April 3, 2020

Question: ***How will we process Summer Pay for next financial year?***

Answer: Summer Pay will be entered as Period Activity Pay. The crossing of the fiscal year and what should and should not be entered into BASIS will be part of the UAF cutover plan. The UAF cutover team is reviewing the timeframe and requirements to ensure as smooth a transition to Workday as possible. At the appropriate time, communications will be going out to departments and employees regarding the transition, dates to end processes, and how to proceed with those caught between the ending of the old processes and entry to Workday.

Question: ***How will credits be entered in Workday?***

Answer: Credit Memos within Workday are called '*invoice adjustments*' and are entered into Workday by Accounts Payable just like we do today. Main differences are: an invoice adjustment does not have to be associated with an existing purchase order. It can be entered as a stand-alone invoice adjustment OR it can be associated with an invoice that has already been paid and now an invoice adjustment is being processed. Another difference is that the credit is routed for approval based on the funding source associated with the credit with final approval within central procurement. There is also NO receiving on the credit memos (*invoice adjustments*).

Question: ***What will the hiring/onboarding process look like?***

Answer: New employees will have Workday access to complete the required institutional tasks, electronically as needed for onboarding. This includes the appropriate actions for their positions, such as benefits enrollment, direct deposit, policy acknowledgement, I-9, W-4, etc. ***This will be a future Workday Hog Call topic and demonstration***

Question: ***Will Workday HR update education levels for staff members from Workday Student when the staff member graduates from the UA?***

Answer: Unfortunately, it is too soon for us to answer this question. Workday Student is a minimum of 2 years in the future, so how that will integrate with HCM we do not know at this time.

Question: ***Revenue generation; right now we collect revenue through 0112, 0122, 0372, and 0382. Are we going to have one unified process for revenue collection/reporting in Workday and can you give us any information about how this will work?***

Answer: Revenues will not be captured in a single area of FDM. The reason is because we "match" (per GAAP and GASB requirements) revenues <u>and</u> expenses to their appropriate FDM elements. That has nothing to do with BASIS or Workday. In current state, for example, 0112 is Unrestricted E&G Designated, 0122 is Service Centers, and 0382 is Restricted Gifts & Other. It would not be appropriate to mix all the revenues for all of those things into one bucket. So, each revenue will need to be mapped to the set of FDM values that would somewhat represent our current day cost center. The way that will work varies by company. For example, in 0112, that will be accomplished by the Designated driving worktag. In 0382, it will mostly be accomplished by the Gift Allotment driving worktag. As we work to define the FDM completely more information will be provided.

Question: ***How will external invoices work?***

Answer: External invoices in Workday are called Customer Invoices. There is also an additional feature within Workday called Customer Contracts that can also be utilized, where you can upload a customer contract and then associate customer invoices with that contract. For example: Walton College may have established a contract with J.B. Hunt to host a conference using Walton College facilities, along with providing catering services, parking passes, etc. This contract can be loaded within Workday so that the actual contract is within the system (which is currently happening offline) and then a customer invoice (s) can be created from this contract. There will also no longer be the limitations we currently have within ARS in number of invoices lines, etc. that you can have on an external invoice.

Question: ***How will we review cost center expenses and budgets like we can in BASIS?***

Answer: There are currently various custom reports being built by the ProjectOne team that will allow employees with the appropriate role to view this type of information. As these reports are built, we will share how they work. There will be an upcoming Workday Hog Call in how to understand the new Foundation Data Model that will be replacing our current Chart of Accounts.

Question: ***Right now, UA Connect can be accessed via copies in Data Warehouse…will this continue in Workday?***

Answer: UA Connect will not be replaced until the Workday Student implementation takes place. Any information you are already gathering from tables within UA Connect you will continue to have access to. We are not quite certain yet what information may be made available from Workday to our data warehouse. We do know that there is a working group from IT Services working with the ProjectOne team to identify the type of data, and to also develop security around this data and who will have access to it.

Question: Right now the FSTA (Fellowship, Stipend, and Tuition Award) process is very manual and initiates through BASIS and then moves into UA Connect. Do we know how we'll be able to do those in future state?

Answer: On the Fellowship, Stipend, and Tuition Award Notice process, there may not be much of a change. Basically, there is a form (found here: https://financial-affairs.uark.edu/PDFs/fellowship_stipend_tuition_award_notice.pdf) for departments to place a credit on a student's account, and charge it to a specific cost center. It is "policed" by Research Accounting, because the rules surrounding sponsored projects sort of drive the need for the form. The form ends up with Financial Aid (for degree seeking students), as the information affects the student's financial aid limits. For non degree seeking students, the Treasurer's Office receives the form for processing the credit. So, technically, this is a manual process which is probably going to stay manual. The work will be done in UAConnect, not Workday.

Question: ***How will we request graduate tuition waivers?***

Answer: There will not be an automated process for this request (like we have now) until Workday Student is brought up. Until then we will have a manual process, currently being defined.

Question: ***What does a DBR look like in Workday? Trial Balance?***

Answer: This is another area where custom reports are being built by the ProjectOne team. We do know that there will be some reports that we will not see until after we go-live. They will continue to be built. Currently custom reports for the data required when we go live are taking precedence. Once some of these custom reports become available, we will talk through these reports during a future Workday Hog Call.

Question: ***We currently have a bank of blanket PO#s we are using in Razorbuy. I have received a list of all our current PO#s used in Athletics. When do we need to have all of these scrubbed and revised #1 and #2 walk us through this transition process and the timing. How will this work in Workday?***

Answer: Blanket POs are not being converted over to Workday and will require a blanket requisition to be entered in Workday once we go-live. During an upcoming Workday Hog Call we will demonstrate how the entry of blanket requisitions will be entered within Workday. We do encourage everyone to ensure that they keep up with all invoice activity against their current blanket purchases orders and ensure that they continue to receive against these in order to invoices to be paid. The plan is to close out the old year with BASIS and have all new year activity within Workday. There will be more discussion on this when the cutover plan has been finalized for our campus.

Question: ***I have four new faculty members and 12 new graduate students coming in the fall. When will we be able to get those hiring processes started?***

Answer: There will be more to come on this once the cutover plan has been finalized. At the appropriate time, communications will be going out to departments and employees regarding the transition, dates to end processes, and how to proceed with those caught between the ending of the old processes and entry to Workday.

Question: ***I would like to be able to code expenses by different areas in my department. Will that be possible in Workday?***

Answer: This is a question we did not have an opportunity to answer during our Hog Call and will require some additional information in order to fully understand what was being asked. We do know that we no longer have

available to us the 2-digit code that could be used at the end of the 15-digit cost center to further define how you wanted items to be categorized. We will reach out to the person who asked this question for some additional information.

Question: Will we be able to process expense transfers? If so, what will the process be like?

Answer: Yes, there will be a way to process expense transfers. These are called *operational journals* in Workday. We will no longer though have system abilities of the actual invoice as part of the transaction that can be viewed. ***This is a process that we will demo during a future Workday Hog Call.***

Question: ***Will PCard transactions be processed differently through Workday vs the current hardcopy process?***

Answer: Yes, PCard transactions will be processed differently than they are today. Currently these charges are mainly 'approved' by a departmental admin, charges can be assigned to any 'pre-approved' cost center, and then the receipts are scanned under a separate process and stored within the U of A imaging system and associated with a document number. Within Workday, the employee as self can 'verify' their own charges. The employee will receive a notification within Workday when they have charges to verify. At the time of verification, the employee can assign a different funding source, and the receipt must be uploaded with the charge at the time of verification. A departmental admin who has a role of Procurement Data Entry Specialist will also have the ability of verifying charges on behalf of a worker. ALL charges once verified will route to the employee's manager for approval, then route through appropriate approvers based on the funding. ***This process will be demonstrated during a future Workday Hog Call.***

Question: ***What, if any, planning integrations will be available? i.e. planning expenditures for months in advance.***

Answer: This is a question that was not answered during the Workday Hog Call. We will reach out to the person who asked this question for further clarification. We do know though that there are no integrations on the current integration workstream that are related to any type of planning software.

Question: I have someone moving into town. I just received the quote for their move over the summer with the state contract owner. Should I put this into the system now to generate a PO, or should I wait until after July 1?

Answer: Open Purchase Orders, except for blanket POs, where the invoice will not be processed until after July 1, will be exported from BASIS to Workday. Since a quote has been received on this, it sounds like you should go ahead and enter the requisition within Razorbuy. As we get closer, we will decide on whether we will extract these open Purchase Orders systematically or identify and manually reenter into Workday.

Question: ***Clearly, we are going to be learning this on the fly once it is implemented. I'd like advice on what we should tell our faculty when it comes to expenses, travel, and such that will help to ease the transition.***

Answer: Under current design, roles that you currently have, you will continue to have. The one difference is we are all used to seeing everything within the system if we occupy an electronic desk within BASIS. Although most of our roles are at the company level, which essentially allows you insight across the campus, there will be certain areas where information will not be readily available. This will mainly occur within the HR area, where depending on your role, you may only have insight into the department (cost center) you are assigned.

Question: ***When will we know what the GA Tuition Waiver Process will actually be and when will we be able to start the process? I will have Graduate Students that need waivers in Summer 2.***

Answer: The UAF cutover team is reviewing the timeframe and requirements to ensure as smooth a transition to Workday as possible. At the appropriate time, communications will be going out to departments and employees regarding the transition, dates to end processes, and how to proceed with those caught between the ending of the old processes and entry to Workday. The GA Tuition waivers is an upmost priority. We do know it will be an offline process since Workday Student is not yet implemented and will provide information as soon as it is available.

Question: ***Do we know if we are going to have to manually transition all POs and TA's (the ones that need to transfer) to Workday? Not blanket, just regular.***

Answer: There will be no Travel Authorizations (*Spend Authorizations in Workday*) moved to Workday. Our current travel process is so different than what will be done within Workday, that a determination was made to not attempt to move over any open Travel Authorizations. There is also no ability within Workday to create 'blanket' travel authorizations. There is also the ability of creating a Travel Claim (Expense Report in Workday) without associating it with a Spend Authorization, so we envision any Travel Authorizations that were setup in BASIS to only process the Expense Report within Workday. As far as regular POs: Open Purchase Orders, except for blanket POs, where the invoice will not be processed until after July 1, will be exported from BASIS to Workday. As we get closer, we will decide on whether we will extract these open Purchase Orders systematically or identify and manually reenter into Workday.

Question: ***When there is a choice to make a purchase by PO vs PCard, which is preferred?***

Answer: As long as your purchase is following the guidelines defined for use of the PCard, there is no reason not to utilize your procurement card.

Question: ***Is it possible to change the day off if something comes up at work and you end up working?***

Answer: Yes, the employee along with the person within the department or college who has the 'timekeeper' role have the ability of updating the time off.

Question: ***Any outlook integration with the calendar?***

Answer: Per a comment by Samantha Higgins (Project One team member) if you use the Workday Mobil app there is. Our UAF Project Team has not yet tested this capability. A link was also provided in the chat by one of our attendees: https://appsource.microsoft.com/en-us/product/office/WA104379660?tab=Overview

Question: ***Can you still enter two entries for one day in Leave?***

Answer: Yes, there is the ability of entering two entries within the same day. Below is an example of how this looks:

Details to Review

First Day of Time Off	04/15/2020
Last Day of Time Off	04/15/2020
Total	4 hours - Annual (Vacation) 4 hours - Sick Time

Request Details 2 items

Date	Day of the Week	Type	Requested	Unit of Time	Reason
04/15/2020	Wednesday	Annual (Vacation)	4	Hours	
04/15/2020	Wednesday	Sick Time	4	Hours	Self

Question: ***Legally are we ok approving on the phone app?***

Answer: This generated a lot of discussion revolving around FOIA information. After the session we were provided with a ruling by our general counsel in regard to a question involving MFA on our personal phones. We have also asked an additional question related to the concern raised in regard to approving transactions from our personal devices. Keep in mind that these approvals are not storing any information on your personal device as all information is stored within the Workday application itself, which is where FOIA information could be asked for. This question is being escalated to the ProjectOne team to obtain a ruling from General Counsel.