

# Workday Bulletin

Manager, Timekeeper, Finance-Support Edition, No. 2

March 7, 2019

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## Finance Request: Cost Centre Manager Review

Finance requests that all Finance-Support employees take a few minutes to check their cost centers against the listed cost center manager in Workday and to report any corrections. You can use the report called *FIN RPT Data Audit Cost Centers* to carry out this task.

Run the report in Workday then download it and filter by your cost centers. You'll be able to see which Manager is assigned to which cost center. If changes are required, email Crespelle Zubrycki at [zubrycc@algonquincollege.com](mailto:zubrycc@algonquincollege.com).

**Related:** Read about Finance reports [here](#).

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## Receiving Required: Check 'Yes' for Capital Equipment

When ordering capital equipment, be sure to check "Yes" for Receiving when you create the purchase requisition even if the equipment will be received somewhere other than the shipping dock. This will ensure a receipt can be created in Workday that provides the Capital Asset Coordinator the information they require to register the asset in Workday. It also allows the three-way match to properly occur to satisfy the procurement process.

**More:** Find the related user guide [here](#).

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## New Finance-Support User Guide Posted to Website

A new user guide for Finance-Support employees has been created and posted to the AC Workday website.

This guide, *Maintaining Existing Assets – Business Asset Tracking Specialist*, provides step-by-step instructions on using Workday to maintain existing assets.

**More:** [Check out the guide here](#).

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## A Workday Quirk: Multiple Managers, One Time-Off Request

Both Managers of an employee with a temporary assignment and Managers of employees with multiple positions will see the employee's time off requests in their inbox.

The active Manager should action the request. It will then be removed as an action item from both Managers' inboxes.

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## Looking for a Finance Report? Check Out the User Guide

Workday's reporting capabilities are one of its most powerful features. In addition to reports that come with Workday, the team has created reports customized to Algonquin College's requirements. You can see a list of Finance reports, as well as a general description of reporting in Workday and report-specific instructions in the Financial Reports for Finance Support user guide.

Titles you will find in the guide include *Customer Activity Details*, *Customer Balance Details*, *Customer Payments Requiring Action*, *Find Customer Payments*, *Receivables Aging*, *Find Receipts*, *View Supplier*, *Expenses for My Organization*, and *Find My Team's Expense Reports*.

More: [Financial Reports for Finance Support user guide](#)

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## Workday Tip: Viewing the Remaining Steps in a Process

In Workday, you can easily view the steps remaining in a process you've launched, are involved in, or that are related to an employee in your supervisory organization.

This will help you understand what happens after an item leaves your inbox. The steps are different for Managers and Timekeepers, as described on the following page:

## Viewing the Remaining Steps in a Process

### Managers\*

1. Type in the name of the employee in the Search bar and press enter.
2. Click on the employee's name
3. Click Overview (on the left hand side of the screen)
4. Click View Worker History by Category
5. Find the Business Process you want to review and click on it.
6. Click Process to view the steps that have been taken and who has an awaiting action



7. Click on the View Remaining Process button to view the remaining steps in the process.

### Timekeepers

1. Type the name of the employee in the Search bar and press enter.
2. On the left-hand side of the screen under Categories, select All of Workday. (This will show everything related to that employee in the search results.)
3. Scroll down to find the Business Process that you're looking for and click on it.
4. Click Process to view the steps that have been taken and who has an awaiting action.



5. Click on the View Remaining Process button.

**\*Managers** can also use the Timekeeper Method but using the Manager Method gives them a more detailed view of the information.

**Employees in HR** should use the Manager Method to review processes.

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## Workday Onboarding Now Open to Pre-Hires

Workday is now open for pre-hires to complete their onboarding tasks from any location. This means, for example, that pre-hires will no longer be required to follow the interim procedure of signing a printed terms and conditions document or offer letter and will eSign in Workday.

Algonquin College employees will need to continue to be on campus to access Workday during the hours Workday is available.

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## Drop-In Kiosk Hours Extended

Employee Drop-in Kiosk hours have been extended. If you have a question about Workday, you can drop by room C120B in the Employee Learning Exchange in DARE District during the following hours:

- Monday, March 11, 10:00 a.m. -1:00 p.m.
- Wednesday, March 13, 10:00 a.m. -1:00 p.m.
- Monday, March 18, 10:00 a.m. -1:00 p.m.
- Wednesday, March 20, 10:00 a.m. -1:00 p.m.
- Monday, March 25, 10:00 a.m. -1:00 p.m.
- Wednesday, March 27, 10:00 a.m. -1:00 p.m.

The main room number for the Employee Learning Exchange is C123.

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## How to Get Help

Need help? Submitting a support case ticket is the best way to get support and will help us see if there's a recurring issue that needs to be addressed. Please use the form found [here](#) on the Workday website.