

Workday Community Information Session 10/7/21

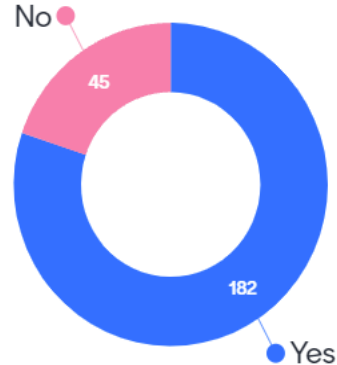


Please visit www.menti.com on your mobile device, desktop or tablet and enter the code **4261 1967** to participate in the upcoming survey questions.

Go to www.menti.com and use the code 4261 1967

Mentimeter

Do you currently use PeopleSoft Financials or PeopleSoft HR or student systems?



Press S to show image

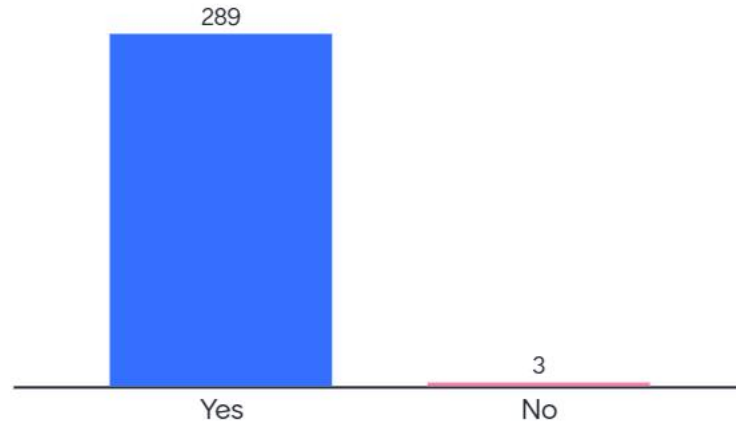
227



Go to www.menti.com and use the code 4261 1967

Do you receive a paycheck from UCF or UCFAA?

Mentimeter



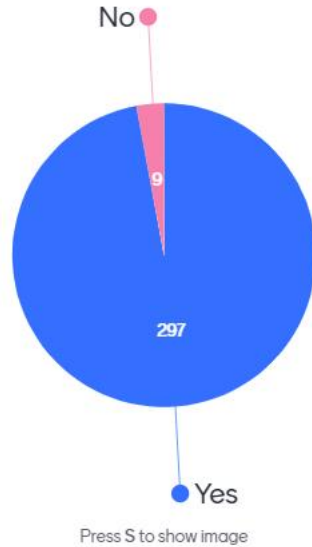
Press S to show image

292



Go to www.menti.com and use the code 4261 1967

Do you fill out timesheets, use LAPERs or clock-in/out?



Go to www.menti.com and use the code 4261 1967

 Mentimeter



If you answered "yes"
to any of those
questions, you will be
affected by Workday!



Agenda

- 1 Introductions
- 2 What is Workday?
- 3 Workday at UCF: HR
- 4 Workday at UCF: Finance
- 5 Q&A

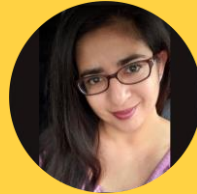
Introductions



David Canova
Workday
Implementation Lead



Becky Moulton
HCM Workstream
Lead



Isha Guerrero-Londeree
HCM Payroll & Payroll
Accounting Lead



Tera Alcalá
Finance
Workstream Lead



Meghan McCollum
Expenses, Supplier
Accounts &
Endowment



Brett Peeling
Director, Change
Management



Mika Garcia
Knight Vision
Communications
Analyst



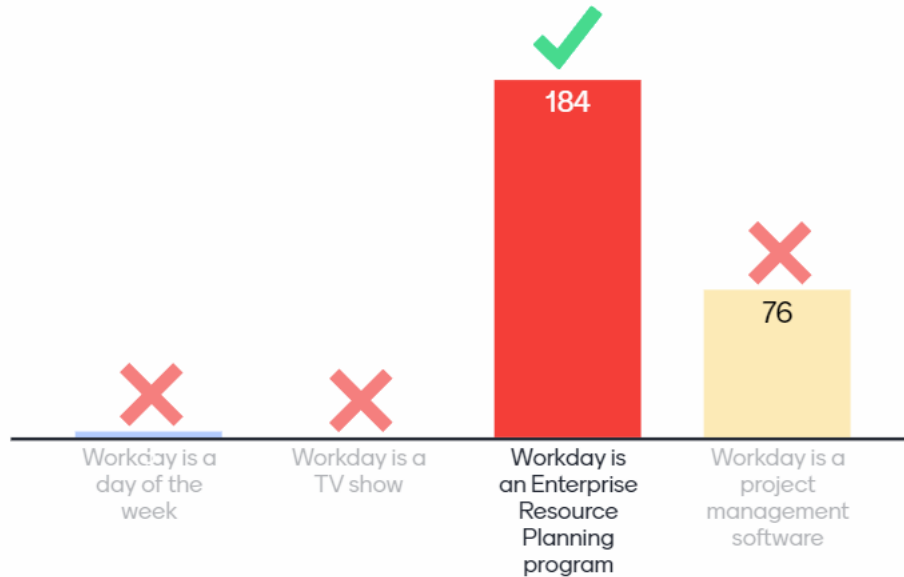
Kelly Ferris
Change
Communications
Analyst



Jacqueline Lewis
Training Lead

What is Workday?

What is Workday?





workday[®] at UCF

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

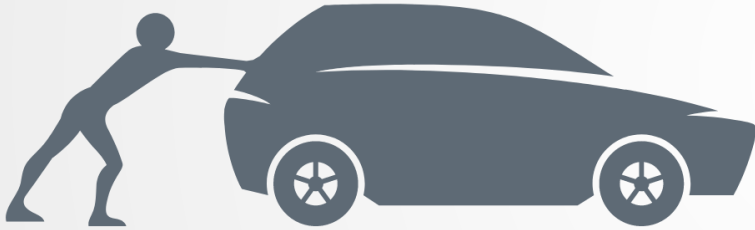
Workday will Go Live on **July 1, 2022**, for all Human Resources, Payroll and Finance functions. Workday Student is being evaluated for implementation as Phase 2.

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

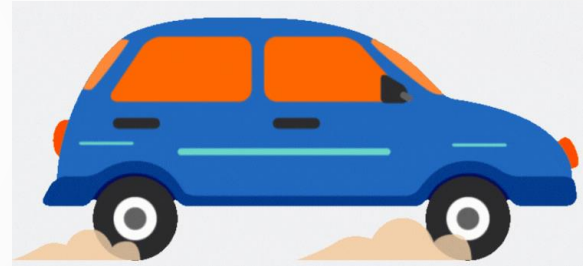
Employees will use Workday to manage their personal info, time off and time worked, pay information, finance and reporting and procurement.

Why Workday?

Current State of HR &
Finance Processes



Future State of HR &
Finance Processes



UCF has grown at an incredible rate and is composed of a strong foundation of exceptional students, staff and faculty. For a university of this size, it's necessary to implement modern technology that reflects our growth and innovation.

Impacts to the UCF Campus Community

Employee Self Service Functionality

Mobile-friendly Requests and Approvals

Easily-accessible Employee Data for Managers and Supervisors

A Larger Variety of Communication Options for Tasks & Notifications

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**

The Impacts on HR and Finance







UCF Knight Vision workday.

WHAT PROCESSES WILL WORKDAY AFFECT?

HR

-  Expenses  Pay
-  Timesheets
-  Inbox  Time Off

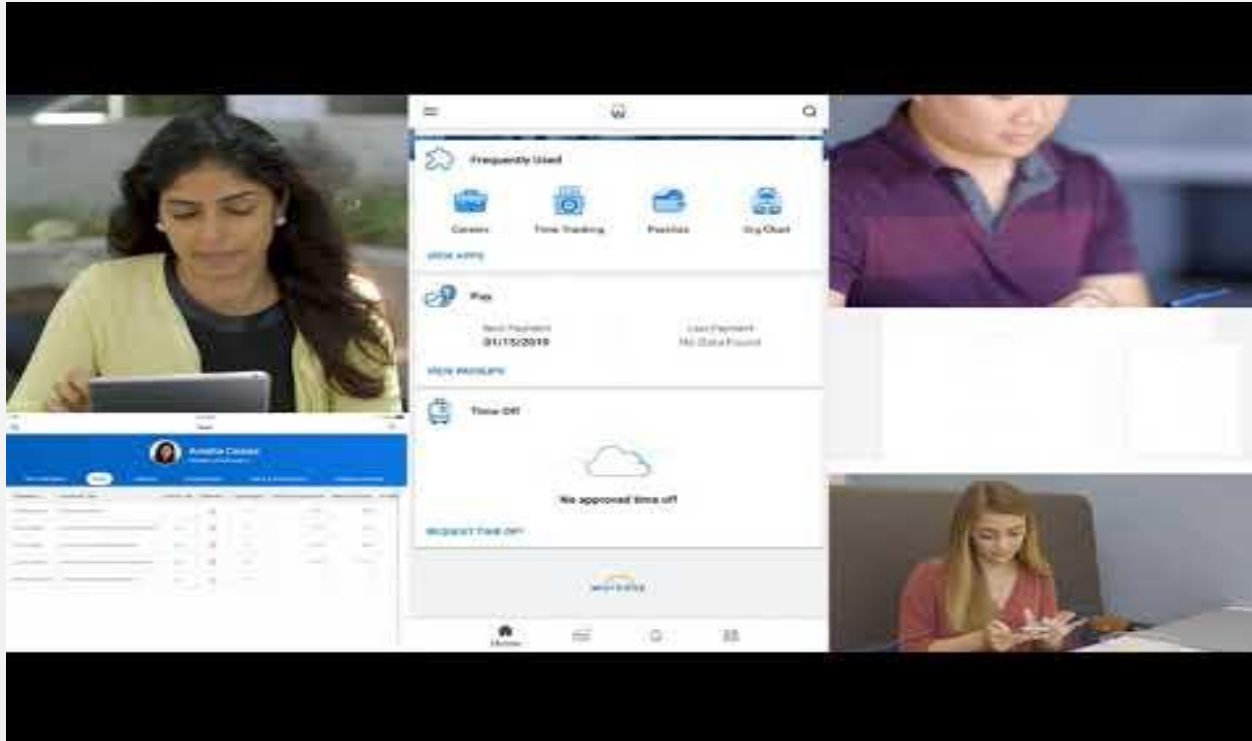
Financial Management

-  Reports  Procurement
-  Grants  Accounting
-  Chart of Accounts  Customer Accounts

AND MORE!

Welcome to Workday: Video

This video highlights the user experience of Workday and some features of the new ERP system. It is not a representation of the final UCF system or a form of end-user training. Some functionality may differ once the final configuration is complete.



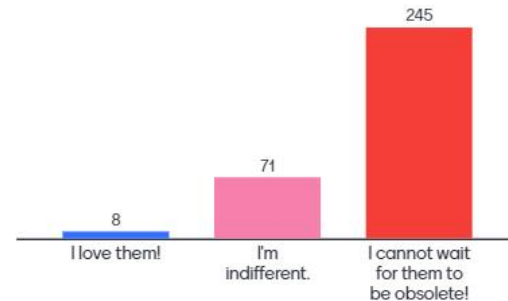
Workday and HR Processes

Go to www.menti.com and use the code 4261 1967



How do you feel about paper timesheets or LAPERs?

Mentimeter

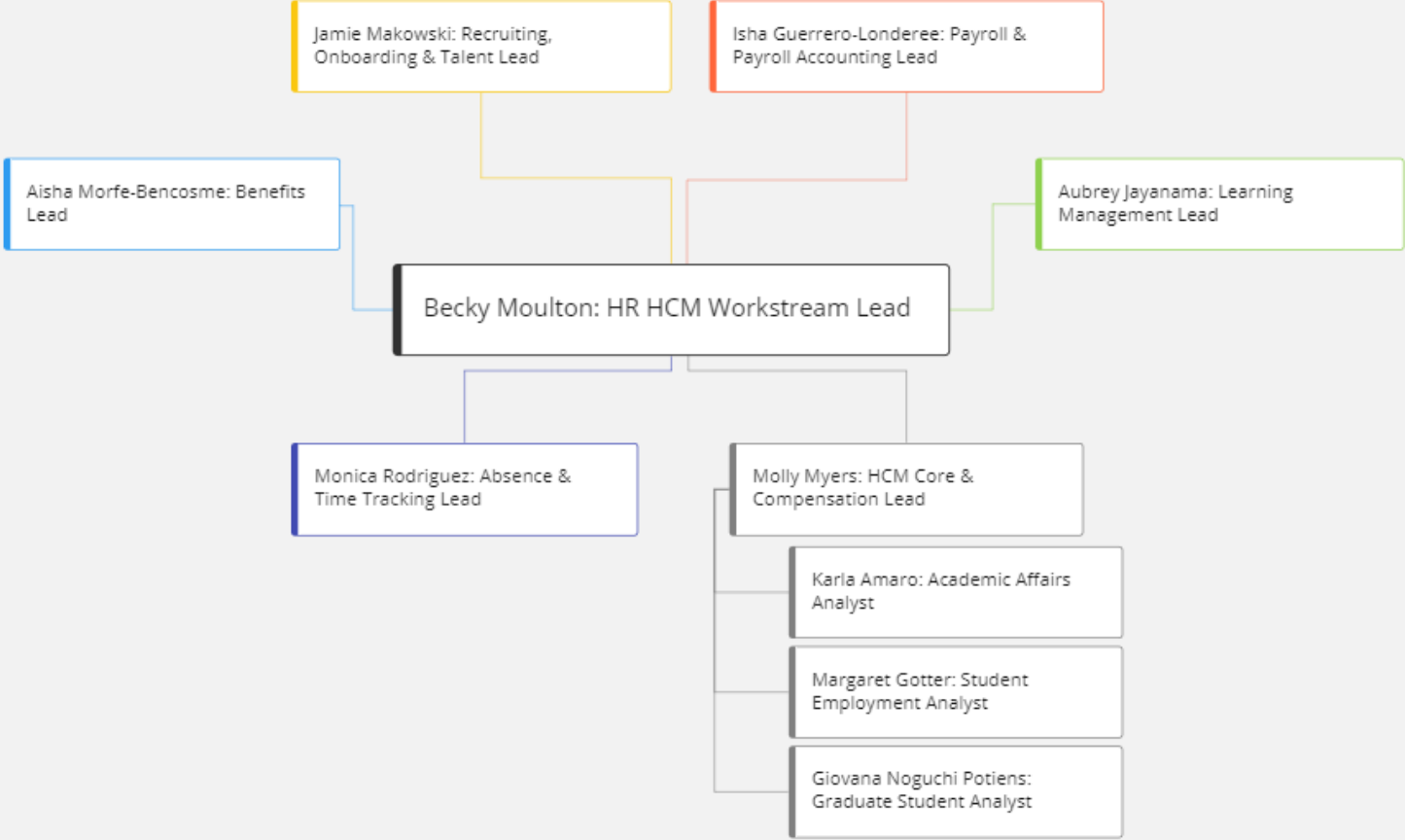


Press S to show image

324



Workday HR Workstream Structure



Agenda

- Current Stage
- HCM Sections
- Mobile Time Tracking Demo
- Get Involved Reminder

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 Sections

Human Resources

**Recruiting,
Onboarding & Talent**

**HCM Core and
Compensation**

**Payroll and
Payroll Accounting**

**Time Tracking
and Absence**



Benefits

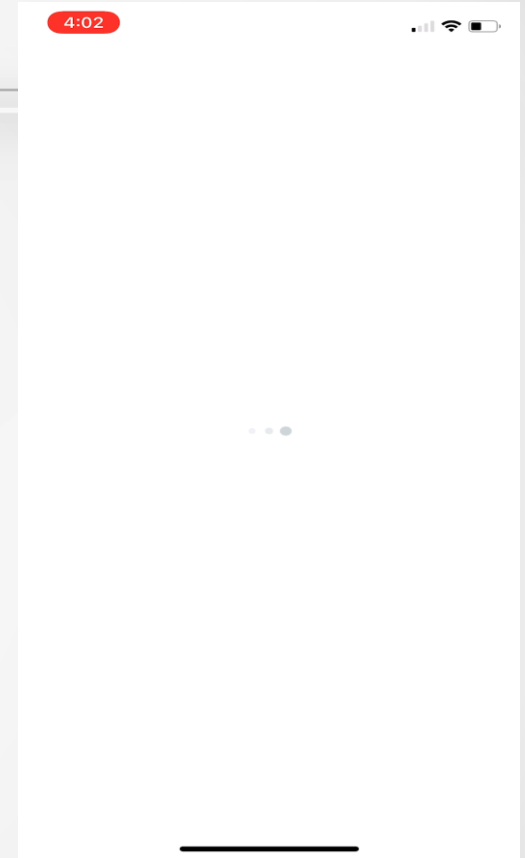
Learning Management

Mobile Time Tracking and Absence Demo

Time Tracking

Check-In

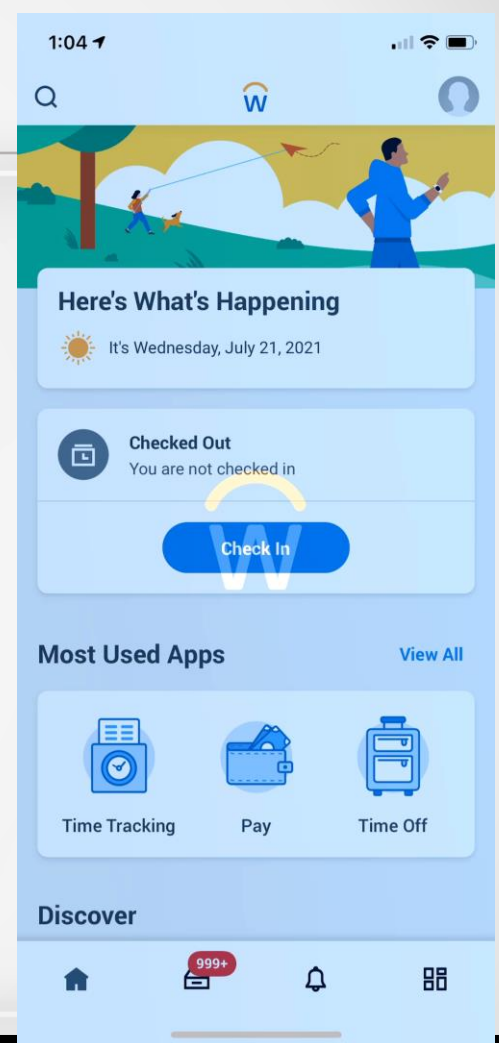
- From the **Home Screen, Check-in** or navigate to the **Time Tracking** app to check-in.
- You can set up a reminder for yourself to check out for a meal at exactly 4 hours from when you checked in.
- You can set up another reminder to check out at the end of your day, 8 hours from when you checked in.
- It takes just **seconds to check-in/out.**



Time Tracking

Requesting Time Off

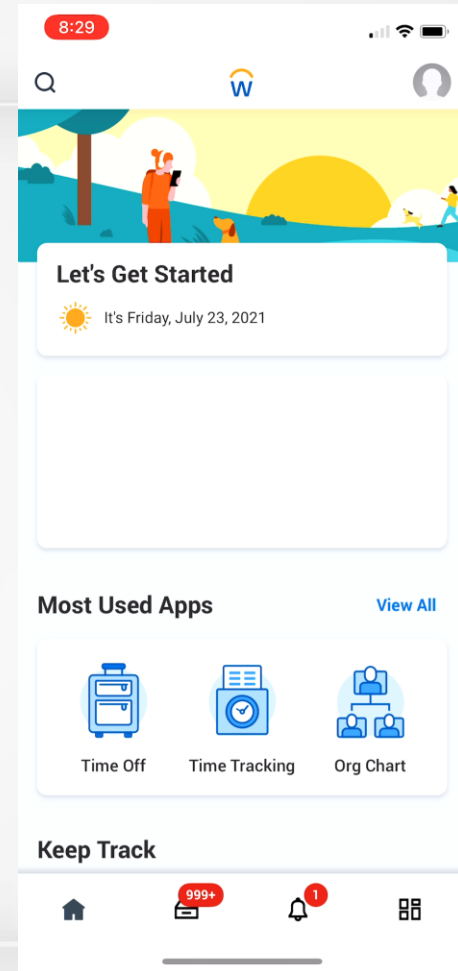
- Navigate to the **Time Off** app
- You can add attachments if you are requesting Sick Time Off and need to upload a doctor's note. You have the option from the Workday app to browse your photos or take a new photo and attach it.
- **Submitted** Time Off requests will have a dotted ring around the date(s).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



Time Tracking

Review of Approved Time Off

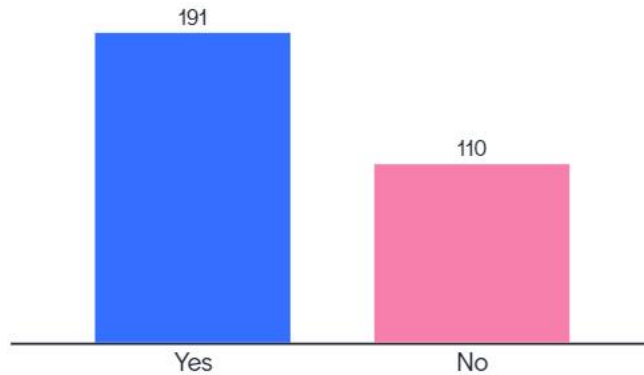
- Navigate to the **Time Off** app to see your:
 - **Approved** day (green circle) and
 - Check your **Time Off Balances** by clicking the (...)



Workday and Finance Processes

Go to www.menti.com and use the code 4261 1967

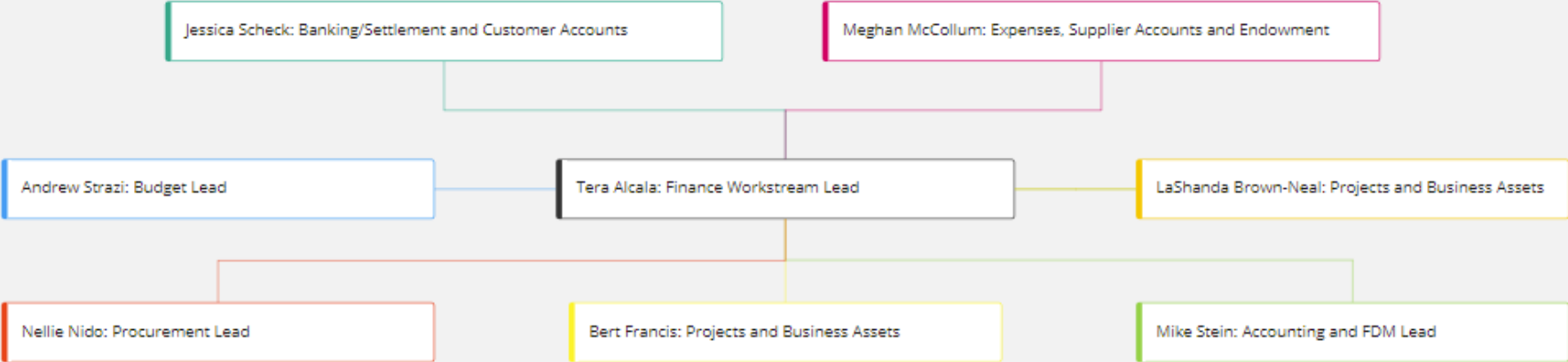
Did you know that Workday will affect how expense reports are submitted?



Press S to show image



Workday Finance Workstream Structure



Finance sections

**Foundation Data Model
and Accounting**

**Banking and
Settlement**

**Customer
Accounts**

Projects

**Expenses and
Supplier Accounts**



Business Assets

Endowment

Grants

Workday Expense Reports

Workday Spend Authorization

What is its purpose?

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

Creating a Spend Authorization

Create Spend Authorization

For Employee: Meghan McCollum

Cash Advance Requested	Spend Authorization Total
0.00 USD	908.00 USD

Please ensure that the expense report and spend authorization complies with the rules outlined in UCF's Travel Manual, Expenditure Guidelines, and Prohibited Expense Card Items.

- For questions, please contact travelfa@ucf.edu.
- Travel Manual: https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf
- UCF Expenditure Guidelines: https://fa.ucf.edu/wp-content/uploads/sites/2/UCF_Expenditure_Guidelines.pdf
- Expense Card Prohibited Uses: <https://fa.ucf.edu/wp-content/uploads/sites/2/prohibUses.pdf>



Instructional Text

▼ Spend Authorization Information

Company	*	<input type="text" value="University of Central Florida"/>
Start Date	*	<input type="text" value="10/11/2021"/>
End Date	*	<input type="text" value="10/13/2021"/>
Description	*	<input type="text" value="Higher Education Tax Institute"/>
Business Purpose		<input type="text" value="Conference"/>
Spend Authorization Total		908.00

▼ Spend Authorization Details

Reimbursement Payment Type	*	<input type="text" value="Direct Deposit"/>
Justification		<input type="text" value="Enhancement of knowledge will benefit the state, university & Finance & Accounting."/>

Creating a Spend Authorization

Spend Authorization Lines Attachments

⊕ Add Viewing

Click here to sort

Domestic Meal Allowance	108.00
Non-Conference Hotel	500.00
Airfare	300.00

Spend Authorization Line

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Budget Date *

Memo

Cash Advance Requested

Worktags

*Travel Type

*Division

*Cost Center

*Fund

*Additional Worktags

Instructional Text

- Non-conference hotels are hotels that are not associated with the conference; they are subject to a limit of a base rate of \$200/night. Do not forget to attach a receipt.
- If the hotel had an average nightly base rate greater than \$200/night, please provide a reason for booking a hotel outside of university policy. Do not forget to attach comparables for other hotels in the area at the time of booking.

Item Details

Hotel


Arrival Date

Departure Date


Destination

Autofills from employee record

Spend Authorization Status



Q Search

☰
42
10


My Spend Authorizations Meghan McCollum
📄 PDF

Create Spend Authorization

Turn on the new tables view

My Spend Authorizations 11 items

🔍
📄
☰
📏
🔄

Spend Authoriz	Spend Authorization Number	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Spend Authorization Total	Currency	Company	Related Expense Reports	
Q	SA-UCF-0000025	10/11/2021	10/13/2021	In Progress	Higher Education Tax Institute	908.00	908.00	USD	University of Central Florida		Change Spen
Q	SA-UCF-0000004	10/01/2021	10/31/2021	In Progress	test	200.00	200.00	USD	University of Central Florida		Change Spen
Q	SA-UCF-0000002	09/02/2021	09/15/2021	Approved	test	0.00	600.00	USD	University of Central Florida	Expense Report: EXP-UCF-0000008	
Q	SA-UCF-0000001	09/01/2021	09/30/2021	Approved	Test	(500.00)	500.00	USD	University of Central Florida	Expense Report: EXP-UCF-0000017	
Q	SA-UCF-0000007	09/01/2021	09/01/2021	Approved	test of two worktags	200.00	200.00	USD	University of Central Florida		Change Spen
Q	SA-UCF-0000010	09/01/2021	09/30/2021	In Progress	Test of worklet	200.00	200.00	USD	University of Central Florida		Change Spen
Q	SA-UCF-0000011	09/01/2021	09/30/2021	Approved	Test of SA with Cash Advance	2,000.00	2,000.00	USD	University of Central Florida		Change Spen
Q	SA-UCF-0000003	09/01/2021	09/30/2021	Closed	Test CA	300.00	300.00	USD	University of Central Florida		
Q	SA-UCF-0000008	09/01/2021	09/30/2021	In Progress	Test basic SA - No Worktag Manager	200.00	200.00	USD	University of Central Florida		Change Spen
Q	SA-UCF-0000006	08/24/2021	08/26/2021	Closed	Higher Education Tax Institute (HETI)	958.00	958.00	USD	University of Central Florida		
Q	SA-UCF-0000005	08/01/2021	08/03/2021	Approved	Super Smart Tax Conference	289.00	1,194.00	USD	University of Central Florida	Expense Report: EXP-UCF-0000020	

Spend Authorization Status

View Spend Authorization SA-UCF-00000025



For **Meghan McCollum** | Cash Advance Outstanding Balance 0.00 USD | Cash Advance Requested 0.00 USD | Spend Authorization Total 908.00 USD
Status In Progress

Spend Authorization Information

Company [University of Central Florida](#)
Start Date 10/11/2021
End Date 10/13/2021
Description Higher Education Tax Institute
Business Purpose [Conference](#)
Spend Authorization Total 908.00
Currency [USD](#)

Spend Authorization Details

Reimbursement Payment Type [Direct Deposit](#)
Justification Enhancement of knowledge will benefit the state, university & Finance & Accounting.
Expense Report(s) (empty)
Cash Advance Repayments (empty)

Spend Authorization Lines

[Process History](#)

Turn on the new tables view

2 items



Process	Step	Status	Completed On	Due Date	Person	Comment
Spend Authorization	Spend Authorization	Step Completed	09/29/2021 04:59:09 PM	10/13/2021	Meghan McCollum	
Spend Authorization	Review Spend Authorization	Awaiting Action		09/30/2021	Carmen Jarquin (Cost Center Expense Coordinator)	

Spend Authorization Status

Approval Notification

Notification of final approval sent directly to you

The screenshot displays a web application interface with a notification. At the top left is a logo with the letter 'W'. A search bar with the text 'Search' is located at the top center. On the top right, there are icons for a grid, a bell with a red '43' notification badge, a printer with a red '10' badge, and a cloud. Below the top bar is a blue header with the word 'Notifications'. Underneath, there are filters: 'Viewing: All' and 'Sort By: Newest' with a dropdown arrow, and 'From Last 30 Days'. The main notification content is as follows:

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

On the left side of the notification, there is a smaller, semi-transparent version of the notification 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'. On the right side of the notification, there are icons for a list, PDF, settings, and a share icon.

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 Florida

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	



Workday Expense Report

When is it used?

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

Creating an Expense Report

Create Expense Report

Expense Report Information

Expense Report For

* Employee: Meghan McCollum

Creation Options

* Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization

x 10/11/2021 Higher Education Tax Institute 908.00 USD

Final Expense Report for Spend Authorization

Memo

Higher Education Tax Institute

Company

* University of Central Florida

Expense Report Date

* 09/29/2021

Business Purpose

x Conference

Company on Expense Line

* x University of Central Florida

Travel Type

* x Out of State Travel

Division

* x D450 Financial Affairs

Cost Center

* x CC10020 Administration and Finance Operations

Fund

* x FD110 E&G General Revenue

Additional Worktags

* x Financial Site: ST101 Main

x Program: PG61 General Administration

Instructions

Please ensure that the expense report and spend authorization complies with the rules outlined in UCF's Travel Manual, Expenditure Guidelines, and Prohibited Expense Card Items.

- For questions, please contact travelfa@ucf.edu.
- Travel Manual: https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf
- UCF Expenditure Guidelines: https://fa.ucf.edu/wp-content/uploads/sites/2/UCF_Expenditure_Guidelines.pdf
- Expense Card Prohibited Uses: <https://fa.ucf.edu/wp-content/uploads/sites/2/prohibUses.pdf>

Instructional Text

Autofills from Spend Authorization

Autofills from employee record

Creating an Expense Report

Additional Worktags *

- × Financial Site: ST101 Main ...
- × Program: PG61 General Administration

Enable Tax

Credit Card Transactions

Quick Expenses

Select All

6 items



Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	08/16/2021			Southwest	250.00	USD	Visa Corporate Credit Card	5678
<input type="checkbox"/>	Q	08/16/2021			Southwest	250.00	USD	Visa Corporate Credit Card	5678
<input type="checkbox"/>	Q	08/16/2021			Southwest	250.00	USD	Visa Corporate Credit Card	5678
<input type="checkbox"/>	Q	09/01/2021			Southwest	250.00	USD	Visa Corporate Credit Card	5678
<input type="checkbox"/>	Q	09/01/2021			Southwest	250.00	USD	Visa Corporate Credit Card	5678
<input type="checkbox"/>	Q	09/01/2021			Southwest	250.00	USD	Visa Corporate Credit Card	5678

Creating an Expense Report

Meal Allowances Made Easy

- Meal allowance calculates based on travel times
- Reduced for meals provided

Expense Line

Drop files here
or
Select files

Linked Quick Expense

Credit Card

Date * 09/29/2021

Expense Item Domestic Meal Allowance

Quantity * 1

Total Amount 60.00

Currency * USD

Memo

*Travel Type (empty)
*Division (empty)
*Cost Center (empty)
*Fund (empty)
*Additional Worktags (empty)

Instructions

- Reimbursement of actual meal costs are not allowable. Receipts not required.

Item Details

Departure Date * 10/11/2021

Departure Time * 08:00 AM

Arrival Date * 10/13/2021

Arrival Time * 06:30 PM

Country * United States of America

Number of Days * 3

Travel Journal

Total Amount 60.00 USD

[View Details](#) 3 items

Mon, Oct 11, 2021 United States of America	30.00 USD
Tue, Oct 12, 2021 United States of America	19.00 USD
Wed, Oct 13, 2021 United States of America	11.00 USD

Creating an Expense Report

Meal Allowances Made Easy

Date	* 10/12/2021	Departure Date	* 10/11/2021
Total Amount	19.00	Arrival Date	* 10/13/2021
Memo	<input type="text"/>	Country	* <input type="text" value="United States of America"/>
Company	<input type="text" value="University of Central Florida"/>	Number of Hours	24
*Travel Type	<input type="text" value="Out of State Travel"/>	Breakfast provided?	<input checked="" type="checkbox"/>
*Division	<input type="text" value="D450 Financial Affairs"/>	Lunch provided?	<input checked="" type="checkbox"/>
*Cost Center	<input type="text" value="CC10020 Administration and Finance Operations"/>	Dinner provided?	<input type="checkbox"/>
*Fund	<input type="text" value="FD110 E&G General Revenue"/>		
*Additional Worktags	<input type="text" value="Financial Site: ST101 Main"/> <input type="text" value="Program: PG61 General Administration"/>		
Personal Expense	<input type="checkbox"/>		

Creating an Expense Report

Policy Guidance

Header Attachments Expense Lines

Add

3 Items Sort By: ▾

Wed, Sep 29

Domestic Meal Allowance	60.00 USD
Airfare	300.00 USD
Non-Conference Hotel	500.00 USD

Expense Line

WD Test Attachment.pdf
Uploaded by Meghan McCollum
13 minutes ago

Comment

Upload

Linked Quick Expense

Credit Card

Date * 09/29/2021

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Currency * USD

Memo

Instructions & Alerts → 1.Alert

Instructions

- Non-conference hotels are hotels that are not associated with the conference; they are subject to a limit of a base rate of \$200/night. Do not forget to attach a receipt.
- If the hotel had an average nightly base rate greater than \$200/night, please provide a reason for booking a hotel outside of university policy. Do not forget to attach comparables for other hotels in the area at the time of booking.

Item Details

Hotel *

Arrival Date *

Departure Date *

Destination *

Itemization

Remaining Amount to Itemize 0.00/500.00 USD

Add 0 items

Alert

1. Page Alert

- Non-Conference Hotel Daily Rate is Over \$200.00 dollars Per Night.

Expense Report Status

You have submitted Expense Report: EXP-UCF-00000056, Meghan McCollum on 09/29/2021 for \$860.00

1 Alert

Up Next

 Carmen Jarquin

[Review Expense Report](#)

Due Date 09/30/2021

Do Another

[Create Expense Report](#)

Details and Process

For [Expense Report: EXP-UCF-00000056](#)

Overall Process [Expense Report: EXP-UCF-00000056, Meghan McCollum on 09/29/2021 for \\$860.00](#)

Overall Status In Progress

Due Date 10/06/2021

Details **Process**

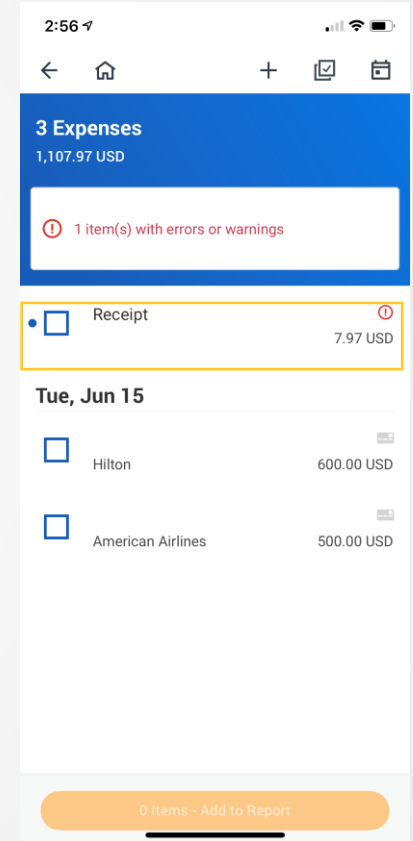
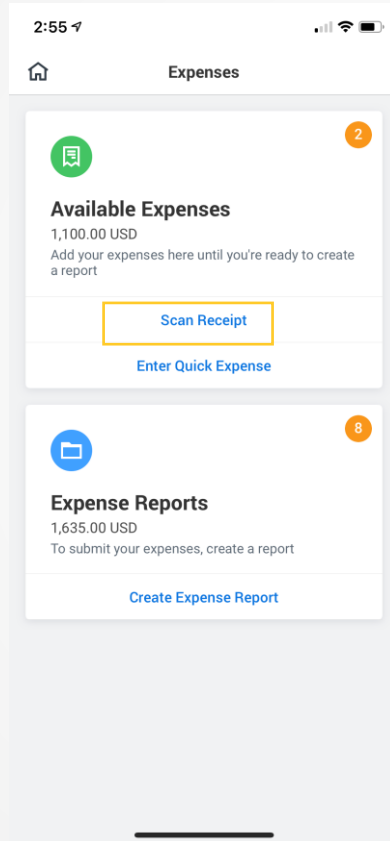
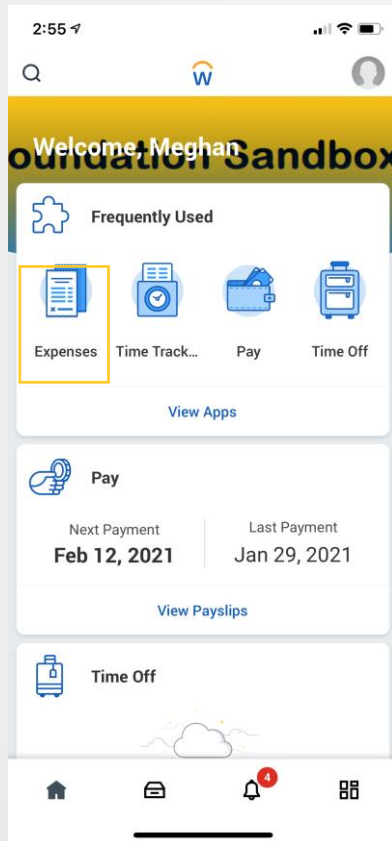
Turn on the new tables view

Process History 2 Items



Process	Step	Status	Completed On	Due Date	Person	Comment
Expense Report Event	Expense Report Event	Step Completed	09/29/2021 05:42:17 PM	10/06/2021	Meghan McCollum	
Expense Report Event	Review Expense Report	Awaiting Action		09/30/2021	Carmen Jarquin (Cost Center Expense Coordinator)	

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 input fields or buttons.

- 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 message says "Scan complete. Verify scanned results for accuracy." A scanned receipt image is shown with the text "IMAGE.JPG Uploaded 1 minute ago by Meghan McCollum". A yellow box highlights the "Add Attachments" button.
- Screenshot 2 (2:58):** The 'Expense' screen shows the "Date" field filled with "06/07/2021" (highlighted by a yellow box). The "Expense Item" field is filled with "Classroom Supplies" (highlighted by a yellow box). The "Merchant" field is filled with "Regal" (highlighted by a yellow box). The "Amount" field is filled with "7.97" and the "Currency" is "USD". The "Memo" field is filled with "Demo expense" (highlighted by a yellow box).
- Screenshot 3 (2:59):** The 'Review' screen shows a summary of "3 Expenses" for a total of "1,107.97 USD". The items listed are:
 - Classroom Supplies (7.97 USD) - Demo expense (checked)
 - Hilton (600.00 USD)
 - American Airlines (500.00 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 ID "EXP-UCF-0000003" and a total of "7.97 USD". It lists the categories: Reimbursement (7.97 USD), Personal (0.00 USD), Company Paid (0.00 USD), and Prior Balance Applied (0.00 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, there is a status bar with the time 3:01, signal strength, Wi-Fi, and battery icons. Below that is a navigation bar with a back arrow, a home icon, the text 'Expense Reports', and a plus sign. The main content area is a list of expense reports. Each report entry includes a category name, a date, and a monetary value in USD. The reports are grouped into sections: 'Drafts', 'Reason', 'In Progress', and 'Tax Conference'. The 'In Progress' section has a yellow border around the first entry.

Category	Date	Amount (USD)
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 Stop Shop

- *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*

Workday Swag Giveaway

Giveaway Items

The **two** winners of this session's giveaway will be randomly selected and contacted by the **end of day**. Each winner will receive one item.

Thank you for your participation!



Q&A

workday.



Questions?

How to Get Involved?



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