

Budget and Administrative Committee

Wednesday, December 1, 2021, 2:30pm

Zoom Virtual Meeting

1. Meeting called to order at 2:30pm.
2. Roll Call – Members present: Baker, Buck, Dil, Hagglund, Hoffman, Mitchell, Mukhopadhyay, Thomas, Wells, representing a quorum of the committee. Members of the UCF Workday implementation team present: Meghan McCollum, Tera Alcalá, Karla Amaro, Mike Stein, Nellie Nido, Molly Myers, Jessica Scheck, Aubrey Jayanama, Jamie Makowski, Strazi, Isha Guerrero-Londeree, Monica Rodriguez, Lashanda Brown Neal,
3. Approval of minutes from November 3, 2021 approved without objection.
4. Announcements and Recognition of Guests - None
5. Old Business - None
6. New Business - None
 - a. Workday Presentation – Tera Alcalá, Becky Moulton, Karla Amaro, and Meghan McCollum provided in-depth presentation (attached) previewing various aspects of the Workday system being implemented at UCF including personnel, travel, and other faculty-facing applications. Committee members offered questions during the presentation but will more fully discuss the initiative at its next meeting.
7. Other Business - None
8. Meeting adjourned without objection at 3:38pm.

Faculty Senate: Budget & Administration Committee

December 1, 2021

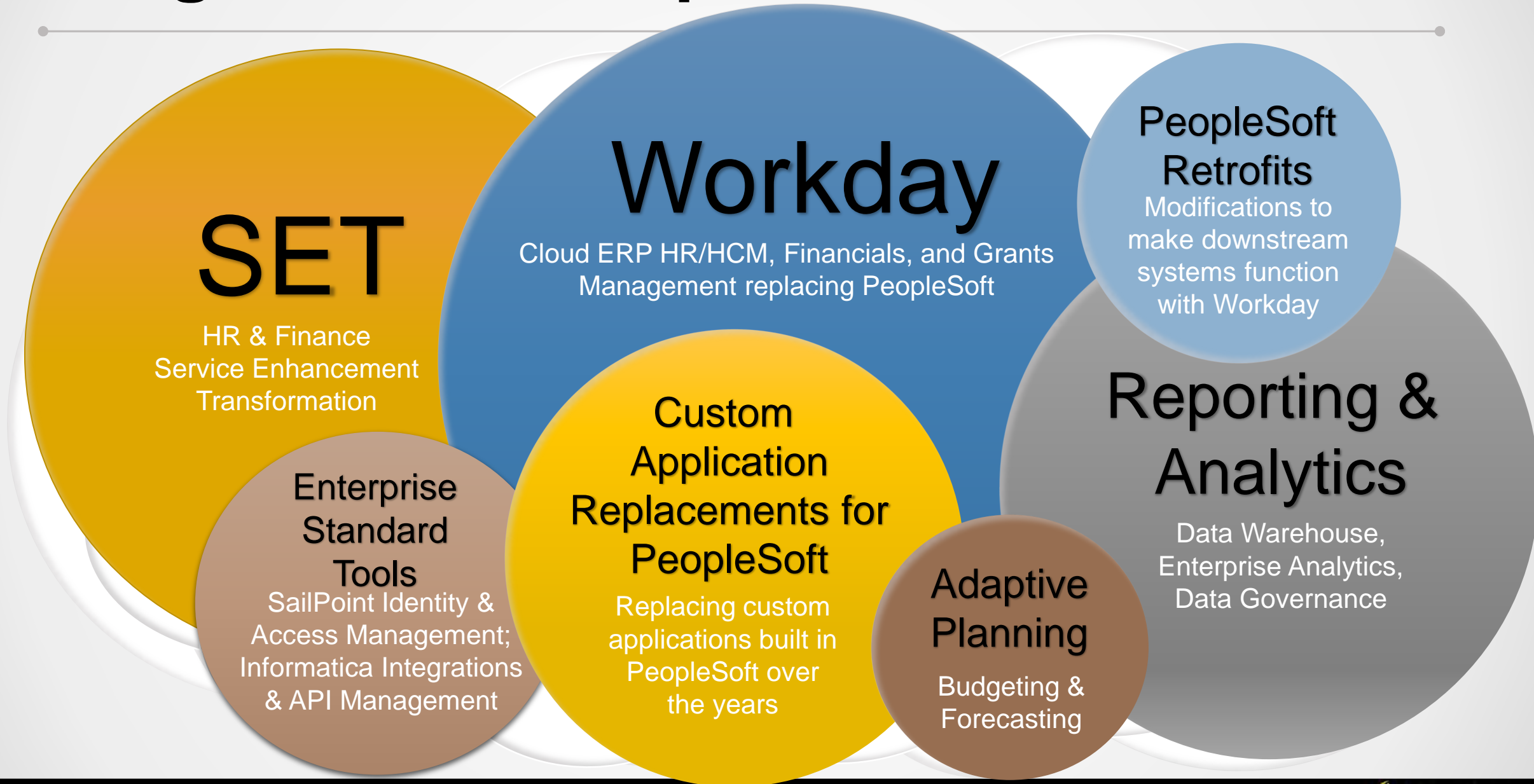


Agenda

- Knight Vision Scope
- Workday Overview
- Workday HR
- Workday Finance
- Q&A
- Get Involved

Workday Overview

Knight Vision Scope





workday[®] at UCF

Workday will be the HR system changing administrative process across the University.

Workday will Go Live **around July 1, 2022**, for all Human Resources, Payroll and Finance functions. Workday Student is being evaluated for implementation as Phase 2.

Workday will replace multiple systems, including Page-Up, OASIS, NetSuite, Financial Edge, Power Plan, Great Plains and more.

Employees will use Workday to manage their personal info, time off and time worked, pay information, finance and reporting and procurement.

WORKDAY ERP IMPLEMENTATION OVERVIEW

PLAN (JAN-JUN 2021)



- Project Start-up
- Customer Training
- Project Planning Initiated

ARCHITECT (JULY-SEPT 2021)



- Architect Workshops
- Architect Documents
- Test Prep for Configure & Prototype
- Finalized Project Planning Documents

CONFIGURE & PROTOTYPE (SEPT 2021-JAN 2022)



- Customer Preview Sessions
- Configuration Unit Test
- Reports Build & Unit Test
- End-User Training Plan
- Test Preparation

TEST (FEB-MAY 2022)



- End-to-End Testing
- User Acceptance Testing
- Payroll: Parallel Testing
- Regression Testing
- Performance Testing
- Cutover Plan
- End-User Training Materials

DEPLOY (JUN-AUG 2022)



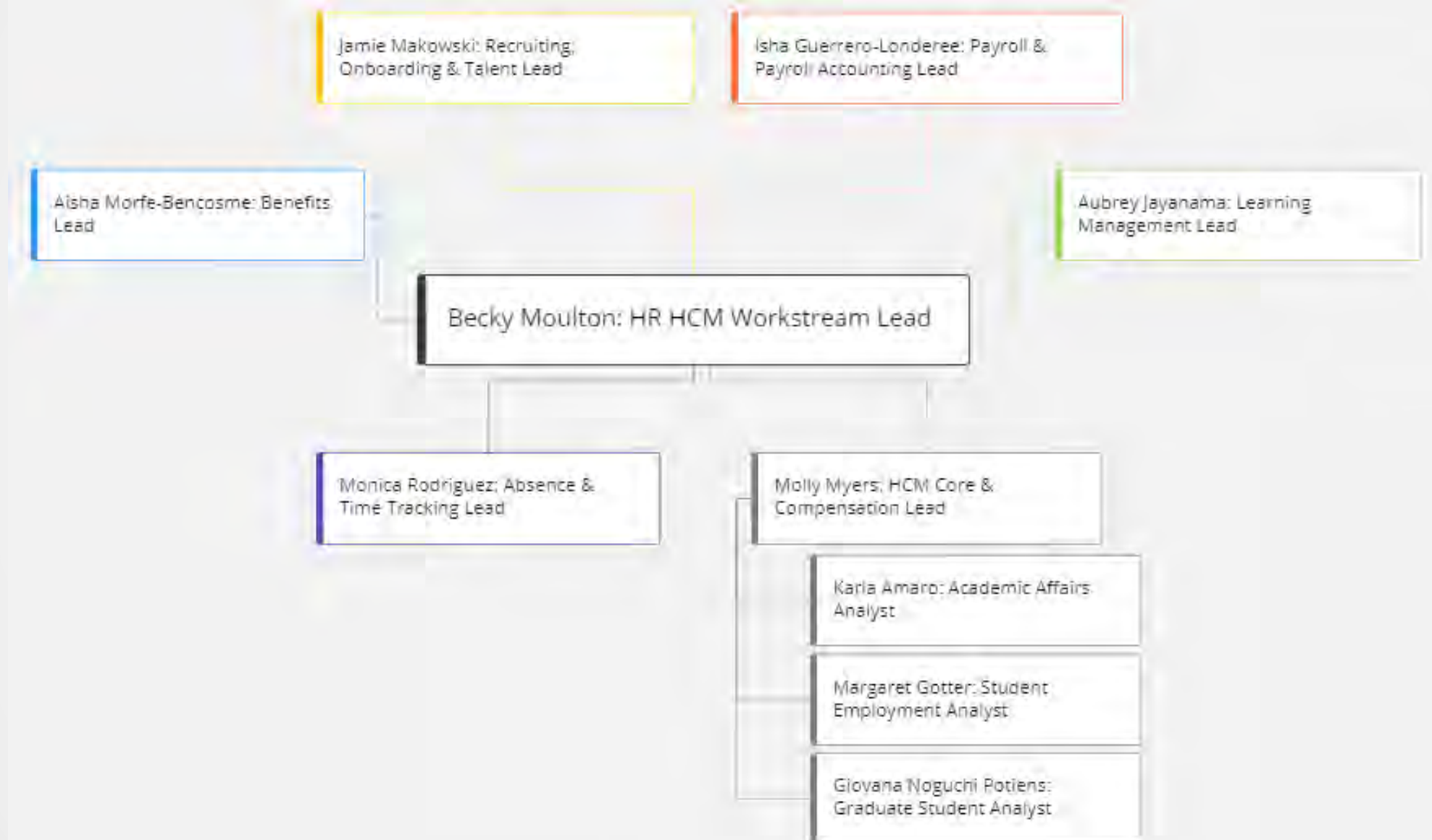
- End-User Training
- Go-Live
- Post-Production Data Conversion
- Production Support

**JULY 1, 2022
WORKDAY GO-LIVE**



Workday: Human Resources

Workday HR Workstream Structure



Configure & Prototype



- Customer Preview Sessions
- Configuration Unit Test
- Reports Build & Unit Test
- End-User Training Plan
- Test Preparation

Sept 2021 – Jan 2022

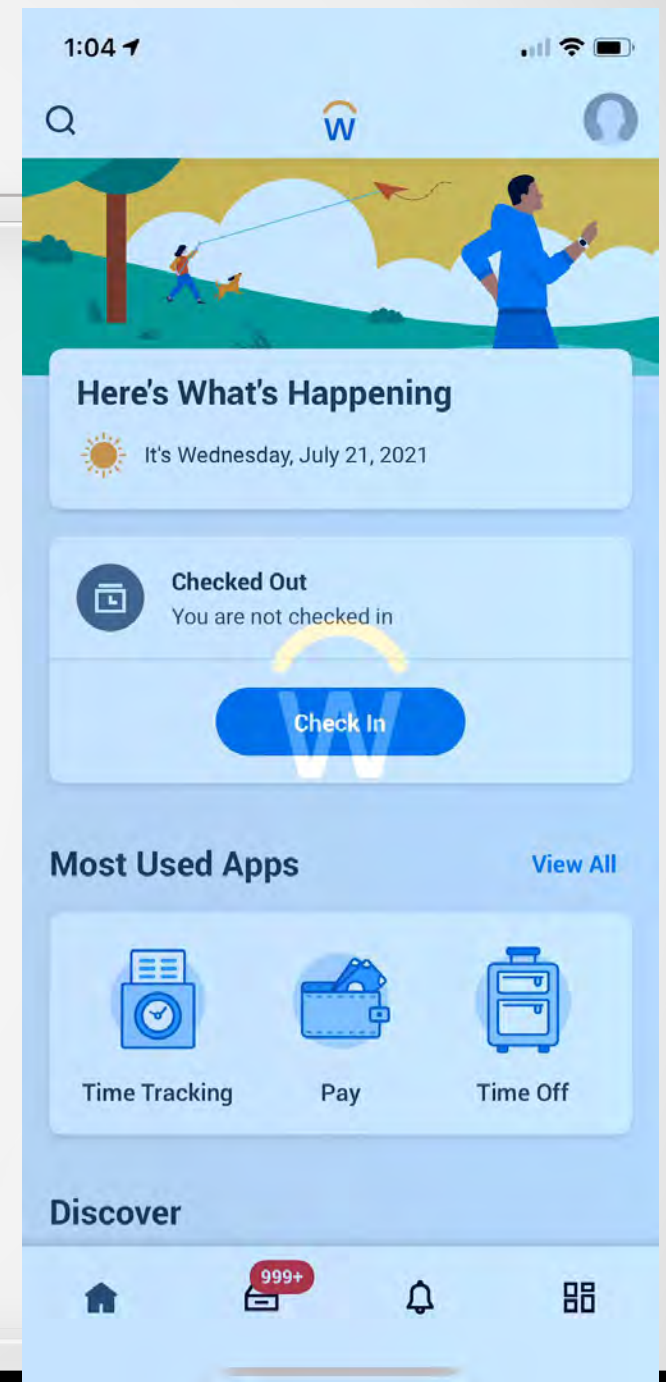
<https://knightvision.it.ucf.edu/customer-preview-sessions-held-from-september-13-16/>

HCM Demo

Time Tracking

Requesting Time Off

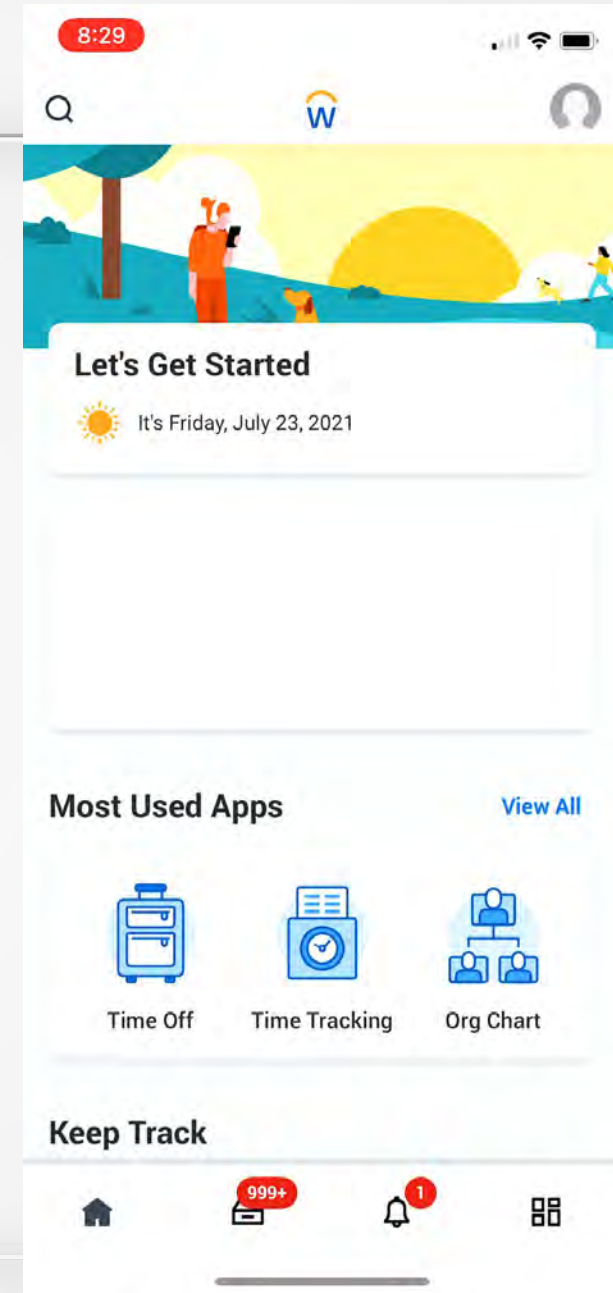
- Navigate to the **Time Off** app
- You can add attachments if you are requesting Sick Time Off and need to upload a doctor's note. You have the option from the Workday app to browse your photos or take a new photo and attach it.
- **Submitted** Time Off requests will have a dotted ring around the date(s).
- **Approved** Time Off requests will have a green ring around the date(s).



Time Tracking

Review of Approved Time Off

- Navigate to the **Time Off** app to see your:
 - **Approved** day (green circle) and
 - Check your **Time Off Balances** by clicking the (...)



Workday: Finance

Knight Vision Finance Workstream

TEAM	FUNCTIONAL AREA	FUNCTIONALITY HIGHLIGHT
Tera Alcala	Finance Workstream Lead	
Mike Stein	FDM/Accounting Lead	Worktag adjustments will initiate operational journals, <i>instead of manual journals</i> for most accounting adjustments.
Andrew Strazi	Budget Lead	Budgets will be developed in Adaptive, our tool for budget, planning and analysis, <i>not Excel!</i> These budgets will feed to Workday. Spend and budget checking will happen in Workday.
Jessica Scheck	Banking/Settlement, Customer Accounts Lead	<p>Bank reconciliations will be done in Workday, <i>not in Excel!</i></p> <p>Cash sales will be recorded in Workday, <i>replacing the manual transmittal forms</i> sent to the cashier's office.</p> <p>External customers will be billed using Workday, recording revenue and accounts receivable, providing the ability to monitor and report on balances. <i>No more manual invoices or Excel schedules!</i></p>
Nellie Nido	Procurement Lead	<p>Spend categories will be selected when purchasing in Workday and will drive the accounting instead of selecting the appropriate GL account codes.</p> <p>"Punch-outs" will be used to purchase goods from commonly used suppliers in Workday which <i>automates</i> the requisition creation.</p>
Meghan McCollum	Expenses, (Travel), Supplier Accounts and Endowments Lead	<p>Credit card reconciliations and expense report submissions will all be done thru Workday. <i>No more paper packets!</i> Mobile functionality as well.</p> <p>Gift worktags will be used to spend Foundation funds. <i>No more paper packets</i> to get reimbursed from the Foundation! Also, units will be able to see their foundation balances in Workday, alleviating the need to use a different system.</p>
Bert Francis LaShanda Brown Neal	Business Assets Lead	"Attractive" assets (such as laptops) will be tracked in Workday, following the same process as capital assets (\$5k or higher). <i>No more tracking these assets in Excel!</i>
Bert Francis LaShanda Brown Neal	Projects (capital and other) Lead	Workday Projects functionality will be used for more than just capital projects, including carry-forward, some operating and asset builds. Promotes visibility regarding the funding sources and <i>reporting from Workday vs. Excel schedules.</i>

Spend Authorization

Workday Spend Authorization

What is its purpose?

- **Supervisor pre-approval for travel**
- **Request an advance**

Spend Authorization Status

Approval Notification

Notification of final approval sent directly to you



The screenshot shows a notification interface with a search bar at the top and navigation icons. The notification title is "Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD". It includes a timestamp "49 second(s) ago" and a "Details" link. A smaller version of the notification is visible in a sidebar on the left.

W Search [Grid] [Bell 43] [Envelope 10] [Cloud]

Notifications

Viewing: All Sort By: Newest From Last 30 Days

Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD

49 second(s) ago

[Details](#) Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD

(Sidebar notification): Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD
Spend Authorization - Successfully Completed
49 second(s) ago

Access to Information

Review Spend Authorization: SA-UCF-0000002

17 second(s) ago - Due 09/30/2021

For Spend Authorization: SA-UCF-00000025

Overall Process Spend Authorization: SA-UCF-00000025,

Overall Status In Progress

Due Date 10/13/2021

Details to Review

For Meghan McCollum

Company University of Central Florid

Start Date 10/11/2021

End Date 10/13/2021

Description Higher Education Tax Inst

Justification Enhancement of knowled

Business Purpose Conference

Open Spend Authorizations for Worker						
For	Spend Authorization	Status	Cash Advance	Cash Advance Available Balance	Description	Au
McCollum	Meghan McCollum on 09/01/2021 for 500.00 USD					
Employee: Meghan McCollum	Spend Authorization: SA-UCF-00000002, Meghan McCollum on 09/02/2021 for 600.00 USD	Approved		0.00	test	
Employee: Meghan McCollum	Spend Authorization: SA-UCF-00000004, Meghan McCollum on 10/01/2021 for 200.00 USD	In Progress		0.00	test	
Employee: Meghan McCollum	Spend Authorization: SA-UCF-00000005, Meghan McCollum on 08/01/2021 for 1,194.00 USD	Approved		0.00	Super Smart Tax Conference	

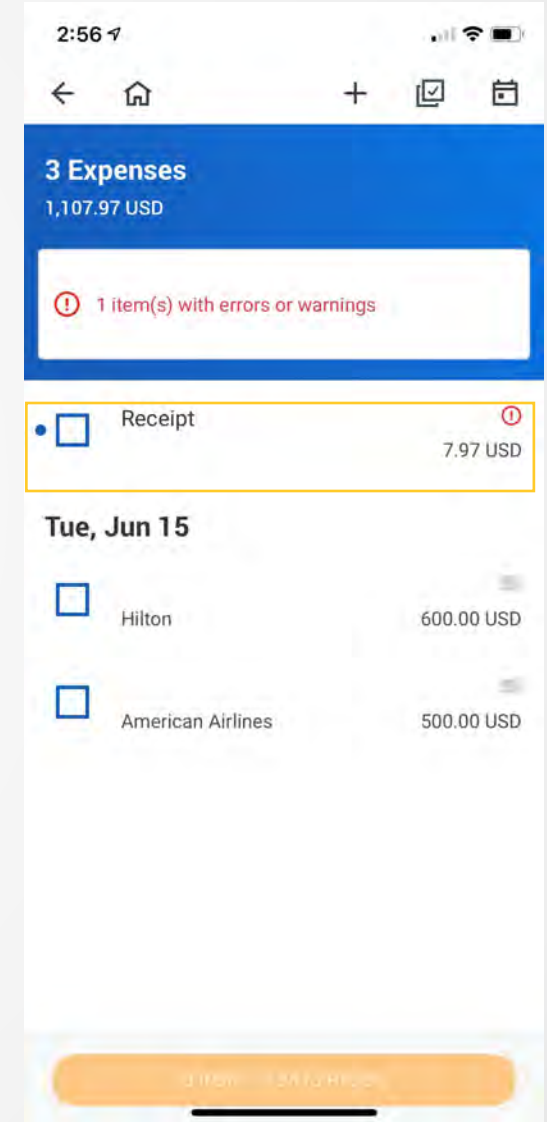
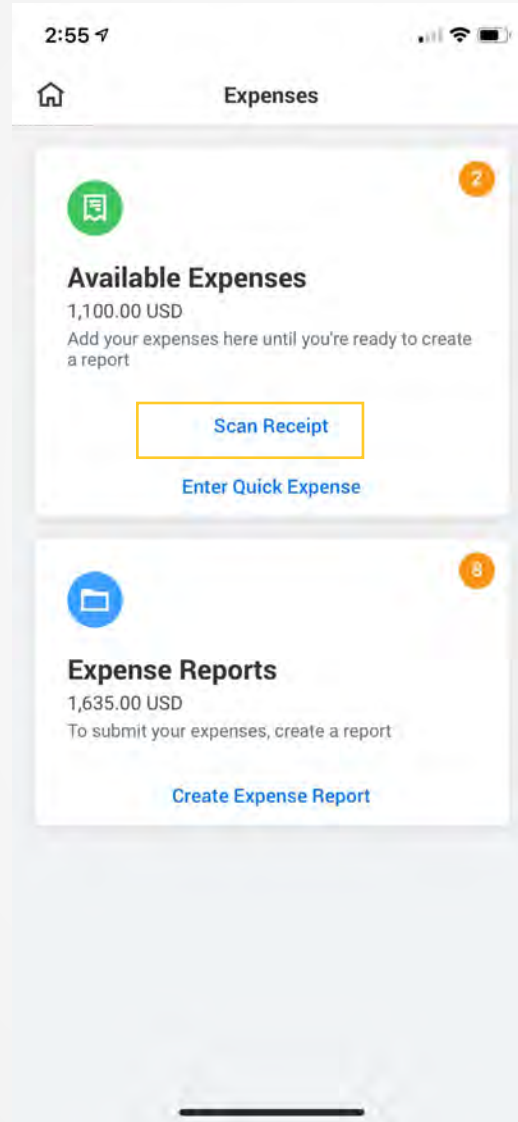
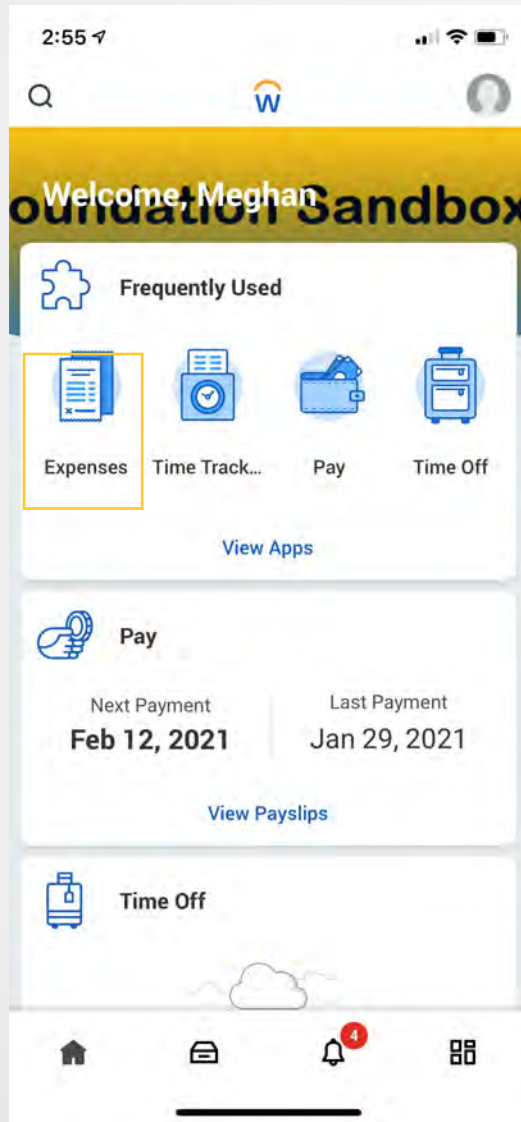
Expense Reports

Workday Expense Report

When is it used?

- **Travel Expense Reports**
- **Expense Card Transactions (company credit card)**
- **Reimbursements Other Than Travel (ROTT)**
- **Reconcile an Advance**

Mobile Expense Reports



Mobile Expense Reports

The image displays four sequential screenshots of a mobile application for submitting expense reports. Each screenshot shows a different stage of the process, with key elements highlighted by yellow boxes.

- Screenshot 1 (2:56):** The 'Expense' screen shows a red error message: "Please enter values for these required fields: Date". A yellow box highlights this message. Below it, a warning icon and text state: "Scan complete. Verify scanned results for accuracy." The scanned receipt image is visible, with a yellow box around the filename "IMAGE.JPG" and the upload information.
- Screenshot 2 (2:58):** The 'Expense' screen shows the scanned receipt image with a yellow box around the filename "IMAGE.JPG" and the upload information. Below the image is an "Add Attachments" button. The "Date" field is highlighted with a yellow box and contains "06/07/2021". The "Expense Item" dropdown is highlighted with a yellow box and contains "Classroom Supplies". The "Merchant" field is highlighted with a yellow box and contains "Regal". The "Amount" field is highlighted with a yellow box and contains "7.97". The "Currency" field is highlighted with a yellow box and contains "USD". The "Memo" field is highlighted with a yellow box and contains "Demo expense".
- Screenshot 3 (2:59):** The 'Review' screen shows a summary of 3 expenses totaling 1,107.97 USD. A yellow box highlights the "1 Item - Add to Report" button at the bottom.
- Screenshot 4 (2:59):** The 'Review' screen shows the report details for "EXP-UCF-00000003" totaling 7.97 USD. A yellow box highlights the "Submit" button at the bottom.

Mobile Expense Reports

The screenshot shows a mobile application interface for expense reports. At the top, the time is 3:01 and there are icons for signal strength, Wi-Fi, and battery. Below the title 'Expense Reports', there is a list of reports categorized into 'Drafts' and 'In Progress'. A yellow box highlights a report in the 'In Progress' section.

Category	Report ID	Date	Amount
Drafts	1,635.00 USD		
	Draft - 06/21/2021		792.00 USD
	EXP-UCF-00000004		
	Draft - 06/15/2021		0.00 USD
	EXP-UCF-00000005		
	Draft - 06/15/2021		0.00 USD
	EXP-UCF-00000006		
Draft - 06/15/2021		0.00 USD	
EXP-UCF-00000007			
Draft - 06/15/2021		0.00 USD	
Reason			
Draft - 05/03/2021			843.00 USD
In Progress	1,836.97 USD		
	EXP-UCF-00000003		
Waiting on Manager - 06/21/2021			7.97 USD
EXP-UCF-00000008			
Approved - 06/19/2021			380.00 USD
Tax Conference			
Approved - 06/21/2021			1,449.00 USD

- Submit with Apple or Android Device
- Link to Spend Authorization
- Edit Draft Expense Reports
- View Errors
- View “In Progress” Reports

Customer Preview Day 3 Demo:

<https://knightvision.it.ucf.edu/customer-preview-sessions-held-from-september-13-16/>

Benefits

One-StopShop

- *No paper reimbursement or credit card packets*
- *Less manual entry*
- *Instructional text provides guidance to preparers & approvers*
- *All approvals happen within Workday*
- *Can check the status of a Spend Authorization or Expense Report*

Q&A



How to Get Involved?



Keep up to date by visiting the Knight Vision website at knightvision.it.ucf.edu



Email: knightvision@ucf.edu



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Register for the upcoming virtual open forum:

<https://tinyurl.com/Knight-Vision-Dec-Open-Forum>



Thank you for your support!

