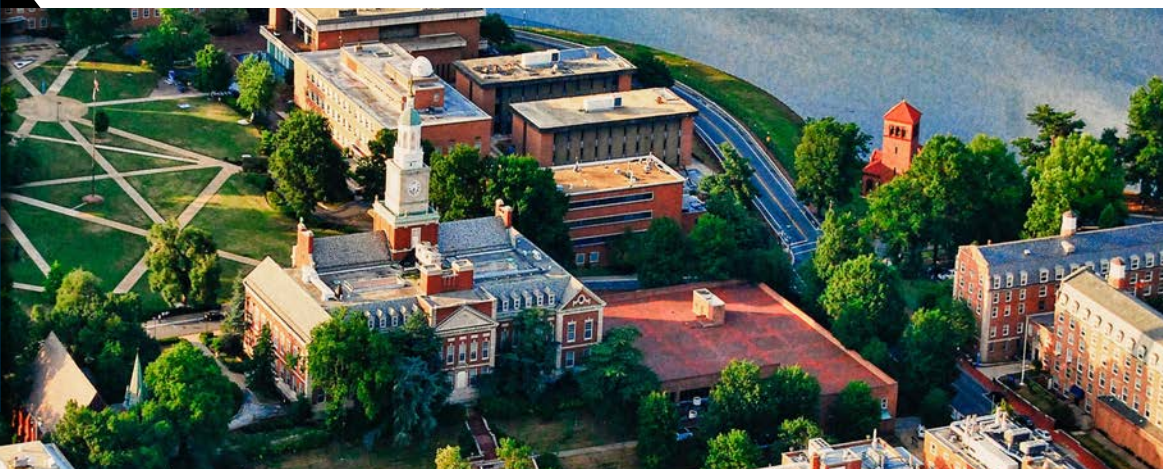
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LETTER *from* DR. DUBROY

We are rapidly approaching the second anniversary of the launch of Workday at Howard University, and we hope that your teams have been able to discover the many tools and benefits of its systems. As we mentioned in the summer of 2021, we are continually working to support innovation in the five pillars of the Howard Forward strategic plan.

Over the last year, Workday has delivered on what was promised in providing faculty and staff great flexibility in key areas of that goal. We have greater transparency in our financial oversight, more autonomy in our review and assessment protocols, dramatically improved our employee onboarding processes, have lowered costs and energy usage in managing each of these administrative areas.

We want to build upon our successes in a meaningful way. When we hear from work study students how seamless it is for them to confirm employment, submit timesheets and get paid, we know that we are doing powerful work in supporting educational access and reducing anxiety about college costs and degree completion. When we can automate our administrative processes, we are confident that work at Howard can be more mission focused and more fulfilling for all of our employees.

I encourage everyone to make 2023 the year of training, developing new skills and credentials, and allowing Workday to be a centerpiece in tracking your growth in the organization. Remember that your feedback is an essential element in the evolution of Workday and its usefulness for users at all levels of system knowledge. Please, let us know how you have developed your expertise in Workday, and how you would recommend for others to do the same.

Thank you for your contributions to the continuous improvement of the Workday ERP system.

Excellence in Truth and Service,

Tashni-Ann Dubroy, Ph.D MBA
Executive Vice President & Chief Operating Officer
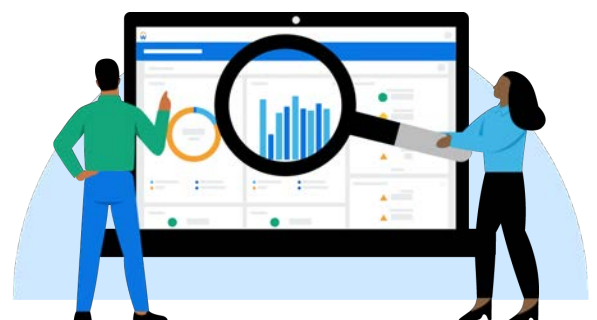
" Having the opportunity to learn
[Workday] as a new employee was a major part of what made me appreciate the university's effort to build reliable systems that support hard-working people..."

Employee Spotlight

Jarrett Carter Sr.
Director of Operations, Strategy & Communications
Office of the Chief Operating Officer

WORKDAY SIMPLIFIES

THE HIRING AND ONBOARDING PROCESS FOR NEW USERS

I joined Howard in September 2021 without any prior experience to Workday. Having the opportunity to learn it as a new employee was a major part of what made me appreciate the university's effort to build reliable systems that support hard-working people, and position Howard as an innovative and amazing place to work.

I have never joined an organization where my entire onboarding process was paperless and did not require a physical visit to a human resources department for a meeting or to submit forms. I appreciated the virtual introductions to the university and clarity with which I was able to enter my information for payroll, benefits, and time reporting. Eventually, I was introduced to the self-evaluation process, and really enjoyed the questions that made me consider the work I do for the university, my long-term career objectives, and areas where I could improve.

I was recently cleared to hire a team member for the first time, and thanks to Workday and the expertise of team members in HR, this process could not have been easier. The employee transfer process was simple to understand and clearly laid out in the system for me to approve and confirm budget and employee data entry. What otherwise could have been a very long process requiring big parts of my day that are normally dedicated to writing and meetings was smooth and stress-reducing.

I am grateful for many things at Howard; the opportunity to serve brilliant, deserving students, to share the story of our dynamic faculty and support the university's legacy as the nation's preeminent historically Black institution. I am in love with the university because of the people and relationships that have made me feel part of the Bison family over the last 16 months. Workday takes the guessing work out of complex management tasks and gives me more time to focus on doing my best for our campus community.

WHAT'S NEW:

## WORKDAY@HOWARD IS GETTING A NEW NAME!

As we prepare for Workday Student, we are excited to announce that Workday Student will be re-branded with a new system name and graphic identifier. Last November, we invited student submissions to provide name suggestions and received over 500 entries. The entries were narrowed down to 5 and we have a winner. Workday will be more commonly known as BISONHUB!

Please stay tuned to HU Communications and the Workday landing page for additional details on our next step of choosing a graphic identifier to represent the system from the selections below:

Option 1
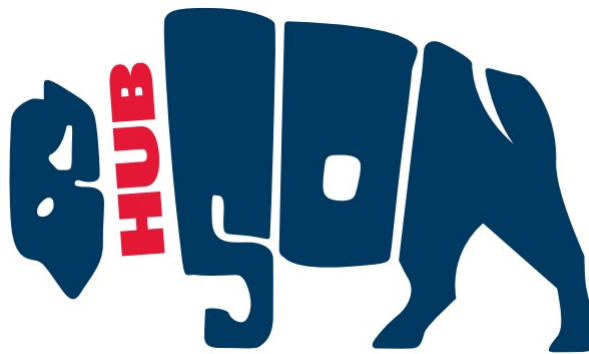
Option 2
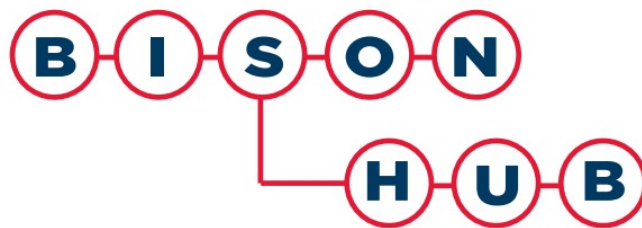
**Option 3**

WORKDAY TIPS & TRICKS

ACCESS A LIST OF REPORTS YOU CAN RUN!

Curious about which reports you have access to in Workday?
Follow this tip to view all reports that your role's **security permissions** allow.

On the Workday home screen:

1. Type "Can Run" in the Workday search bar and press Enter.

2. From the search results, select "Workday Delivered- Reports I can Run" to view a list of reports based on your security role.
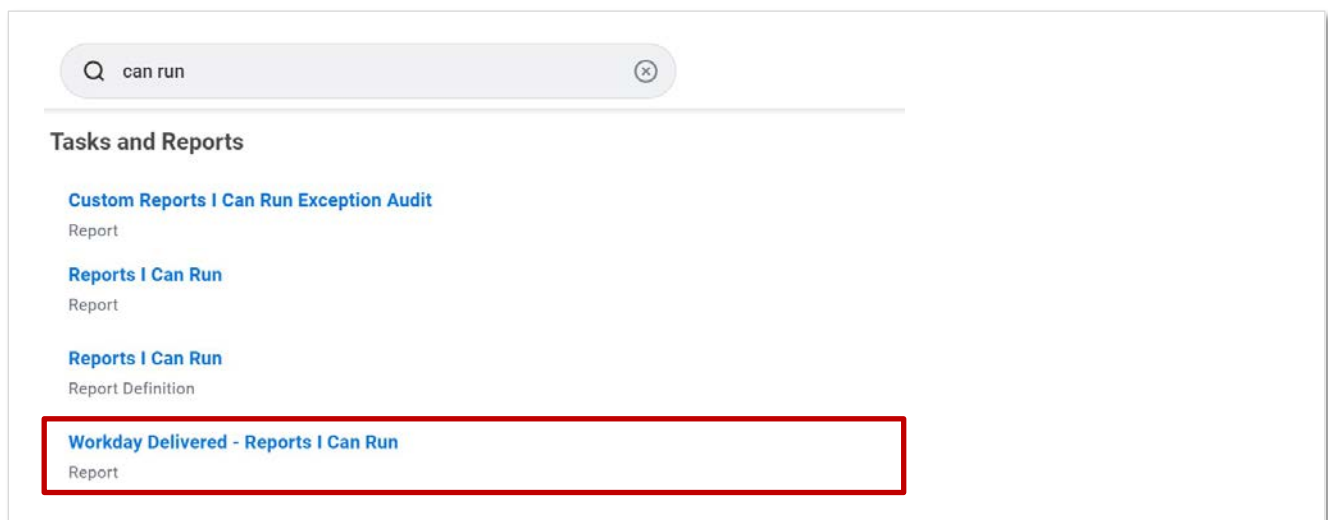
3. When selecting a report from the list, you will navigate to a screen with multiple prompts that allow you to specify criteria to filter and narrow down your results
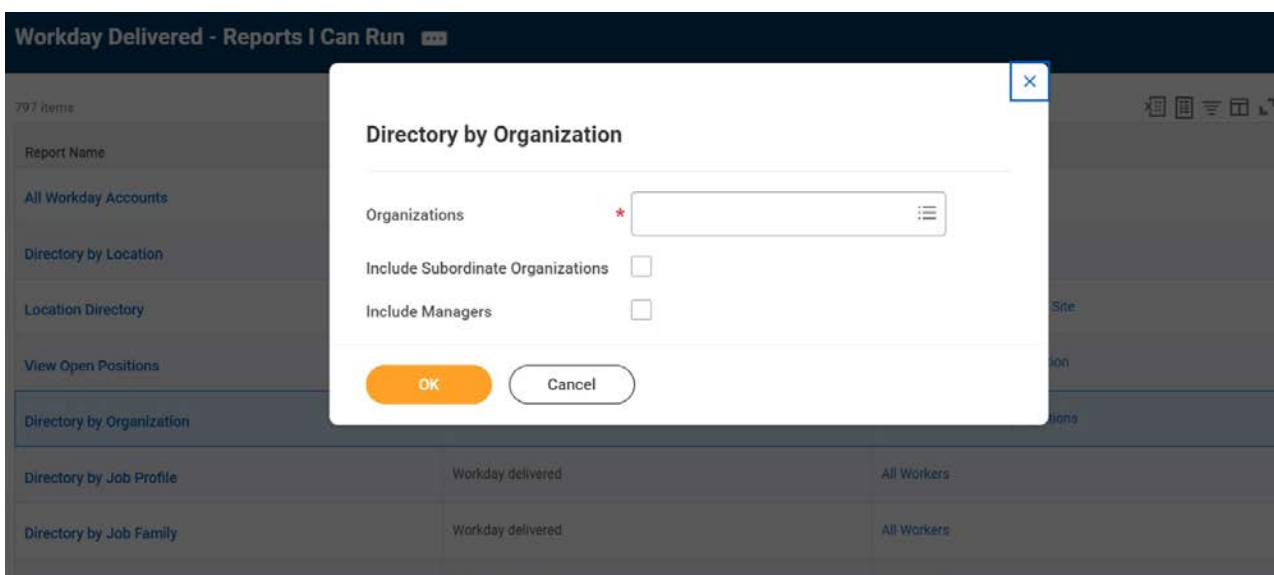
Note: If there is a report you need but you do not have access first, talk to your manager. If your manager approves type "create request" into the search bar to send a request for access to the Workday Security team.

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BY THE NUMBERS

40,001
total login sessions

3,173
Unique logins

714
Unique users logging into mobile

237
Expense reports approved

Top Training Content

Tuition Remission

Procurement: Create Requisition

Spend Authorizations

workday.

HOWARD UNIVERSITY

WORKDAY TRAINING UPDATES

Change Agent Network

The Organizational Change Management (OCM) team kicked off the Workday Student Change Agent Network! We were excited to welcome representatives from across campus to help us 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. If you are interested in joining, please email mjordan@howard.edu.

Workday Wednesday

The Workday Team is pleased to announce Workday Wednesdays! Workday Wednesdays are 30-minute sessions from 1:00-1:30 that provide faculty and staff an opportunity to learn more about Workday related topics, updates, processes, or tasks. Each week you can expect a live demo and allotted time to ask your questions directly to Workday leads. Please review the information below to learn about upcoming sessions and click the link below to attend:

- **Time:** 1:00PM-1:30PM
- **Zoom Link:** CLICK HERE
- **Weekly Topics**:
  - **February 8**: Updating Your Personal Info
  - **February 15:** Accessing your IBS Letters in Workday (For Faculty)
  - **February 22:** Adding a Beneficiary
  - **March 1:** Setting up Workday Mobile
  - **March 15:** Recruitment Dashboard and Viewing Open Positions (For Hiring Managers)

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