

Workday 33 What's New

All Employees

Thursday, Sept. 5, 2019

Workday 33, the second of two major annual feature updates for 2019, will be implemented on Sept. 7, 2019, along with some other improvements. We've outlined what all employees can expect below. In addition, the Workday Support Team is updating the relevant user guides. Be sure to download the updated mobile app to take advantage of improved expenses and time off mobile functionality.

Check the Workday website regularly for updates and new information. If you need support, please submit a case through the link on the website.

Note that Workday will be unavailable between 2 a.m. and 10 a.m. on Sept. 7 while the system upgrades are implemented.

Table of Contents

Expenses	2
Purchase Requisitions	8
Time Off Requests on Mobile	8
List of Updated User Guides	9

Expenses

With the introduction of Workday 33, you will see a number of changes in expenses. The biggest change is new expense report performance and functionality and an updated user interface. Additional improvements will help reduce the time and effort it takes to create and submit expense reports by providing a more consistent user interface between Workday and Workday on Android, iPad, and iPhone.

Visibility and Display Change

- The button for key actions including Add, Link Mobile Expense, and Itemize will be bigger.
- Users will now see the currency in the left-hand summary.
- Expense lines will be grouped by date.
- When the user revises the “Expense Item” field, an amount entered in the “Per Unit Amount” field is retained.
- Users no longer need to check the “Multi-currency Expense Entry” box to fill out an expense report with both U.S. and Canadian dollars. This functionality will always be automatically enabled.
- When you copy an expense report that you previously created and then cancelled, credit card transactions and mobile quick expenses will be copied in addition to the expense item and amount.
- The “Cancel” button is renamed “Close.” Using this button will discard any change to the current line, not the whole expense report.
- The expenses report has been divided into three tabs: Header, Attachments, and Expense Lines. You can toggle from one to the other, saving each individually.

The screenshot displays the 'Expense Lines' tab in a software application. At the top, there are three tabs: 'Header', 'Attachments', and 'Expense Lines', with 'Expense Lines' being the active tab. Below the tabs, there is a blue 'Add' button. The main area is divided into two sections. On the left, a list of items is shown under the heading 'Tue, Sep 3'. It contains two entries: 'Breakfast' with a value of '15.00 CAD' and another 'Breakfast' with a value of '12.00 CAD'. Each entry has a red exclamation mark icon and a yellow diamond icon. On the right, the 'Expense Line' form is visible. It includes fields for 'Date' (03/09/2019), 'Expense Item' (Breakfast), 'Quantity' (1), 'Per Unit Amount' (15.00), 'Total Amount' (15.00), 'Currency' (CAD), 'Tax Code', 'Tax Amount' (0.00), and 'Memo'.

- Documents attached in the header of the expense report will appear under the Attachments tab. Attachments at the expense line level will not appear in the attachments tab.
- When you enter the Expenses application, “Edit Expense Report” will appear as an option at the top of the actions list if you have a draft expense report.
- When you enter the Expenses application, the “Recent Expense Reports” will display Expense Report Status, the date, and a truncated memo.
- Irrelevant fields are hidden based on information being entered into the report. For example, if the currency is Canadian, the “Converted Amount” field will be hidden since there is no amount converted from another currency. Previously, fields were visible whether or not they were relevant.

- When you are splitting expenses and you change the line amount, the remaining balance will be updated and visible without scrolling up the page as was previously necessary.

Alerts

Several alerts have been removed to make it easier for users to complete tasks in Workday. Note that following related College policies is still required.

- The alert “**Rental Vehicle should be used if travelling 200km or more**” will no longer appear when you create an expense report for any kind of mileage (Mileage, Mileage – Northern ON Only, Mileage – Recruiters Only) with a travel distance of 200 kilometres or more.
- The alert “**Safety Glasses can only be expensed once a year**” and “**Safety Footwear can only be expensed once a year**” will no longer appear when you create an expense report for safety glasses or safety footwear.
- The alert “**The Tax Amount Entered is \$0. Is this correct? If not, this expense report should be edited and resubmitted**” will no longer appear when you create an expense report for U.S. or international travel. Tax codes indicating 0% have been added for U.S. and international travel (see below).
 - Note: When you select the tax code “Exempt” and the expense report is for travel within Canada, is not travel-related, or is a P-Card reconciliation, this alert will still appear.

Tax Code Naming Conventions

The tax code naming conventions have been updated for both expenses and VISA transactions in order to show the province and the tax rate. In addition, two codes have been added.

Tax Codes	
Current	New
Expense HST 5%	Personal Expense BC, AB, MB, SK, QC, NT, NU, YT (5%)
Expense HST 8%	Personal Expense HST 8%
Expense HST 13%	Personal Expense ON (13%)
Expense HST 15%	Personal Expense NB, NL, NS, PEI (15%)
VISA HST 5%	Corporate AC VISA Card BC, AB, MB, SK, QC, NT, NU, YT (5%)
VISA HST 8%	VISA HST 8%
VISA HST 13%	Corporate AC VISA Card ON (13%)
VISA HST 15%	Corporate AC VISA Card NB, NL, NS, PEI (15%)
N/A	Personal Expense – Outside of Canada (0%)
N/A	Corporate AC VISA Card – Outside of Canada (0%)

Approvals Routing

Expense Reports

Expense reports submitted by an employee will route to the Cost Centre Manager(s) and then to the Manager of the employee's Supervisory Org. Previously, expense reports routed to the Manager and then the Cost Centre Manager.

The routing for PCard transactions has not changed. If the business purpose is "Pcard," the expense report continues to route to the Cost Centre Manager.

- Note that expense reports will be routed further up the hierarchy once the Supervisory Org Manager has approved it if the total is more than \$25,000.

Spend Authorizations

Spend authorizations submitted by an employee will route to the Cost

Centre Manager(s) and then to the employee's Supervisory Org Manager.

- Note that the spend authorization may be routed further up the hierarchy once the Supervisory Org Manager has approved it. This routing depends on the business purpose of the spend authorization.

Line-Level Warnings and Errors

Once you've moved off an expense line, a **warning icon** (yellow diamond) and **error icon** (red exclamation mark) will appear on the line on the left-hand summary if there are related warnings or errors. To view the details, click on the expense line then click on the error or warning message.

Tue, Sep 3		Expense Line	
Breakfast	15.00 CAD	Date *	03 / 09 / 2019
		Expense Item *	<input type="text" value="X Breakfast"/>
Breakfast	12.00 CAD	Quantity *	<input type="text" value="1"/>
		Per Unit Amount *	<input type="text" value="15.00"/>

Previously, errors and warnings would not appear until the expense report was saved. Additionally, approvers will now have the same view of the information as the person submitting the report and will see error and warning icons on each line as well.

Number of Expense Report Lines

Workday now supports expense reports with more than 200 lines. Previously, submitters were limited to 25 lines in one expense report. In addition, performance issues that occurred as the number of lines increased have been addressed.

Enabling Tax

In order to enable tax, you can go to the Header tab within an Expense Report and click the “Enable Tax” box. This reduces the number of steps required to enable tax.

Expenses on Mobile

The following options or items on the mobile app have been renamed:

Old Name	New Name	Definition
Expenses	Available Expenses	Expense lines or credit card transactions entered but not added to Expense Report yet
Enter Expense	Enter Quick Expense	Create a new Expense Report

Expense Report / Expense Report Line

A draft expense report will be created from the Create Expense Report initiation page when you click “OK.” You no longer have to click the “Save for Later” button.

If a memo related to the expense report exists, it will be displayed on the left tab of the expense report. Previously, this memo did not appear on the expense report.

Purchase Requisitions

New functionality allows you to increase the amount of goods or services requested on an existing purchase order by submitting another requisition with the additional amounts. The requisition will route for approval as a regular requisition and the lines will be added to the original purchase order by the Procurement department. Previously, the requester was required to email Procurement to request such an increase.

When you create the requisition for the increase, you must include the following information in both the “Internal Memo” and “Description” line:

- ***Increase existing PO#***

Indicate in the “Internal Memo” field whether or not the revised purchase order must be sent to the supplier.

Time Off Requests on Mobile

Workday 33 updates the way you will request time off using Workday on mobile devices, providing more consistency with Workday on the browser application. You will be able to include attachments, such as medical certificates, with your mobile time off request.

You will need to download the most recent version of the mobile app to take advantage of this functionality.

The screenshot shows a mobile app interface for a time off request. At the top is a green header with the word "Details". Below this is a date range "Sep 10 - Sep 11" with a downward arrow. Underneath is a section for "Total Duration" showing "14.5 hours". Below that is a "Type *" field with a dropdown menu currently showing "Citizenship". The next section is titled "Attachments" and contains a button with a paperclip icon and the text "Add Attachments". At the bottom are two buttons: "Save for Later" and "Submit".

List of Updated User Guides

- Create Expense Report — Travel (entirety)
- Create Expense Report via Mobile (entirety)
- Create Expense Report — PCard (entirety)
- Maintain Purchase Requisition (page 13)