

IOWA STATE UNIVERSITY

WorkCyte Change Management

February 21, 2019



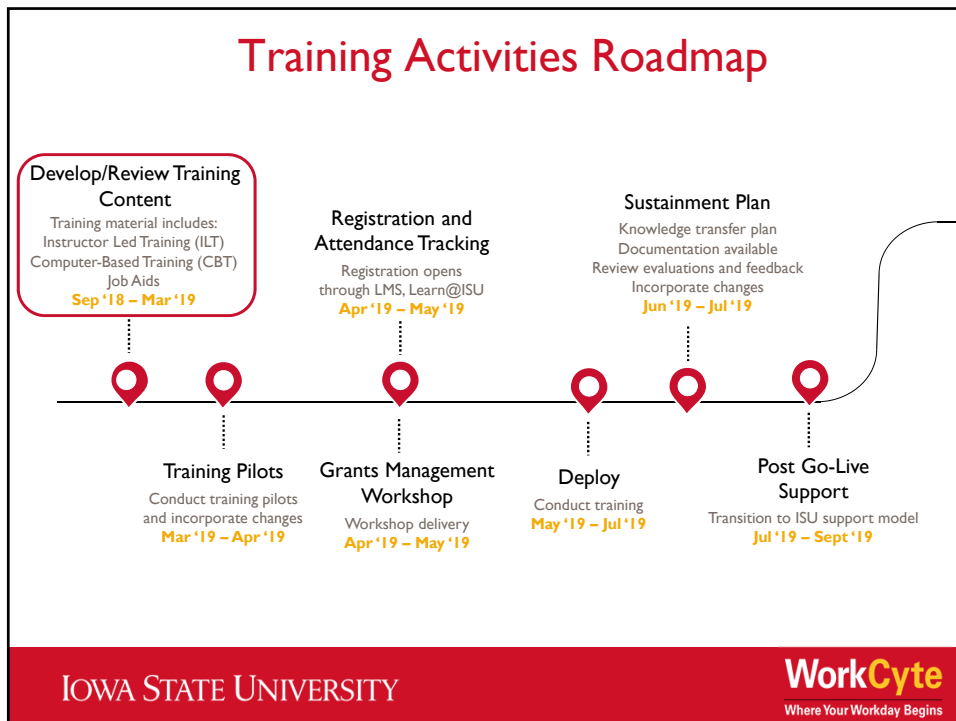
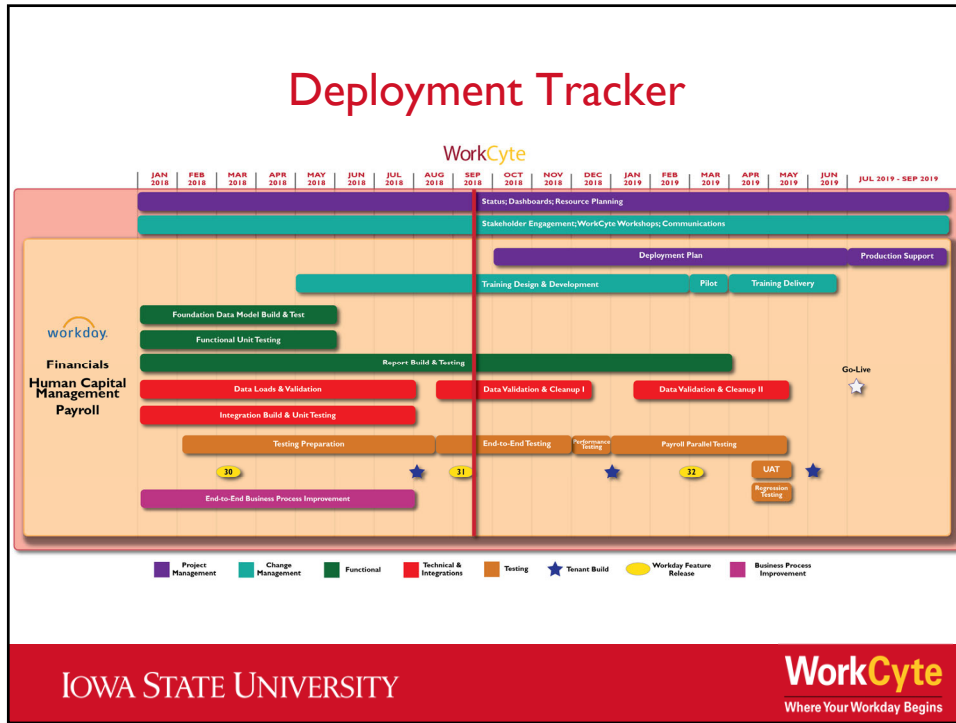
IOWA STATE UNIVERSITY

Agenda

- Deployment Tracker (2 min)
- Training Activities Roadmap (2 min)
- Grants Workshop (5 min)
- Learn@ISU Training Enrollment (5 min)
- Grants Cydewalk (5 min)
- New and Helpful Workday Grants Reports (10 min)
- Cleanup Campaign (5 min)
- What's Coming Next? (2 min)
- Open Q&A

IOWA STATE UNIVERSITY





Grants WorkCyte Workshop

How do I get more Workday Grants info?

- WorkCyte Workshops serve as an introduction of terminology and business process features within Workday
 - Workshops include a presentation as well as system demonstrations by ISU subject matter experts
- WorkCyte Workshops are designed to be high level and do not replace instructional training!
- Two Grants Workshops scheduled:
 - April 2, 2019
 - April 17, 2019
- Register for workshops via Learn@ISU

IOWA STATE UNIVERSITY

WorkCyte
Where Your Workday Begins

Learn@ISU Training Enrollment

How do I enroll in training?

- All training courses will be posted to the LMS, Learn@ISU for enrollment
- Courses will note targeted audiences

The screenshot shows the Learn@ISU website interface. At the top, it says "IOWA STATE UNIVERSITY" and "LEARN@ISU". Navigation links include "Catalogs", "Schedule", "FAQ", "Contact", and "Login". A banner below reads "LAB SAFETY, CONFLICT RESOLUTION, PROFESSIONAL DEVELOPMENT AND MORE. TRAINING IS EASY WITH LEARN@ISU." Below this is a section titled "WHAT WE DO" with a video player showing a sunset over a field. The video title is "PREPARING AND PROCESSING CHANGE".

IOWA STATE UNIVERSITY

WorkCyte
Where Your Workday Begins

Grants Cydewalk is Now Live!

New terms with Workday Grants Management

- The Grants Cydewalk is live on the WorkCyte Website under the “Embrace the Change” tab!
- A crosswalk of current to future state terms
- Printed cards available

IOWA STATE UNIVERSITY
WorkCyte

HOME
WELCOME TO WORKCYTE
EMBRACE THE CHANGE
READY, SET, LEARN!
EVENTS
NEWS

Workday Grants Management

Below you will find a list of terms that are used at ISU and what they will be called after the implementation of Workday. We encourage you to check back often.

| Right now we call it | In Workday, we call it |
|----------------------|---------------------------|
| Academic Department | Academic Unit |
| | Grant |
| | Gift |
| Account Number | Program |
| | Project |
| Advanced Account | Advanced Award with Grant |
| Award Child/Children | Award Line(s) |

Workday Grants Management Reports

| Report | Purpose |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------|
| Grants Management Dashboard | Worklet that will give an overview of all awards and expiring awards. |
| SPA Financial Report | This report will show the detail for an award, this is similar information to the SPA Financial Report within eData. |

Other Workday Updates

Workday Grants Management Updates

- Clean-up Campaign
- RMM ICR Distributions
- Award Lifecycle Updates
- Handling of Membership/Field Trial Invoicing

Cleanup Campaign

What can we do to prepare for Workday?

- Review payroll
- Review expense transactions
- Ensure any summer salary entered for June is done prior to payroll cut off
- Lead unit changes
- All transactions in action lists resolved
- Outstanding Effort Certification Forms returned
- SPA closing expired awards, subawards, POs, etc.

What's Coming Next?

What can I expect at future meetings?

- **April GCN Meeting**
 - Key cutover dates and activities
 - Post-training user labs and support resources
 - Status check on registering for training
 - Demo of Grants Module in Workday
 - Demo of additional reports

IOWA STATE UNIVERSITY

WorkCyte
Where Your Workday Begins

Questions?

Workcyte_change@iastate.edu

WorkCyte
Where Your Workday Begins

WorkCyte Change Management Team

workcyte_change@iastate.edu
www.workcyte.iastate.edu



IOWA STATE UNIVERSITY

WorkCyte
Where Your Workday Begins