WELCOME SPRING

Is it Spring Yet? Doesn't quite feel like it, between the chill and wind we've had this April. The one upside to the persistent cold is that we are delaying the emergence of dandelions and crabgrass!

Our team is making strides with the Workday platform implementation. We've transitioned from the planning and design stage, now moving toward a large portion of the implementation, which includes the testing phase. Lot, and lots, of testing!

Workday offers us an opportunity to make a dramatic shift away from technology solutions designed for core administrative department users toward an improved end user experience intended to be user friendly, robust and empowering. For more information and detail surrounding SEAMS updates, check out the SEAMS project website. You can also subscribe to the Update list in Google Groups to receive emails when new posts are published.

TOPICS COVERED

- Workday Foundational Data Model (FDM)
- Workday Budget Manager Reference Guide
- Expense Reporting in Workday
- Transition to WTE Self Service
- Car Rentals
- Purchasing Card Rebate
INTRODUCING THE WORKDAY FOUNDATIONAL DATA MODEL (FDM)

As we prepare for our transition to Workday the first thing we are preparing to leave behind is our old Chart of Accounts. The Workday Chart of Accounts is referred to as the Foundational Data Model (FDM). Fundamentally, the FDM Model is intended to be conceptually simple from an end user perspective, our challenge is forgetting the complexity and rigidity of our current structure in order to fully embrace the flexibility now available to us in FDM.

In Workday you will attach Worktags to business transactions. The guide below is an early introduction to the new Worktags you should expect to find in Workday and their definitions. You should start forgetting all of your Colleague account numbers now. Only gift and grant numbers will carryforward to Workday. DO NOT PANIC! Workday is intentionally designed to support word searches which will be more intuitive.

**Workday Budget Manager Reporting Quick Reference Guide**

1.) Attributes/labels can be assigned to each transaction in Workday to indicate its institutional purpose.
2.) Attributes can be combined to accurately categorize transactions.
3.) Attributes should be selected based on the business purpose of the transaction.
4.) Commonly used Attributes with examples and The Hub equivalent are listed in the table below.

Individuals participating in the Change Network will be able to assist with Proof of Concept testing this summer which will include a deep introduction to the data elements in FDM.
RE-IMAGINING EXPENSE REPORTING IN WORKDAY

The implementation of Workday has created opportunities to re-imagine the work of the college from a front line perspective. Within the Business Office we consider our faculty, department administrative staff and students to be the front line. Your work delivers the academic program of the college. It is ironic that these positions are more often referred to as end users.

In this segment we want to share with you the early concepts associated with re-imaging Expense Reporting in Workday.

Carleton will continue to partner with Wells Fargo to provide purchasing cards to eligible faculty and staff. However, in the future, your credit card transactions will post to Workday on a daily basis where you will be able to review and approve them for posting to your budget on a routine basis vs. waiting to reconcile all activity at month end. Workday will support receipt imaging and post transactions to your budget as they are approved to ensure your budget activity is current and future spending activity is fully informed. Out of pocket expenses will also be reported in Workday eliminating the need to log into Wells Fargo for a monthly reconciliation process. Supervisors will be able to review and approve purchasing card activity in Workday.

We’re excited to retain the power of purchasing card transactions, improve the timeliness of department financial reporting with daily transaction reporting and consolidate purchasing card review, approval, image capture and reporting within Workday.
OUR WEB TIME ENTRY (WTE) JOURNEY

Before we can transition to Workday Web Time Entry we must first navigate a change within our Ellucian Colleague/The Hub environment. Ellucian Colleague will sunset our current WebTime Entry support on June 30, 2022. In an effort to ensure that there is no disruption to our payroll processing we will be introducing a new Web Time Entry (WTE) Self Service experience in June. We are already testing both the bi-weekly time entry process and supervisor experience for both regular and student employee, and will provide additional training materials in the near future. Training materials will be provided in written and video format for easy reference.

Ellucian Colleague WTE Self Service will introduce a more modern look and feel to the WTE experience. The system will also require weekly time entry review and approval to ensure overtime is calculated correctly and authorizations are received timely. This is not a configurable option.

Carleton will use Ellucian Colleague WTE Self Service through the payroll ending December 17, 2022 at which time we will transition to Workday Web Time Entry. Workday specific training will be provided during Fall Term 2022, “just in time” training material and experience is intended to deliver training when it can be put to immediate use.

CAR RENTALS

The College recommends the E&I contract through Enterprise/National for approved drivers to rent vehicles. Contract numbers to insert in the section called Corporate Account Number or Promotion Code on Enterprise and in Account Number/Coupon on the National Car Rental site:

- 19A2193 to obtain the contract pricing which includes insurance coverage.
- XZ78763 for approved drivers between the ages of 18-20. The vehicles available for rent are in the following vehicle classes: Economy, Compact, Midsize/Intermediate, Standard, Full size vehicles and Minivans.
- XZ78990 is the leisure discount code that can be used for personal car rentals.
PURCHASING CARD REBATE

We are pleased to report that the 2021 calendar year rebate for the Carleton Purchasing Card Program with Wells Fargo was $61,403.45. The total rebate amount increased by $18,538.42 from the prior year thanks to the increase in purchasing card transaction activity.

The rebate is deposited into the general revenue account where it benefits the entire College. Thank you to all of our users for continuing to use this efficient method of payment. Your support is growing our purchasing program. Purchasing Card transactions are our most secure and lowest cost form of payment.

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