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Have a question or feedback?
Email: **knightvision@ucf.edu**

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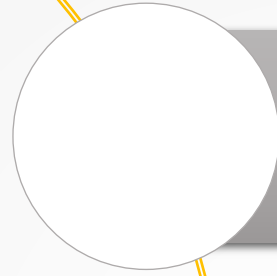**https://tinyurl.com/KnightVisionNewsletter**

@UCFKNIGHTVISION

Knight Vision XChange: Reporting and Analytics
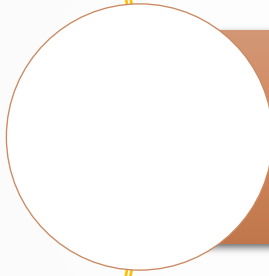## A Conversation with the Knight Vision Program Teams

May 16, 2022

Knight Vision

Agenda

Welcome

Q&A

How to Stay Involved

5/16/2022

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Reminders

During the Q&A session, we invite you all to be on camera and unmute your mic when you're ready to ask a question.

If you missed any previous XChanges, the recordings can be watched here: https://knightvision.it.ucf.edu/recorded-virtual-events/

All upcoming events are posted to the UCF Events calendar and announced at https://knightvision.it.ucf.edu

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Training Release Plan

Workday training is here! All training materials will follow a roll-release schedule to provide support and enable knowledge retention.

*Includes: All on-demand materials (job aids/demos); webcourses; live training sessions (support labs/ILT)

May 2 – May 13

- May 2: Workday Essentials, Pay & Absence, Time Tracking, Learning, Benefits UCFAA, Workday for Managers (WDY 100 & 101)

- May 9: Workday Academic Affairs, Workday Reporting Basics

May 16 – May 23

- May 16: Workday Finance, Workday Procurement - Basics (WDY 200 & 201)

- May 23: Workday Finance, Workday Procurement, Workday Expenses – FULL (WDY 202)

June 1 – June 30

- June 1: Workday Recruiting, Workday Staffing & Compensation

- June 6: Workday Grants, Workday Endowments

- June 13 – June 30: Drop-in Labs, Filler sessions (extra instruction)

ONGOING SUPPORT LABS

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Available Workday Webcourses

We will be rolling out 6 webcourses to serve as an additional learning opportunity for high impact audience groups. All training materials within webcourses will also be available through the Workday Training Catalog.

WDY100: Workday Essentials

WDY101: Workday for Managers

WDY200: Finance Accounting Basics

WDY201: General Procurement

WDY202: Expenses in Workday

WDY203: Navigating Grants Basics

All webcourses will require registration on MyUCF.
Enrollment and completion data will reflect in Workday prior to and following go-live.
See Workday Training Catalog for Release Dates.

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Reporting and Analytics Team

KNIGHT VISION REPORTING AND ANALYTICS TEAM	R&A Leads
Reporting & Analytics Workstream Lead	Linda Sullivan
Workday Report Writer	Mike Hanes
Workday Report Writer	Pat Kentish
Data Governance Functional Analyst	Esther Wilkinson
Data & Analytics Reporting Ecosystem (DARE) Project Lead	Andre Watts
Data & Analytics Reporting Ecosystem (DARE) UCFIT Project Manager	Priscilla Camp

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Data Governance at UCF

UCF's Data Governance program is to establish and maintain university-wide data-related standards to ease, widen, and accelerate data use while applying appropriate controls to protect data assets.
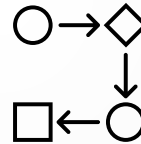
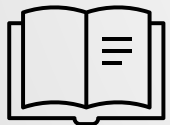**Formalize roles of data stewards, owners, and SME's**

Data Governance Council

Standardization, glossary of terms and data quality

Data issues resolution and processes

Data Literacy

Transparency. A profile of data assets and their usage in one place accessible to UCF staff and faculty

https://analytics.ucf.edu/data-governance/

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5 Major Changes with Workday Reporting

1 **Data updates in real-time, meaning reports always feature the most current data available.** Transaction approvals and edits made in Workday will update right away, which means no more waiting overnight to run reports.

2 **Actionable reports allow users to view specific details by use of filtering, sorting and drill-down, all in the same report.** Reports will be interactive, and many can be accessed on mobile devices. Reports can be scheduled for auto-delivery to an individual's inbox, or to multiple inboxes.

3 **HR and Finance data can be displayed together in a single report.** Users will no longer need to manage multiple external systems and export data to create and manage reports.

4 **Dashboards consolidate key reports and information in one place**, giving users improved navigation and visibility for more accurate, streamlined planning and decision making.

5 **Security groups/roles determine** which dashboards users can access, which reports they are able to run, the kinds of data that they are able to see in those reports (e.g., PII) and their ability to drill down into further details or initiate business processes.

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How to Find Reports

Workday Training: You'll learn how WD business processes generate data/information that previously required running queries or reports.

Workday Dashboards: Collection of most used/most important (or favorite) reports for your job role.

Workday Report Directory: Listings by functional area of Delivered and Custom Reports for that area (e.g.,,,,, Payroll).

Workday Search: Utilize the Search at the top of the WD Home Page

Workday Report Crosswalk: Maps previous legacy reports to equivalent WD reports (KV website - https://knightvision.it.ucf.edu/reportinganalyticsworkdayworkstream/)

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What is DARE?
Data, Analytics and Reporting Ecosystem

Cloud based data warehousing, reporting, and analytics environment that sits alongside Workday.

DARE environment will be powered by Microsoft Azure Cloud Services and contain the capabilities for big data processing and storage, seamless abilities to perform detailed analytics, and integration with data visualization tools.

https://analytics.ucf.edu/enterprise-analytics/dare-data-and-analytics-reporting-ecosystem/

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Working Together

Workday Reporting

- Operational & "Live Data" reporting
- Source for HR and Financial transactions and data
- If the data is in Workday, use Workday for reporting
- Capabilities for ad-hoc, drill through, export to excel
- Anticipate 60 -70% reporting needs can be done through Workday

Workday Prism

- Blends current Workday data with external data to leverage BI capabilities with Workday's Report Writer tool.
- Provides option for scheduling ingestion of data and publishing datasets
- Use Workday's security framework

DARE
Data, Analytics, and Reporting Ecosystem

- Flexible Big Data storage, raw data delivery, and curation of both structured and non-structured data via cloud services
- Advanced reporting and visualization of data through PowerBI and Tableau
- Provides longitudinal, cross-functional, and exploratory analytics
- Machine learning model deployment, "What-if" analyses, and potential A.I. use cases
- Full integration with Data Governance tools
- Flexible ELT/ETL integration/ingestion pathways
- Potential real-time data processing of IOT devices and events e.g. card swipes, custom made solutions.
- Use when Workday is not the best fit

Q&A

How to Get Involved?

Keep up to date by visiting the
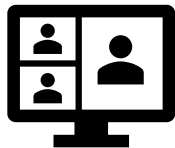Knight Vision website at **knightvision.it.ucf.edu**

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