

Faculty Senate Budget & Administrative Committee

Agenda for meeting of Wednesday February 2, 2022, 2:30pm

Zoom Meeting: <https://ucf.zoom.us/j/91392212907?pwd=TEV4cGo2NUNESnNDNm5ySzRmczhuZz09>

- Call to Order
- Roll Call
- Approval of minutes from December 2nd meeting
- Announcements and Recognition of Guests
- Report from Chair Buck
- Old Business
 - Accommodation of J1 visiting scholars
 - Monitor Enterprise Resources Planning system upgrade
- New Business
- Other Business
 - Committee Policy Review Responsibilities
 - Nominations for Vice Chair for Fall 2022
- Adjournment

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

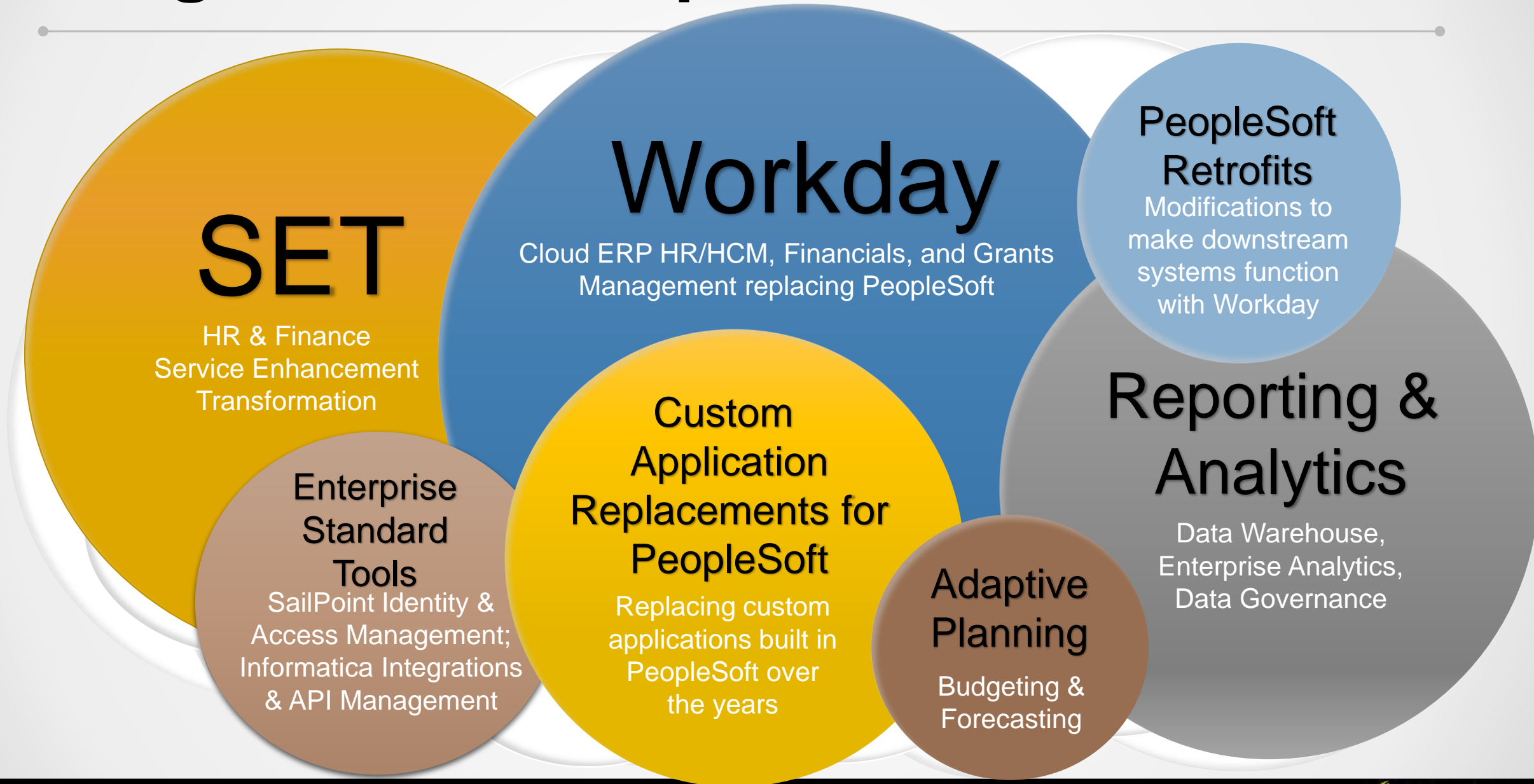


Agenda

- 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)



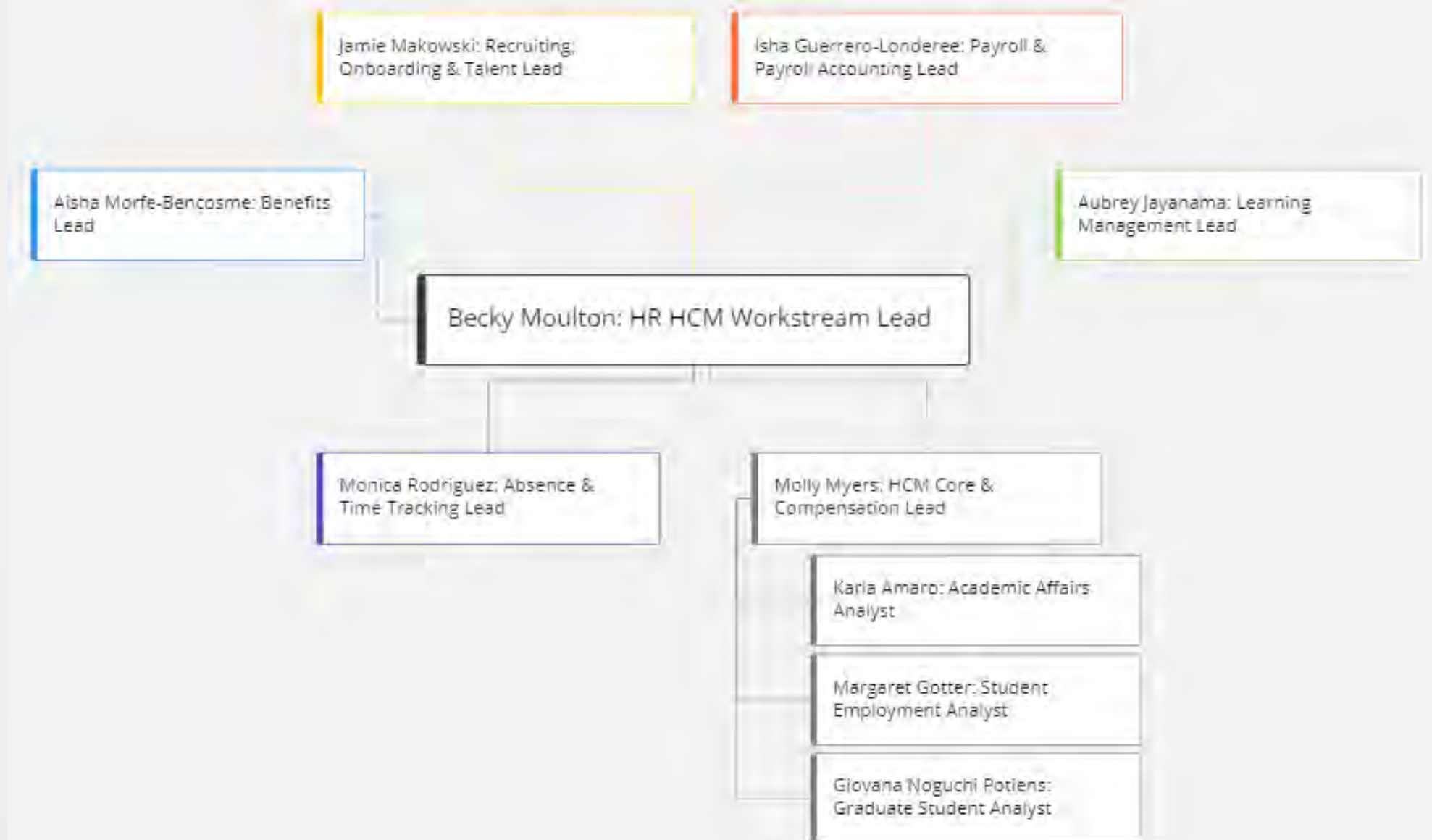
- End-User Training
- Go-Live
- Post-Production Data Conversion
- Production Support

**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

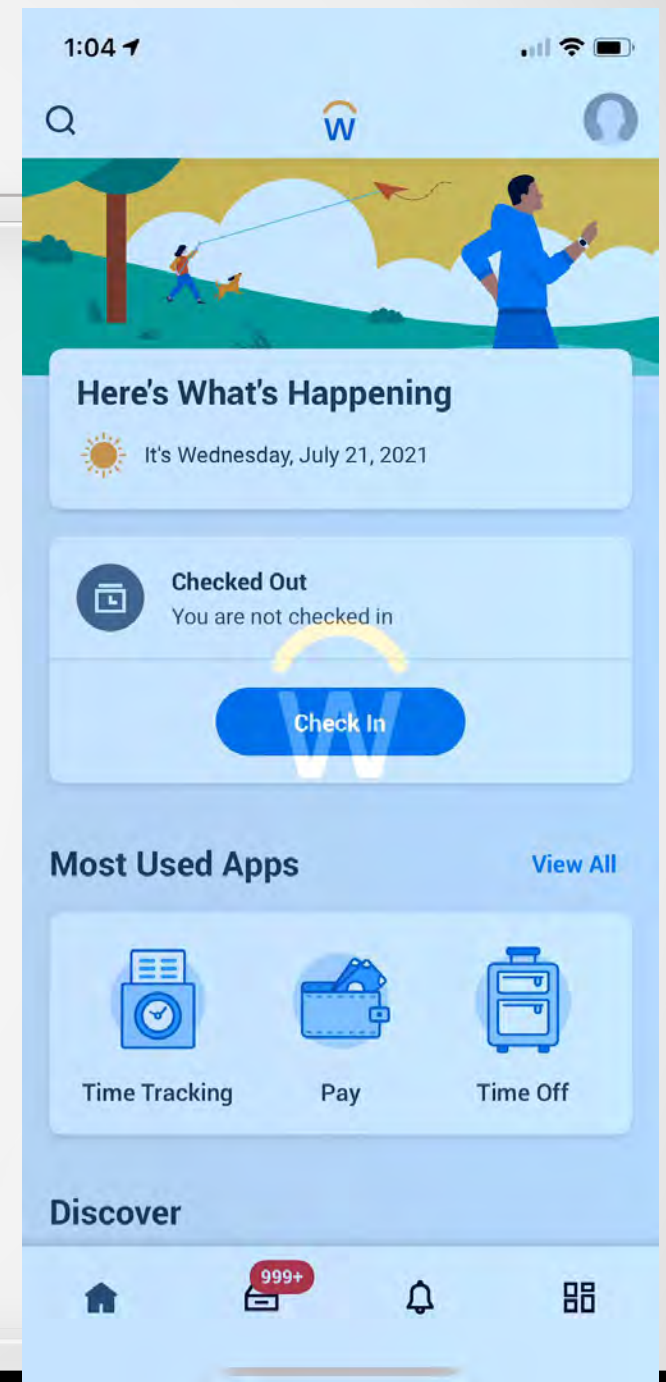
<https://knightvision.it.ucf.edu/customer-preview-sessions-held-from-september-13-16/>

HCM Demo

Time Tracking

Requesting Time Off

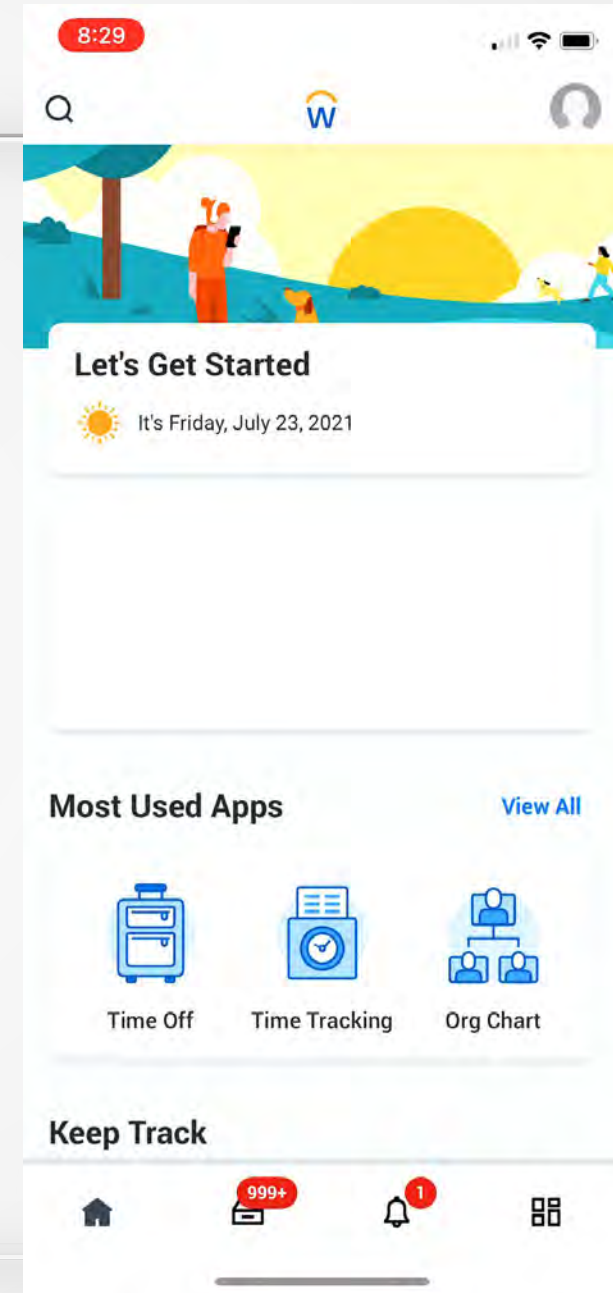
- Navigate to the **Time Off** app
- You can add attachments if you are requesting Sick Time Off and need to upload a doctor's note. You have the option from the Workday app to browse your photos or take a new photo and attach it.
- **Submitted** Time Off requests will have a dotted ring around the date(s).
- **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 in a web application. At the top left is a 'W' logo. A search bar with the text 'Search' is in the top center. On the top right, there are icons for a grid, a bell with a red '43' notification badge, an envelope with a red '10' notification badge, and a cloud icon. Below the search bar is a blue header with the word 'Notifications'. Underneath, there are filters: 'Viewing: All' and 'Sort By: Newest'. Below the filters, it says 'From Last 30 Days'. The main notification content is: 'Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD'. To the right of this text are icons for a list, PDF, settings, and a window. Below the main text, it says '49 second(s) ago'. At the bottom, there is a 'Details' link followed by the same text: 'Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD'. On the left side of the notification, there is a smaller version of the notification card with the text: 'Spend Authorization: SA-UCF-00000025, Meghan McCollum on 10/11/2021 for 908.00 USD', 'Spend Authorization - Successfully Completed', and '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	

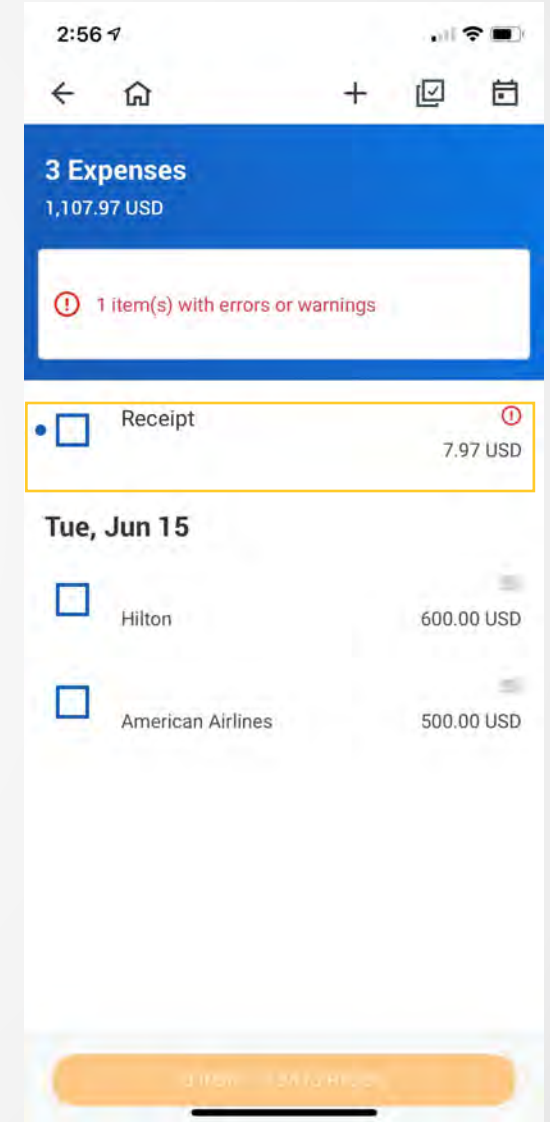
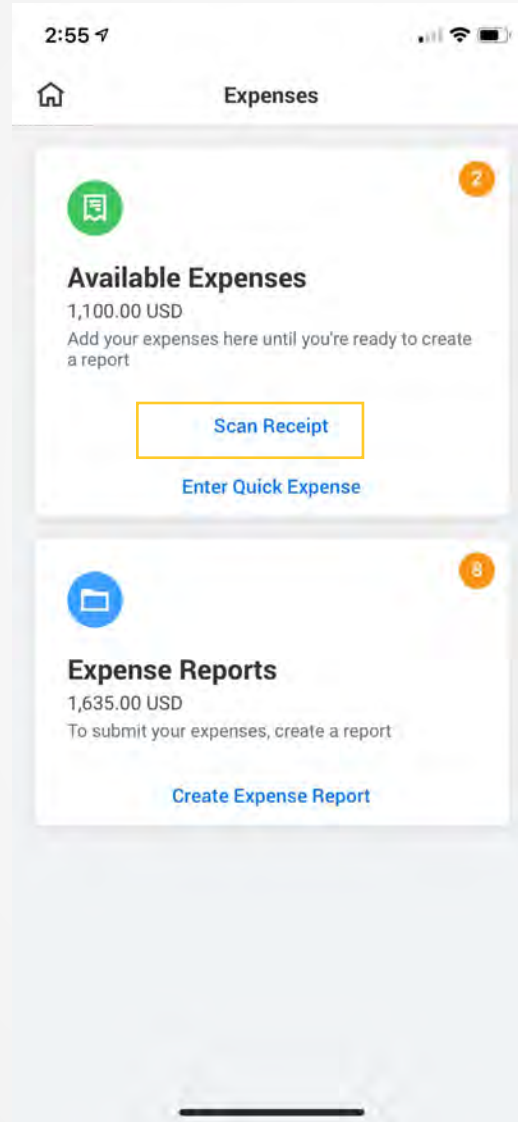
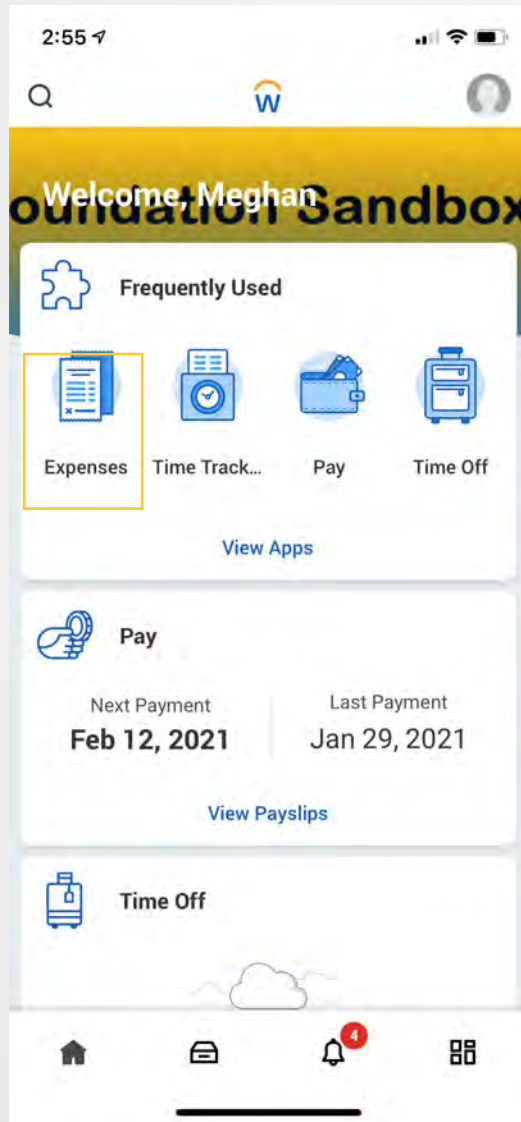
Expense Reports

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 yellow boxes highlighting specific elements.

- Screenshot 1 (2:56):** Shows the initial 'Expense' screen. A red error message is highlighted: "Please enter values for these required fields: Date". Below it, a warning says "Scan complete. Verify scanned results for accuracy." A scanned receipt image is shown with the filename "IMAGE.JPG" and the text "Uploaded 1 minute ago by Meghan McCollum". An "Add Attachments" button is visible.
- Screenshot 2 (2:58):** Shows the 'Expense' screen with the "Date" field highlighted, containing the value "06/07/2021". The "Expense Item" field is highlighted with "Classroom Supplies". The "Merchant" field is highlighted with "Regal". The "Amount" field is highlighted with "7.97" and the "Currency" is "USD". The "Memo" field is highlighted with "Demo expense".
- Screenshot 3 (2:59):** Shows a summary screen titled "3 Expenses" with a total of "1,107.97 USD". It lists items for "Mon, Jun 7" and "Tue, Jun 15". The "Classroom Supplies" item is checked and highlighted, showing a value of "7.97 USD". Other items include "Hilton" (600.00 USD) and "American Airlines" (500.00 USD). A button at the bottom is highlighted: "1 Item - Add to Report".
- Screenshot 4 (2:59):** Shows the "Review" screen for report "EXP-UCF-00000003" with a total of "7.97 USD". It lists categories: "Reimbursement" (7.97 USD), "Personal" (0.00 USD), "Company Paid" (0.00 USD), and "Prior Balance Applied" (0.00 USD). A "Submit" button is highlighted 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'. The 'Drafts' section has a total of 1,635.00 USD and includes several entries with IDs like EXP-UCF-00000004 and dates like 06/15/2021. The 'In Progress' section has a total of 1,836.97 USD and includes an entry for 'Waiting on Manager' with a value of 7.97 USD. At the bottom, there is a 'Tax Conference' entry with a value of 1,449.00 USD.

Category	Item	Amount
Drafts	Total	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	Total	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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Thank you for your support!

