



Workday Grants Overview

Training for Principal Investigators

MC

MONTGOMERY COLLEGE

Training Guidelines

- This session is recorded and will be available on Workday Learning
- Close your Email, logout of IM, and turn cell phones off or put them away
- This session includes demonstrations in a training environment and information has been staged so that no personal or sensitive data is shown

Your Instructors



Sam Wynn

Organizational Change & Training
Consultant with Collaborative
Solutions

Chicago, IL



Tammy Srom

Organizational Change & Training
Senior Principal Consultant with
Collaborative Solutions

Tampa, FL

Agenda

- Objectives & Workday Project Overview
- Workday Financials Overview
- Business Process Approval Workflows
- Effort Certification
- Helpful Reports

Our Objectives

What we will accomplish by the end of this training

- Understand the role of Principal Investigator in Workday
- Understand a Business Process flow and how to approve tasks in Workday
- Learn the Principal Investigator steps as part of Effort Certification
- Know where to locate reports, resources, and support

Support Resources

On-Demand Help

Project Webpage:

FAQs
Job Aids & Reference Guides
Videos

Workday Learns:

Training Recordings

Training Questions & Workday Help

HRSTM

240-567-5353
hrstm@montgomerycollege.edu

OBS Finance

240-567-5292
procure@montgomerycollege.edu
finance.obs@montgomerycollege.edu

Technical Support

IT Service Desk

240-567-7222
itservicedesk@montgomerycollege.edu

Project Website

- Houses all project information, communications, FAQs, and Training Materials

Workday

The College's use of Workday will enable us to improve administrative processes by using modern financial management, human resource, and professional development systems to support the College's mission and goals. It is designed to be mobile device friendly, helping our faculty and staff complete their business faster and get back to what's really important, our students.



PROJECT PHASES

Completed and upcoming phases of the project

[WORKDAY PROJECT PHASES](#)

TIMELINE

Where are we now?

[WORKDAY PROJECT TIMELINE](#)

TRAINING

Access live and recorded webinars, job aides, and the training schedule

[WORKDAY TRAINING](#)

WORKDAY COMMUNICATIONS

Archive of collegewide communications

[WORKDAY COMMUNICATIONS](#)

FREQUENTLY ASKED QUESTIONS

Review FAQs about Workday

[WORKDAY FAQs](#)

Sponsor Message

Welcome to Your Workday Training!

As of January 2022, Workday is officially the Human Resources and Financial Management system at Montgomery College.

By taking today's training, you will be one step closer to full self-service functionality that provides the ability to access and manage your personal HR and finance-related information. As an integral part of our institutional success, we thank you for your participation. We are confident it will ensure your personal success and allow you to take full advantage of all that Workday has to offer.

Enjoy your training session and have a good Workday!

Sherwin Collette

SVP for Administrative and Fiscal Services
Workday Executive Sponsor



Vision



MC's Mission, Vision, Values

MISSION STATEMENT

We empower our students to change their lives and we enrich the life of our community. We are accountable for our results.

VISION STATEMENT

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

CORE VALUES

EXCELLENCE * INTEGRITY * INNOVATION * EQUITY & INCLUSION * STEWARDSHIP * SUSTAINABILITY

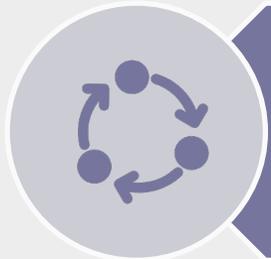
Benefits for Montgomery College



One system that integrates with many other systems and reduces time to perform work



Access and update your own data using applications



View statuses of initiated tasks and get **notified** on completed tasks



Initiate actions using search or applications and complete tasks from your Workday Inbox



Quickly search for and **find information** such as organizational charts and your personal information



(Optional) **Mobile device** access to manage information, anytime, anywhere

Workday Project Overview

- Workday is the system of record for all Human Resources, Finance, and Payroll data.

Workday

- Payroll
- All Tracking for Time Entry, Time Off, and Leave
- EAP
- Recruiting
- Compensation
- HCM
- Benefits
- Learning
- Talent & Performance
- Financial Accounting
- Budget (excluding Adaptive Planning)
- Procurement
- Expenses
- Projects/Capital
- Business Assets
- Banking & Settlement
- Grants Management & Contracts
- Supplier Accounts

Overview of Key Changes

Currently	Workday Starting 1/3/2022
Grants and budgets are visible in Banner	Grants and budgets are managed and accessible in Workday
Effort Certification is completed manually via spreadsheets and email	Effort Certification is completed within Workday and is an automated process

Role in Workday

Security roles determine who can initiate tasks, view information, generate reports, or approve tasks that impact a cost center's budget

Principal Investigator

- Access to grant budget and spend financial reporting
- Approval authority for grant transactions:
 - *Examples: requisitions with grant worktags, spend authorizations, expense reports*

Recap of the Foundation Data Model

Foundation Data Model (FDM)

Core of Workday Financials

- The Foundation Data Model (FDM) is the core of Workday Financials and impacts all financial transactions

Multidimensional

- A multidimensional framework to support accounting and financials reporting in Workday

Mark transactions and business objects

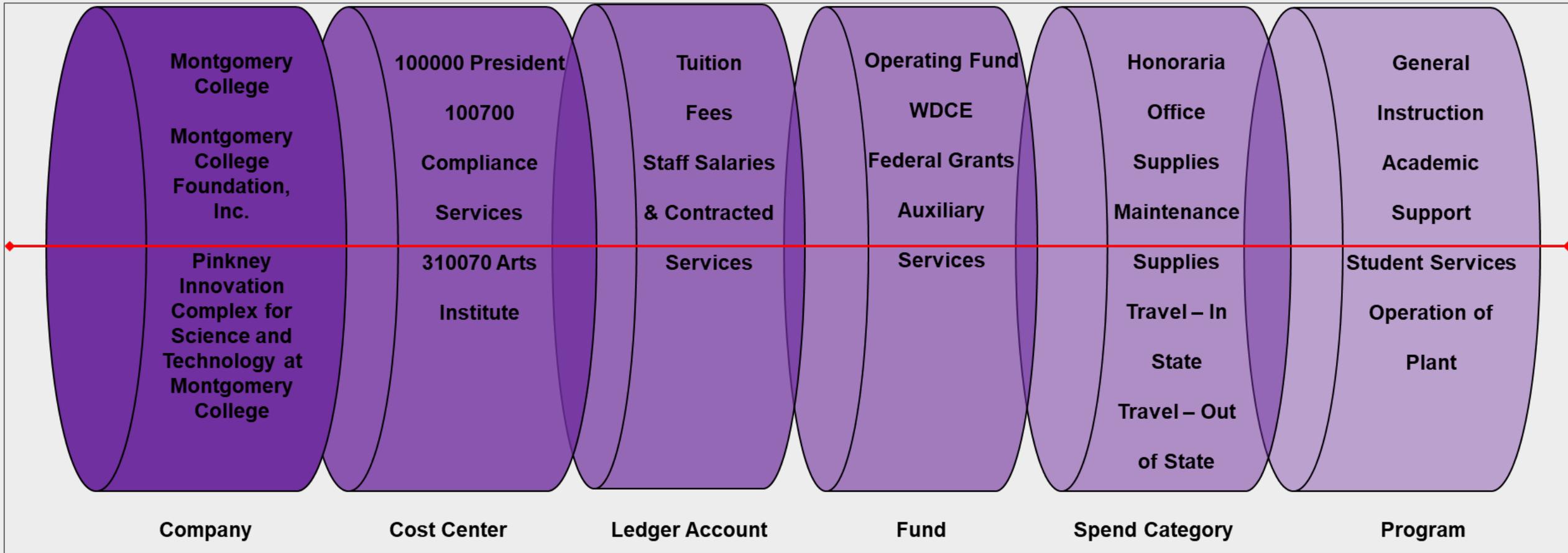
- A way to mark transactions and business objects to make them easier to find, make their business purpose clear, and facilitate reports and summaries

Worktags

- Worktags are values, or dimensions, and are the building blocks of the COA (Chart of Accounts) in Workday
- Users can tag transactions with Worktags relevant to their specific area of the organization

Foundation Data Model (FDM)

The FDM gives a multidimensional view of your business operations. Think Slot Machine.



Worktags & Organizations

Worktags

- Worktags are dimensions that identify financial transactions and categorize them for reporting
- Think of Worktags as keywords that you can assign to transactions and supporting data to make their business purposes clear and establish common relationships through classification
- **Example:** Spend Categories and Expense Items

Organizations

- These are Worktags that enable the grouping of resources
- Organizations generally have Members and Assignable Roles that support a specific business function
- **Example:** Cost Centers

Worktags in Workday

Example Grants:

- Maryland State Arts Council Grant
- Public Assistance Grant
- MCF Pearson Grant

Grant	<input type="text" value="x F2308 MCF Pearson Grant ..."/>	
Project	<input type="text"/>	
Cost Center	<input type="text" value="x 540000 Mathematics Dean ..."/>	
Fund	<input type="text" value="x FUND_2600 Foundation Gifts and Grants ..."/>	
Program	<input type="text" value="x PROGRAM_1000 General Instruction ..."/>	
Additional Worktags	<input type="text" value="x Discipline: 11201 Math ..."/> <input type="text" value="x Gift: TU2308 Pearson Developmental Math Initiative ..."/>	

Budgets in Workday

- **Budgeting is the process of preparing detailed projections / estimates of future amounts**
 - Prepared and approved budgeted amounts are used as a roadmap, controlling the next year's business activities
 - Budget Checks run automatically in Workday. If there is an issue, then the Budget Manager receives a task to review and/or correct as needed
- Once created, budgets can be amended if needed
 - Approved amendments move money around to different spend categories or cost centers to change budgets to meet department operation needs

Workday budget amendments are reallocations of original fiscal year budget amounts, not requests for increases

Process Flows and Approvals

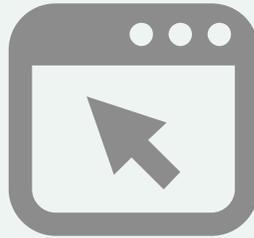
Business Process Flow



1

Steps outside of Workday

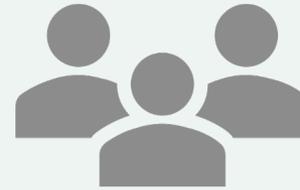
- Conversation
- Decision
- Reason



2

Initiate in Workday

- Enter the transaction



3

Review/Approval

- One or more parties review/approve

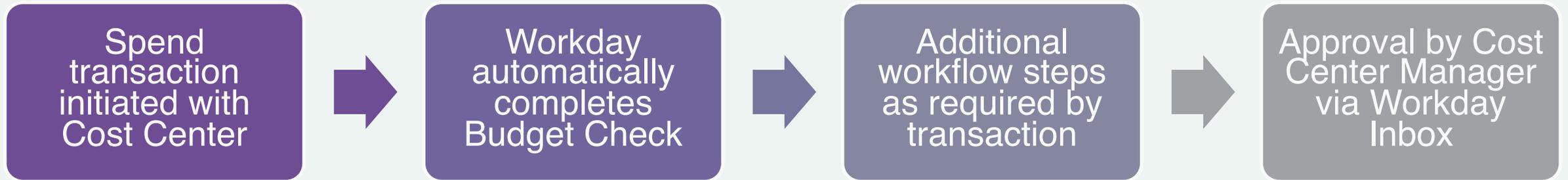


4

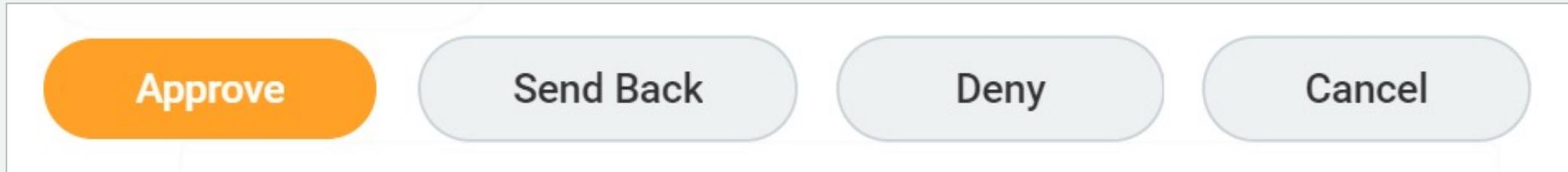
Process is Complete

- Initiator receives notification
- Inform relevant parties (e.g., Manager speaks with their employee)

Process Flow for Spend Approvals



Business Process Actions



Approves the proposed task and moves the process forward

Returns the step to the Initiator and pauses the business process

(Comment required)

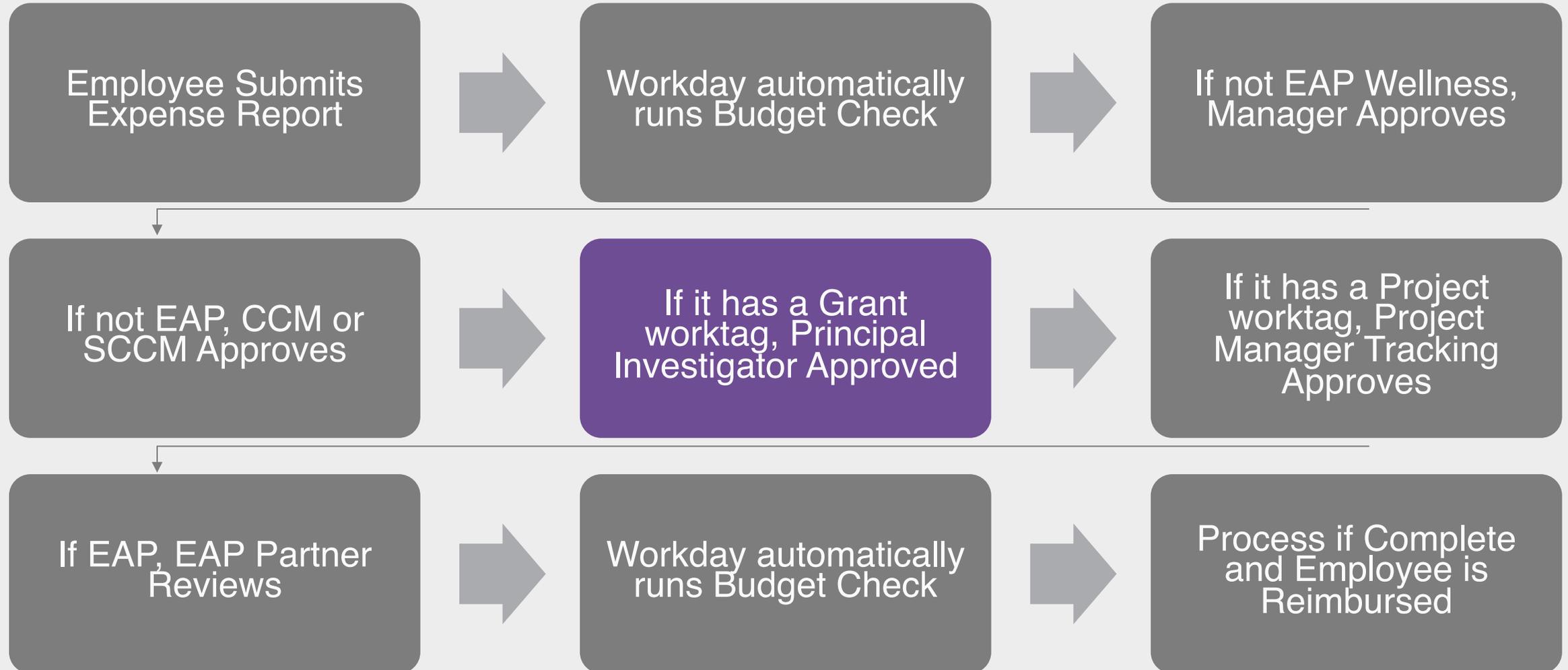
Denies the step and cancels the entire business process

Use with caution

Exits the task but it remains in your Inbox

Example Process Flow

Expense Report



Workday Demo

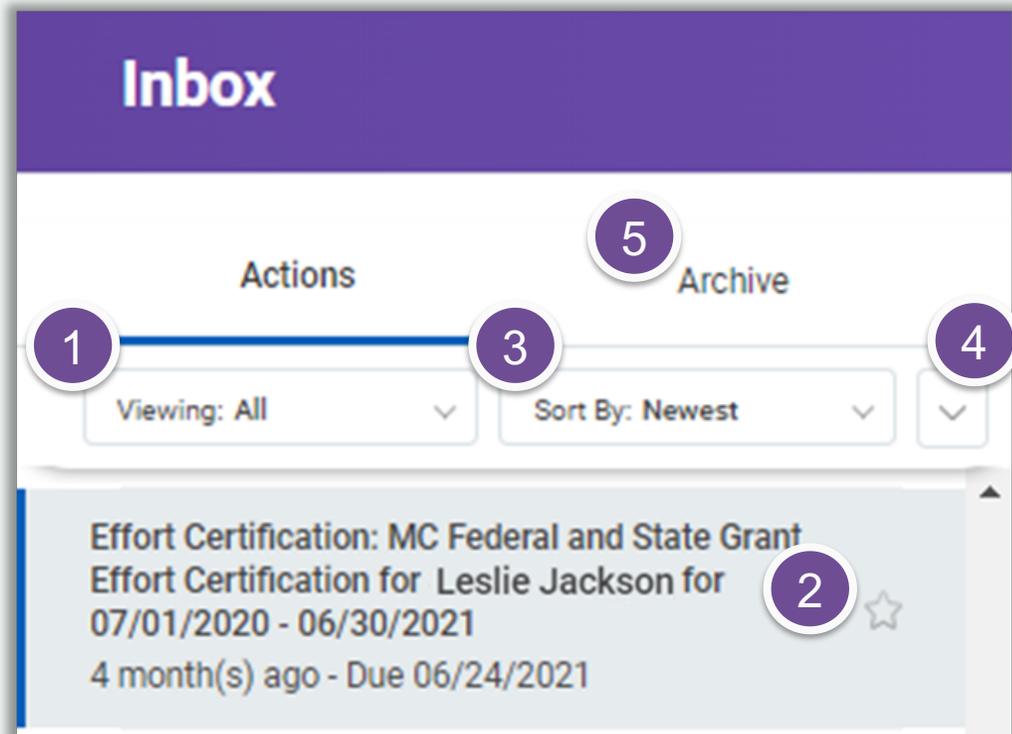
- Approve Expense Report



Principal Investigator Approval Required

- Asset Disposal Event
- Assign Costing Allocation
- Award Amendment Event
- Award Event
- Create Payroll Accounting Adjustments
- Effort Certification
- Expense Report Event
- Procurement Card Transaction Verification
- Spend Authorization
- Supplier Invoice Event

Tips for Managing Your Workday Inbox



- 1 Filter the View (e.g., favorites, overdue, or make your own filter)
- 2 Click the star to mark as a favorite
- 3 Sort By newest, oldest, or due soonest
- 4 Click the drop-down arrow to open more actions such as bulk approval and delegations
- 5 Use the Archive to view previous actions (e.g., view the process history)

Effort Certification

Effort Certification Overview

- Effort Certification is Montgomery College's means of providing assurances to Federal Award sponsors that faculty and staff have met their commitments, paid or unpaid, to sponsored programs
- As a Principal Investigator (PI) of a federally funded sponsored project, you will receive Effort Reports to certify after each semester (fall, spring, and summer) in which there was payroll activity on your award(s)

Process Flow

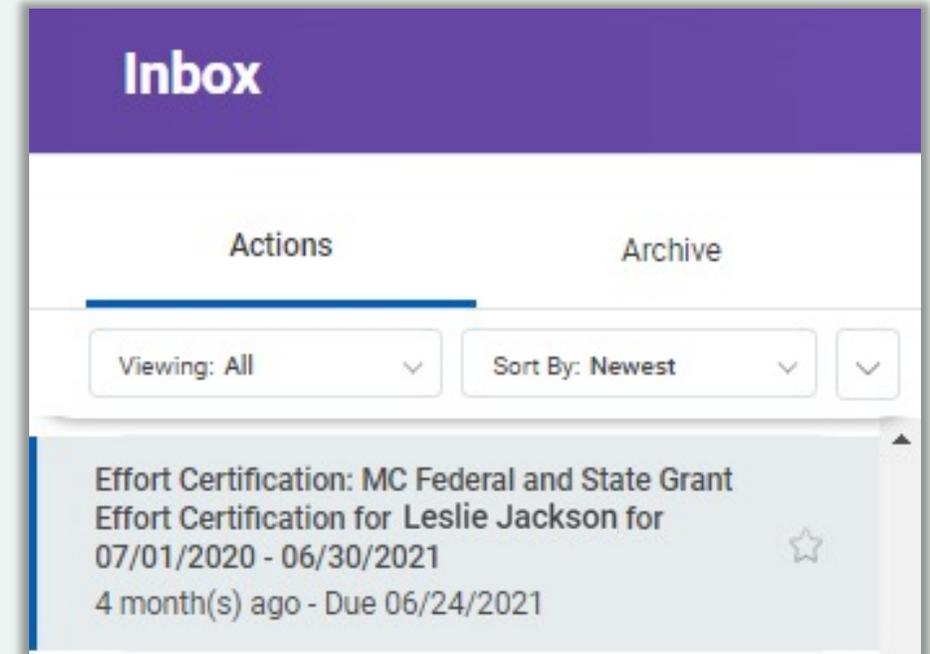
Effort Certification



Certify Effort – Getting Started

Workday Inbox

- The Effort Certification process begins in the employee's Workday Inbox
- There will be a separate task for each Effort Report (for each employee) you need to approve
- Changes or adjustments can be made, as necessary



Effort Report Details

Approve Effort Certification ⋮ ☆ PDF ⚙️

23 second(s) ago - Due 11/05/2021

> **Details** | Effort Certification Status: Submitted | Changed Status: Unchanged

Summary | Details | Positions | Organizations | Process History

Turn on the new tables view

Summary 2 items 🔍 📄 🗨️

	Effort Certification Summary		
	Worktags	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
FUND_1110 Operating Fund	257000 Financial Aid FUND_1110 Operating Fund PROGRAM_5000 Student Services	100.0%	6.5%
	Total:	100.0%	6.5%
FUND_2200 Federal Grants	22015 TRIO Student Support Services (SSS) 257000 Financial Aid FUND_2200 Federal Grants PROGRAM_5000 Student Services	100.0%	93.5%
	Total:	100.0%	93.5%

Approve **Send Back**

Workday Demo

- Certify Effort
Certification



Helpful Reports

Reports in Workday for Principal Investigators

Report Title	Purpose
My Awards	Select the My Award application to see Award and Grants information by specific periods and assignments.
Banner-to-Workday Crosswalk Query	Enter Banner FOAPA values to retrieve the corresponding Workday worktags.

Report: Banner-to-Workday Crosswalk Query

- Enter Banner FOAPA values to retrieve the corresponding Workday worktags
- You can enter multiple values (Fund, Org, Account, Program and Activity) at the same time, or you may enter one or more of the values and leave the other fields blank
- Read the instructions within Workday for guidance

Banner Fund	<input type="text"/>
Banner Orgn	<input type="text"/>
Banner Account	<input type="text"/>
Banner Program	<input type="text"/>
Banner Activity	<input type="text"/>

Workday Demo

- Banner-to-Workday
Crosswalk Report



Verify your Information in Workday

- Ensure the following information is up to date
 - Time off or leave requests
 - Your address, personal information, and emergency contacts
 - Benefit Elections
 - Direct Deposit and Payment Elections
 - Tax Elections

Other Training Sessions

On-demand
recordings will be
available in
Workday Learns

Session	Audience	2022
Workday Core Concepts	Employees	Jan 18 3:00-4:00
Period Activity Pay	Academic Aides WDCE Partner	Jan 20 2:00-4:00
Manager Self-Service Overview	Managers	Jan 19 12:00-2:00
Candidate Management	Managers Recruiters	Jan 24 2:00-4:00
Employee Self-Service for Procurement and EAP Requisitions	Employees	Jan 25 2:00-4:00
Overview for Cost Center Managers (CCM) & Secondary Cost Center Managers (SCCM)	CCM and SCCM	Jan 26 1:00-2:00

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Training Questions & Workday Help

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Technical Support

IT Service Desk

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Thank You

Enjoy your Workday!

**Time for
a 5-Minute
Break**

