

# Workday 2020R1 What's New

## All Employees

Friday March 6<sup>th</sup>, 2020

The Workday Spring Update (called 2020R1) is the first of two major annual updates for 2020, and will be implemented on March 7, 2020. We've outlined what all employees can expect below. In addition, the Workday Support Team has updated the relevant user guides.

Check the Workday website regularly for updates and new information. If you need support, please submit a service request through the link on the Workday website [here](#).

**Note: Workday will be unavailable between 2 a.m. and 12 p.m. on Saturday March 7<sup>th</sup> while the system updates are implemented.**

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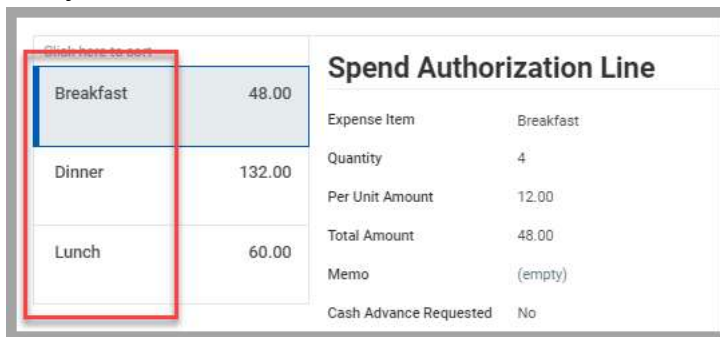
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# Expenses

Workday 2020R1 continues to improve and streamline Spend Authorizations and Expense Reports.

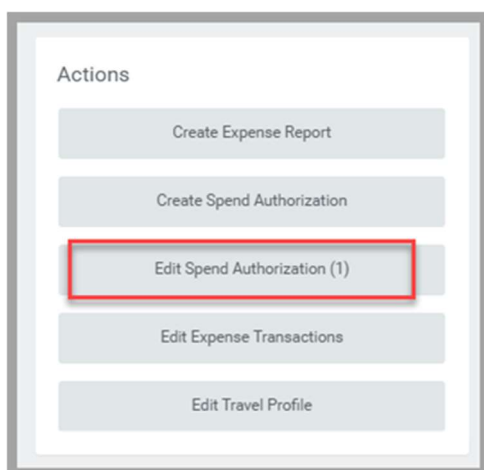
## Spend Authorization Changes

- Spend Authorization lines will now be sorted in alphabetical order to facilitate entry and review.



Spend Authorization Line	
Expense Item	Breakfast
Quantity	4
Per Unit Amount	12.00
Total Amount	48.00
Memo	(empty)
Cash Advance Requested	No

- A new view allows you to quickly see how many **Draft Spend Authorizations** you have pending:
  - View Count on Expense Worklet task
  - Note: Edit Spend Authorization button – displays the number of Draft spend authorizations



**Actions**

- Create Expense Report
- Create Spend Authorization
- Edit Spend Authorization (1)**
- Edit Expense Transactions
- Edit Travel Profile

## Expense Report Changes

- This update includes improved sorting of expense lines for easier review and approvals.
  - Note: The new sort order of expense lines and itemization lines is by the Expense date first then by the Creation Date and Time.
- To help you complete the expense reporting process quickly and accurately, Workday has improved the Expense Worklet user interface by displaying the number of Reports and Expense Transactions (Credit Cards) you have pending:
  - Edit Expense Report button - displays the number of Draft expense reports
  - View Expense Transactions button – displays the number of Credit Card transactions available to code in an expense report






- New features have been added to the **View and Edit Expense Transaction** buttons:
  - Once you have selected **Edit Expense Transactions**, the new default view on the **Edit My Expense Transaction Task Page** displays **Quick Expenses first if you have Quick Expenses created**.
  - The following columns have been renamed for clarity:
    - *Status* has been renamed to **Transaction Status**

- *Extended Transaction Amount* has been renamed to **Transaction Amount**
- *Transaction Currency* has been renamed to **Currency**

### Edit My Expense Transactions

Quick Expenses (1)   Credit Card Transactions

Quick Expenses (1) 1 item

Quick Expense	Attachments	Transaction Status	Date	Expense Item	Merchant	Charge Description/Memo	Amount	C
 	1	New	13/02/2020	 Breakfast			0.00	

- To improve the Credit Card Transactions tab on the Edit My Expense Transactions task and My Expense Transactions report, we now:
  - Condense the Credit Card Transaction column.
  - Display a new Merchant column.
  - Remove the Currency Rate, Amount, and Quantity columns.
- On the task and report, we also renamed these columns:
  - *Status* to **Transaction Status**.
  - *Extended Transaction Amount* to **Transaction Amount**.
  - *Transaction Currency* to **Currency**.

Quick Expenses (1)   Credit Card Transactions (25)

Credit Card Transactions (25) 395 items

Credit Card Transaction	Transaction Status	Transaction Date	Merchant	Charge Description	Transaction Amount	Currency	Billing Amount	Billing Currency
Q1	New	27/01/2020			599.88	CAD	599.88	CAD
Q1	New	25/01/2020			43.99	CAD	43.99	CAD
Q1	New	24/01/2020			370.30	USD	499.26	CAD
Q1	New	21/01/2020			142.86	CAD	142.86	CAD
Q1	New	21/01/2020			46.20	CAD	46.20	CAD
Q1	New	17/01/2020			62.68	CAD	62.68	CAD
Q1	New	16/01/2020			158.00	CAD	158.00	CAD
Q1	New	07/01/2020			510.76	CAD	510.76	CAD
Q1	New	26/12/2019			27.11	CAD	27.11	CAD
Q1	New	24/12/2019			268.70	CAD	268.70	CAD
Q1	New	24/12/2019			14.67	CAD	14.67	CAD

# Purchase Requisitions

Included in this update are improvements to save you time and effort when creating Purchase Requisitions. Workday has streamlined how you create requisitions and enables you to mass edit Worktags for requisition lines.

Note: There have been improvements to the Purchase Requisition user interface but the process remains unchanged.

- The new Interface streamlines the requisition process with:
  - fewer page views and clicks
  - the ability to edit the Deliver-to, Ship-to and Additional Worktags on the Initiation page

**Create Requisition**

Company \* x ALGON The Algonquin College of Applied Arts and Technology ... ?

Requester \* x ... ?

Currency \* x CAD ... ?

Deliver-To x Ottawa Campus ... ?

Ship-To \* x 1385 Woodroffe Ave. Ottawa, ON K2G 1V8 Canada ... ?

Requisition Type x Purchase Requisition ... ?

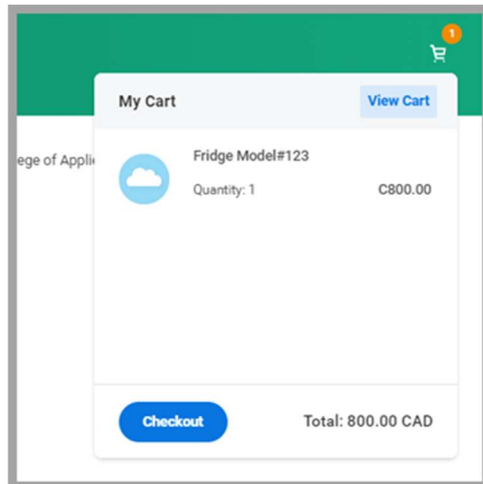
Cost Center x ...

Region x Strategic Investment Priorities Activity ...

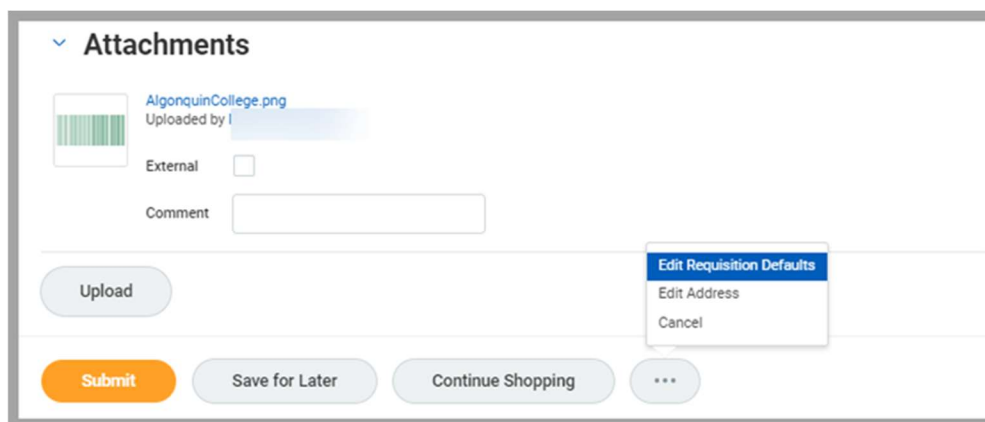
Receiving x YES ...

Additional Worktags x Location: Ottawa Campus ... ?

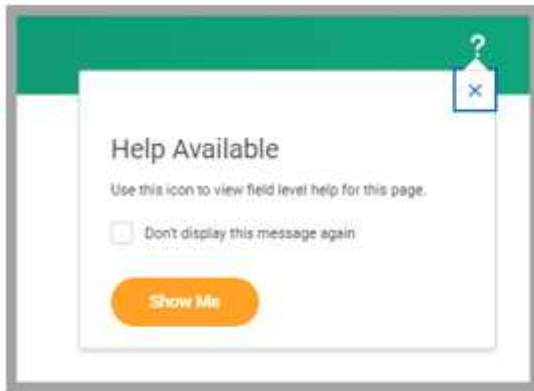
- The **Ok Button** has been replaced with: After choosing the “Add to Cart button,” a notification to confirm the addition of line items to your cart will appear.
- Improved **Cart Preview** to easily review the requisition lines when you click on your cart



- On the **Requisition Checkout Page**, Edit Address button is now available at the bottom to change the Shipping Address if required.



- A new **Guided Tour** is available when Creating and Editing Purchase Requisitions.
- Guided Tours provide tips as you navigate through fields and pages. Note: The text available with this release is provided by Workday. The Procurement Department is working to update this text with more college-specific information.
- Guided Tour text is optional- You can select if you want to see the text or not.



*This is a sample of the Guided Tour Text for the Ship-to Field:*

## Create Requisition

Company *	<div> <span>×</span> ALGON The Algonquin College of Applied Arts and Technology </div>	?
Requester *	<div> <span>...</span> </div>	?
Currency *	<div> <span>×</span> CAD </div>	?
Deliver-To	<div> <span>×</span> Ottawa Campus </div>	?
Ship-To *	<div> <span>×</span> 1385 Woodroffe Ave. Ottawa, ON K2G 1V8 Canada </div>	?
Requisition Type	<div> </div>	?
Cost Center	<div> <span>...</span> </div>	
Region	<div> <span>×</span> Administrative </div>	
Receiving	<div> </div>	
Additional Worktags	<div> </div>	?

Ship-To

Select the shipping address for mail service.

×

# Recruiting

The Candidate profile has been updated to mirror the current worker profile layout. When you click on a candidate's name from a job requisition, you will be brought to the new candidate profile screen. The summary page shows you the most important information about the candidate and reduces the need to click on multiple screens in order to see this information.

**Sofia Flores**  
For: R12305 Partial-load Professor, Biotechnology

**Actions**  
Phone Email Resume

**Summary**  
Overview  
Recruiting History  
Screening  
Interview  
Questionnaire Results  
Attachments  
Employment Offer

**Contact Information**  
Phone Number [Redacted] Email [Redacted]  
Location: Hartford, Canada Jobs Applied to: 1

**Active Job Applications (1)**  
Sofia Flores - R12305 Partial-load Professor, Biotechnology  
Location: Ottawa Campus | Date Applied: 2020-03-04  
Screen

**Decline These Applications**

**Work History**  
Current Job: 1 month Total Jobs: 2 Total Experience: 5 years

**Experience**  
Cloud Clearwater  
Assistant Financial Analyst | March 2020 - March 2020 (1 month)  
Integrated with company's data architecture experts and IT to ensure new technologies and best practices  
Collaborated with key business partners monthly for six quarter rolling forecasts  
Provided appropriate training, mentoring, and support for seven Data Architecture tools to the business users  
River Tech  
Financial Analyst | February 2015 - March 2020 (5 years, 2 months)  
Responsible for developing and producing monthly actual vs budget and reporting variances  
Prepares 11 journal entries and accounts for the month-end financial close  
Ensures the quality, completeness, security, privacy, and integrity of data throughout the data life cycle  
Develops a broad understanding of data sources, granularity, availability, and limitations for greater efficiency

**Job Application Details**  
Job Requisition: R12305 Partial-load Professor, Biotechnology (Open)  
Location: Ottawa Campus  
Date Applied: 04/02/2020 11:57:56 AM  
Source: Job Sites - Algonquin College Careers Site  
Adam Shave  
Hiring Manager

**In Progress: 1 Item**

Step	Awaiting Me	Awaiting
Screen	Screen Candidate	1

**Training and Education**  
Longford Tech  
Bachelor's Degree (Three Year)

**Skills**  
none entered

**Personal Reminders**  
Create Reminder  
none entered

**More Forward** **Decline**



The left-hand side of the screen shows information related to specific stages of recruiting. For example, if you click on **Screening**, you will be able to review the answers the candidate provided during their application.

**Sofia Flores**  
For: R123303 Partial Lead Professor, Biotechnology

Actions

Phone Email Resume

Summary Overview Recruiting History **Screening** Interview Questionnaire Results Attachments Employment Offer

Screening Questions Assessments Background Check History

Questionnaire: External Career Site - Primary 1 Respondent: Sofia Flores Submission Date: 04/03/2020

4 Items

Question	Answers
Are you legally entitled to work for any employer in Canada?	
Are you a graduate of Algonquin College?	
Have you been previously employed by Algonquin College, within the past four months?	
Algonquin College promotes equal opportunity for employment for women, First Nations, Inuit, or Métis, persons with disabilities and members of visible minority groups. By voluntarily providing the following information you will assist the College in meeting its commitment to improve employment opportunities for members of under-represented groups. Completion of the following is entirely voluntary.	
If you wish to be recognized as belonging to one or more of the follow groups, please check the appropriate box(es).	

Questionnaire: Internal / External Career Site - Secondary - Teaching Position Respondent: Sofia Flores Submission Date: 04/03/2020

7 Items

Question	Answers
Do you meet the minimum requirements for education as outlined in the job posting?	
Please describe your education qualification(s).	
Do you meet the minimum requirements for experience as outlined in the job posting?	
Please describe your work experience qualification(s).	
Do you meet the minimum requirements for teaching experience as outlined in the job posting (if applicable to the posting)?	
Please describe your teaching qualification(s).	

Move Forward Decline

The **Job Application Details** section shows you which job requisition you are currently reviewing as well as information about the application, such as when the candidate applied to the position. You can also take action from the **In Progress** table by clicking in the **Awaiting Me** column or view who the action is with by clicking in the Awaiting column.

### Job Application Details

Job Requisition [R123305 Partial-load Professor, Biotechnology \(Open\)](#)

Location [Ottawa Campus](#)

Date Applied 04/03/2020 11:57:56 AM

Source Job Sites -> Algonquin College Careers Site

[Adam Shane](#)

Hiring Manager

In Progress 1 item



	Step	Awaiting Me	Awaiting
Q	Screen	Screen Candidate	1



### Training and Education

Longford Tech  
Bachelor's Degree (Three Year)

### Skills

none entered

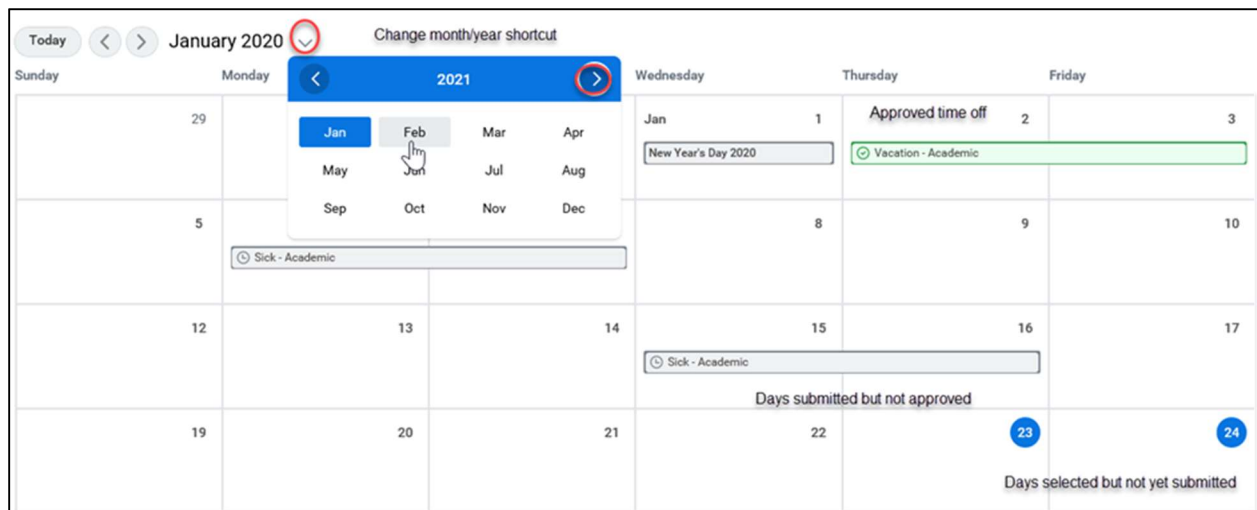
### Personal Reminders

Create Reminder

none entered

# Absence and Time-Off

- Workday has updated the **Time Off** and **Absence calendars** with an improved way to navigate between months. Now, when users select a month, they can quickly jump between months using a new menu, which provides a better navigation experience.
- Employees can now easily identify days that have been approved, as they are highlighted in **green** with a check mark. Days that are not yet approved will be highlighted in **grey**.



## Mobile

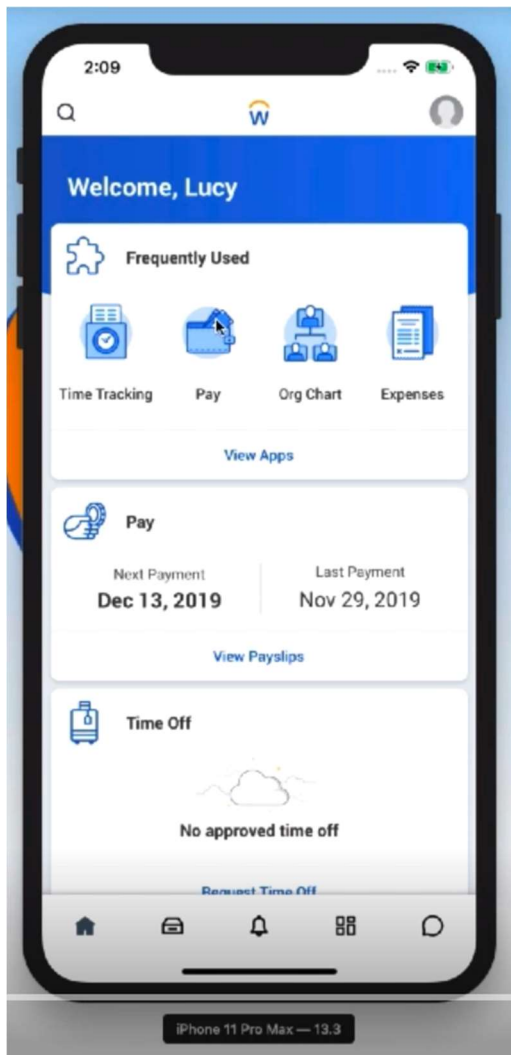
### Mobile Access

Be sure to **download the updated Workday mobile app** to take advantage of improved mobile functionality. You can download the Workday App from the Google Play Store or the App Store. For Mobile Instructions click [here](#).

**Reminder:** When off-campus, you will need the Cisco AnyConnect VPN App on your mobile device to access Workday. To obtain VPN access, please use our self-service website at <https://selfservice.algonquincollege.com/> or call 1-866-921-5763 Monday to Friday within the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00p.m for assistance.

## Mobile General

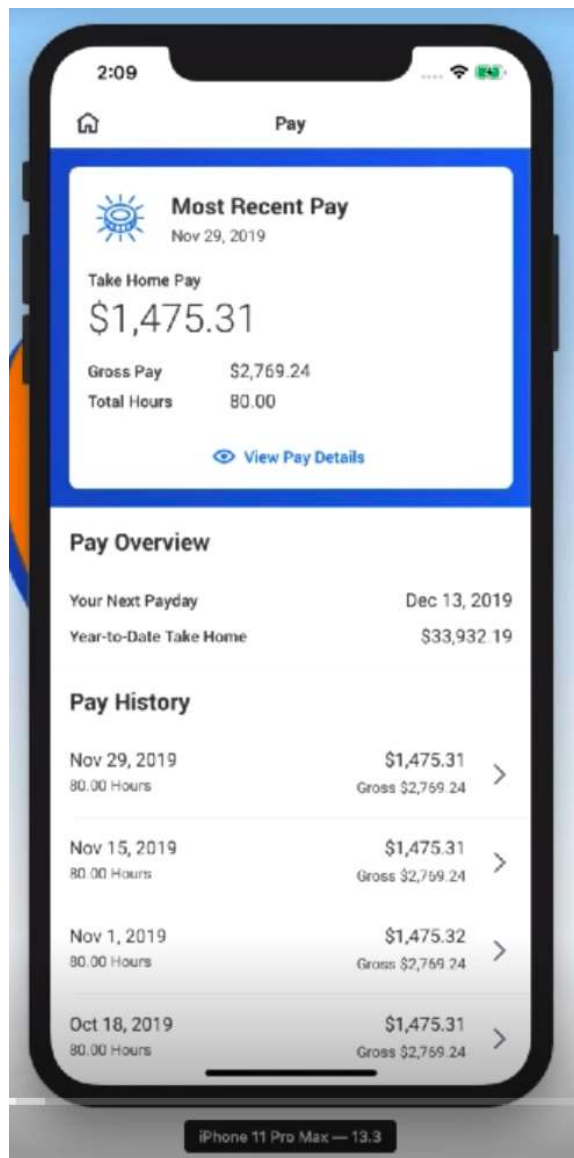
- Workday has improved how users interact with links using mobile devices, improving the user experience. With this update, when opening links on your mobile device, tasks will open directly in the Workday application instead of launching in a browser window.
- Now, when you have a **Review Documents** business process task, you can review the documents from your mobile inbox.



With this update, Workday delivers a new **Pay Home page** that makes it easier and faster to find payment information or drill into pay details. When accessing Workday via your mobile device you can easily access high-level details of:

- Most recent pay.
- Next pay date and year-to-date net pay.
- Pay history.

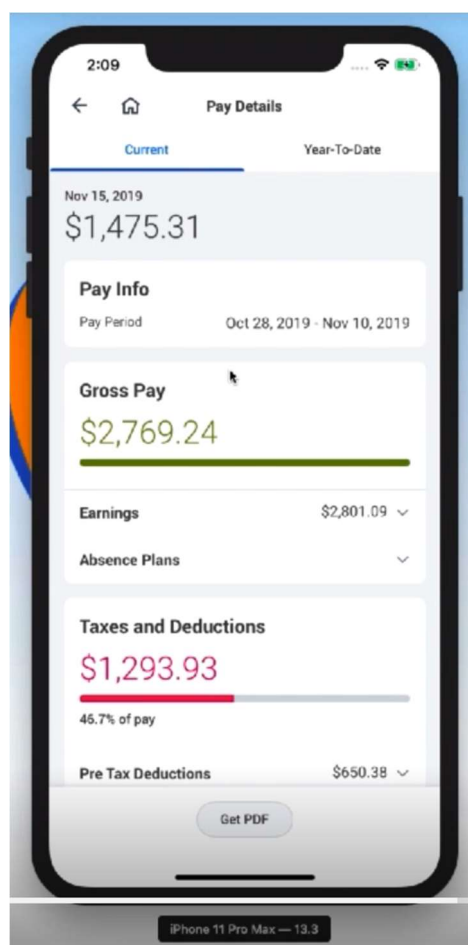
To optimize performance, the most 10 recent pay items are displayed and a **View All** button has been added under **Pay History**.



Workday now delivers a new **Pay Details page** with **Current and Year-to-Date pay tabs**. It enables your self-service workers to view both current pay and accumulated pay. In both these tabs, they can view a detailed breakdown consisting of:

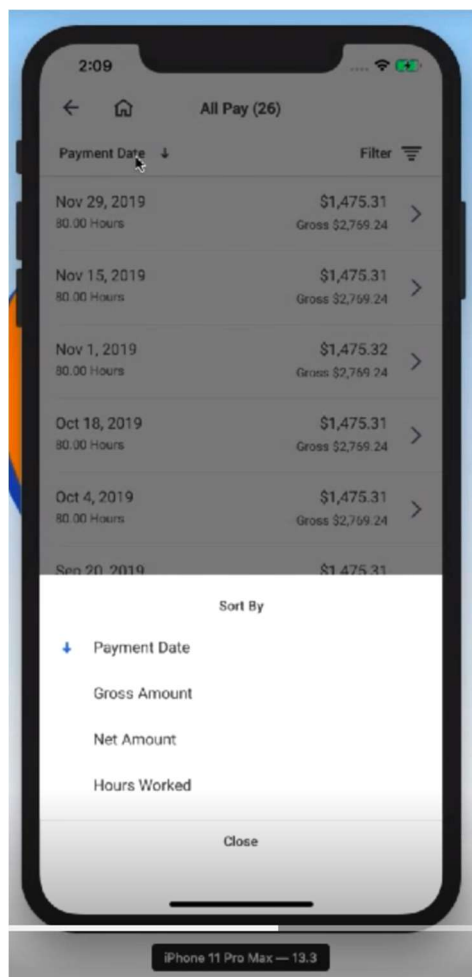
- All earnings that add to gross pay.
- All taxes and deductions that subtract from gross pay.
- Total take home pay.

These details provide self-service workers better insights into how they're paid, and help them synthesize important pay information without having to view their PDF.



Workday delivers a new **All Pay page**, providing an easy and intuitive way for employees to:

- View their Workday pay and/or third-party payroll pay in a list.
- Sort their pay based on most recent, gross pay, net pay, hours worked, or year.



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# List of Updated User Guides

The **User Guides** listed below have been updated with more detailed information related to the Workday 2020R1 update. All User Guides can be found on the Workday Website at [algonquincollege.com/workday](https://algonquincollege.com/workday). Scroll down the Home Page to the User Guides and Videos area, click Employee- User Guides.

## Updated User Guides in the Employee – User Guides :

### Expenses

- Create Expense Report — Travel
- Create Expense Report – Non-Travel
- Create Expense Report — PCard
- Create Spend Authorization for Travel

### Purchasing

- Create a Purchase Requisition
- Create a Purchase Requisition with T4A Purchase Item
- Maintain Purchase Requisitions
- Place a Grand and Toy Order

### Time Entry & Time Off

- Manage my Time Off

## User Guides and Videos



[Employee - User Guides](#)



[Employee - Videos](#)



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## Questions or Concerns?

If you have questions or concerns related to these changes, please submit a **Workday Service Request**. The link can be found on the Workday Homepage [here](#):