Employee Self Service

Workday Home Page, Applications, and Navigation
Workday Inbox
Manage My Personal Information
Identify My Place in the Organization
Time Tracking (for non-exempt and hourly employees)
Manage My Time Off
Time Off & Leave – Reasons (Fayetteville specific)
Manage My Pay Options
Update Withholding Elections
Manage My Favorites, Worklets, Work Space and Preferences (Fayetteville specific)
Manage My Benefits
Managing My Professional Profile
Change My Work Space
Apply for a Job
Delegation
Using Delegation in Workday (Fayetteville specific)
Locations in Workday
Errors and Alerts
Configure Email Notifications
Verify Procurement Card Transactions (Fayetteville specific in FIN21 course)
Submit a Resignation
Create Supplier Invoice Request (Fayetteville specific in FIN19 and FIN20 courses)

FIN01- Overview of Workday Financial Management

Overview of Workday Financial Management Video
Worktag Glossary
Workday Translator

FIN04 - Reviewing & Approving Finance Transactions

Reviewing and Approving Financial Transactions
Managing the Inbox for Finance
Departmental Budget vs Actual – report (See recording Office Hours 8/19)

FIN06 - Adjusting Financial Transactions

Adjusting Financial Transactions Demo
Accounting Adjustments on Accounting Journals
Accounting Adjustments on Operational Journals
Payroll Accounting Adjustments
Budget Amendments (Funds Transfer)
Permanent Budget Amendments

FIN11- Assets for Departments

Assets for Departments Demo
Assets for Department (PPT)
Dispose of an Asset
Register an Asset
Transfer an Asset

FIN13 - Budgets for Departments

Budgets Demo
Assign Costing Allocations
Quick Reference Guides (Project One documentation Coming Soon)

FIN16 - Grants for Departments

Effort Certification for Faculty (PPT)
Effort Certification for Staff (PPT)
Award Budget Amendment
Complete Award Task
Edit Budget Date for an Internal Service Delivery Transaction
View Reports
Managing the Inbox for Finance
Departmental Grant Budget vs Actual - report
Find My Awards - report

FIN17 - Non-Sponsored Receivables for Departments

Create a Customer
Create a Customer Invoice (Ad hoc)
Create Customer Invoice (No Sales Tax)
Change Customer Summary
Create a Customer Contract
Create a Billing Schedule
Create Customer Invoice from Customer Contract
Request Customer Edit

FIN19 - Purchase Requisitioning

Purchase Requisitioning Demo
Create a Blanket Purchase Order
Create a Receipt - Revised
Create Internal Service Delivery - Fayetteville
Create Supplier Invoice Request

Order -From Connections
Trade-In Requisitions
Verify Payment of a Purchase Order
Requisition Types and Examples (pdf)
Spend Categories by Grouping (Excel)
View and Print Purchase Orders
Create an Internal Service Delivery Request
Create a Purchase Requisition Using a Catalog
Create a Purchase Requisition from a Punchout Session
Create a Purchase Requisition from a Non-Catalog Item
Internal Catalog Load and Maintenance

FIN20 - Managing Procurement

Managing Procurement Demo

Supplier Contract Folder

Supplier Contract Attributes
Supplier Contract Types
Supplier Contract Sub Types
Amend a Contract
Cancel a Lease Contract
Close a Contract
Create a Supplier Contract
Create a Scheduled PO from Contract
Create a Scheduled Invoice from a Contract
Create Supplier Invoice Request
Create a Receipt - Revised
Create a Change Order
Create a Purchase Order Acknowledgement
Create a Request for Quote
Create a Request for Quote Award
Create a Return
Create an Advanced Ship Notice
Create and Issue an Ad Hoc Purchase Order
Initiate a Supplier Backorder
Manually Issue a Purchase Order
External Catalog Load and Maintenance
Mass Change Requisition Requester
Order-From Connections
Verify Payment of a Purchase Order

FIN21 - Requesting & Managing Credit Cards

Requesting and Managing Credit Cards Demo
UAF Procurement Card Verification
Find and Edit Procurement Card Verifications
Create a Credit Card Request
Creating and Editing a Corporate Credit Card Account
Setting up a Worker Credit Card
Verify Procurement Card Transactions

FIN29 - Expenses for Central Users

Spend Authorization Folder
Create a Spend Authorization for a Worker or Student
Create a Spend Authorization for Group Travel
Create Spend Authorization for Guest Travel
Expense Report for Fuel Cards – Processing on Behalf of a Worker
Guidelines for Requesting a Cash Advance
Creating an Expense Report for Non-Travel Expenses for Employee as Self
Creating an Expense Report for Non-Travel Related Expenses for a Worker
Guidelines for Reassigning a Credit Card Charge
Guidelines for Requesting an Expense Credit Card
Processing an Expense Report for One Person - One Trip

Links to Training Recordings:

Adjusting Accounting Entries:

Funds Transfers – Accounting Adjustments-Payroll Accounting Adjustments (FIN06 – Adjusting Financial Transactions)
https://uark.box.com/s/pgzozp47yxxpunji9ihztwj7ervct9kt

Accounting Adjustments and Payroll Accounting Adjustments
https://uark.box.com/s/xfm9f8j63r0g388hjlkiv09c4smbhrsd

Budget Amendments (Funds Transfer) (FIN06 – Adjusting Financial Transactions)
https://uark.box.com/s/cuzgzt2lfojtbc2mr6ps2icwjtdig71w

Assets:

Assets – Procure, Register, Assign, and Transfer (FIN11 – Assets for Departments)
https://uark.box.com/s/s41x2cq1jjx6x5hi39fxol6u8awhsz0f

Non-Sponsored Receivables:

Create a Customer (FIN17 – Non-Sponsored Receivables for Departments)
https://uark.box.com/s/3w6y5uuq6rwm2fht9r44plgrbmgj5sx8

Create a Customer Invoice (FIN17 – Non-Sponsored Receivables for Departments)
https://uark.box.com/s/nwznzwuwsr1b8kwvblpjshin4yw9xm2z

Create a Customer Contract and Billing Schedule - (FIN17 – Non-Sponsored Receivables for Departments)
https://uark.box.com/s/02lf343fmdjrceal64xa1lod2e3emyfl

Purchase Requisitioning and Supplier Contract:

Change Orders, Spend Categories and Requisition Types Review
https://uark.box.com/s/2rh4c1egs55jvh2q6za6anwty5rux6f1

Requisitions - July 13, 2020 (FIN19 – Purchase Requisitioning)
https://uark.box.com/s/mqx56xdw1o4bm7dqsbhk20110sztfo19

Requisitions – July 29, 2020 (FIN19 – Purchase Requisitioning)
https://uark.box.com/s/slwwcb45ehm6pm9seoa9se1ts9pbxqci

Receiving - July 14, 2020 (FIN19 – Purchase Requisitioning)
https://uark.box.com/s/m6sw0jh9ycyazy1hr079parv524lvwed

Supplier Contracts (FIN20 – Managing Procurement)
https://uark.box.com/s/0mhtxm7tdczl1yyrr9m3p76ci7jeemvu

Supplier Contracts/Requisitions – Updated 10.15.20
https://uark.box.com/s/l9wznggd5gbwjlllemorp73rjgjqg989

Office Hours – Procurement Policy and Procedure
https://uark.box.com/s/xtdr3v2d1vq5qq0twmmrjr7nwvu618wy

Internal Service Delivery (FIN19 – Purchase Requisitioning)
https://uark.box.com/s/9ul6wo77xbzq6pzi23fqs6uann6qmjts

Grants:

Office Hours – Grants Reporting and PI's (FIN16 – Grants for Departments)
https://uark.box.com/s/atbh64x03jo23tizgmyk2l3nxjkl9r18

Effort Certification – Staff
https://uark.box.com/s/qdn2npq6txgsusa5kgx3f7zerk799pu2

Effort Certification – Faculty
https://uark.box.com/s/78dj7pwwfa3eljzd3kddeyf1iptfr4du

Effort Certification – Combined
https://uark.box.com/s/b6udqke8hngq39y69tq5mnvfu81hfda0

Grants Reporting for Principal Investigators
https://uark.box.com/s/2bem3jw635budnc95kqxx1uxtczsjro6

Requesting & Managing Credit Cards:

Procurement Card Verification - (ESS or FIN21 – Requesting & Managing Credit Cards)
https://uark.box.com/s/n0as5g62bmew0utzuep1vi317og9r5sy

Spend Authorization and Expense Reports:

Spend Authorization for Travel – (ESS or FIN29 – Expenses for Central Users)
https://uark.box.com/s/xuszf1o91nf5ihlsw7x80v9qr0f39fp0

Spend Authorization and Expense Reports for Group & Guest Travel (FIN29 – Expenses for Central Users)
https://uark.box.com/s/xds9q5jmeenzq1oned4xlqvtxvh2cy5p

Expense Reports for Travel – (ESS or FIN29 – Expenses for Central Users)
https://uark.box.com/s/i61fixubfncluapgqaneljl1xl59a5er

Expense Reports for Non-Travel - (ESS or FIN29 – Expenses for Central Users)
https://uark.box.com/s/2q4nl33x29thk1d5c8m1n9v0pasf0iw1

Expense Reports: Fuel, Travel and Personal Reimbursement (ESS or FIN21 – Requesting & Managing Credit Cards or FIN29 – Expenses for Central Users)
https://uark.box.com/s/7uvztvdqd97n8tpr0ro32uex5vk10fcj

Reporting:

Expense and Procurement Reports
https://uark.box.com/s/ksm3my8b2ifz3qcpu01ki9qhfbpl15o8

Office Hours

July 17, 2020 https://uark.box.com/s/mjsc04iqbl1hgxkybt0ts0ga20n0f37d
July 21, 2020 https://uark.box.com/s/ols6vwh48pv6n8b9w4lt5jl9e6l9j7p2
July 24, 2020 https://uark.box.com/s/9x4p31m1mqad4krrv3ttqos60e63qnrx
July 30, 2020 https://uark.box.com/s/m29v9x4mle76rets6x7y4gb5av5qil4z
August 19, 2020 https://uark.box.com/s/pq8ikfbhu7hxwdep5ez35ohlbbze9w6t
Departmental Budget vs Actual report featured
September 10, 2020 https://uark.box.com/s/now556v5wvgrbemhj54t1ug3u2pl9pif