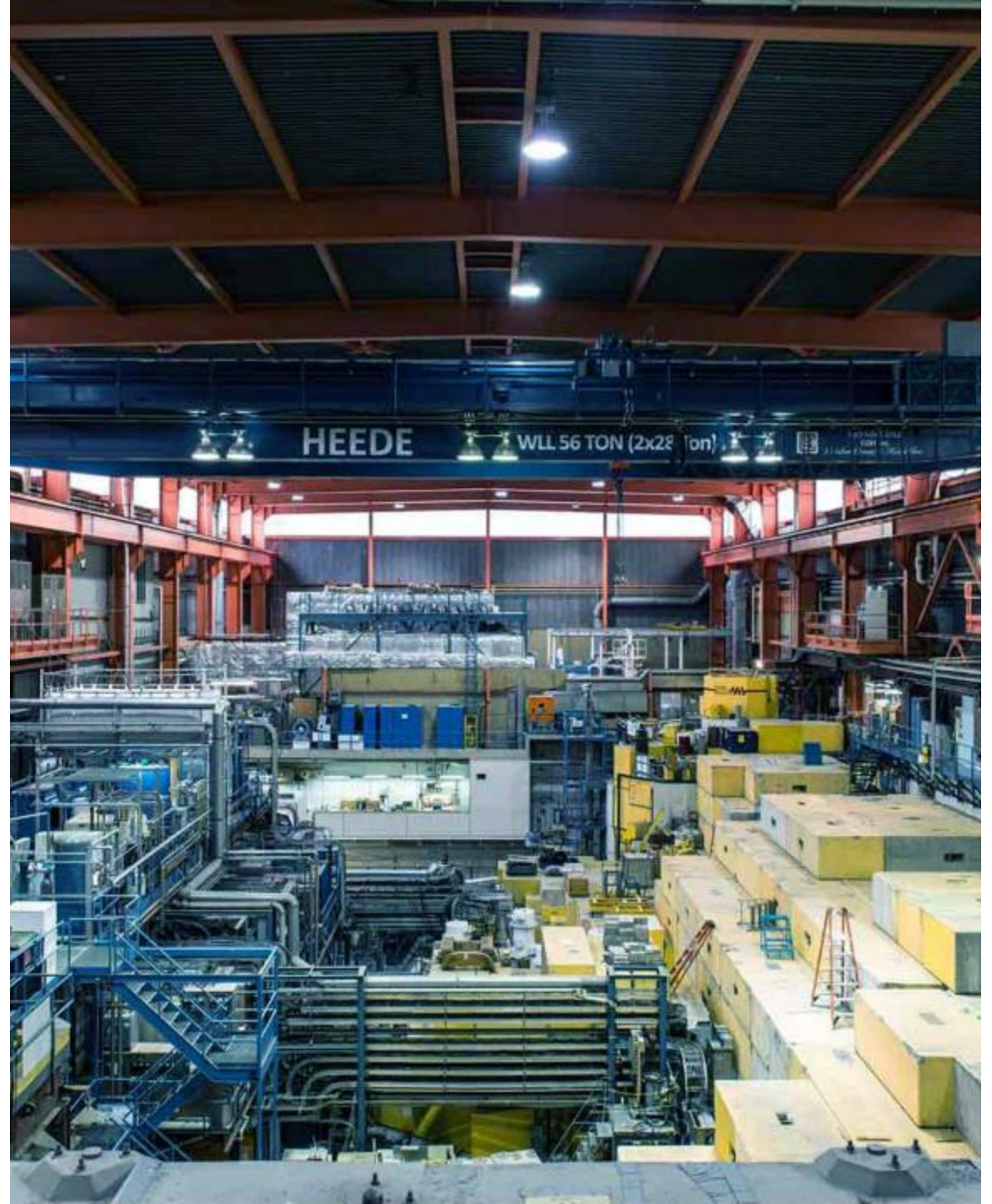


# Workday Information Session

2021-09-17



# Agenda

1 | Preparing for Go-Live

2 | Addressing Your Questions

3 | Q&A



# Preparing for Go-Live





# Progress Toward Go-Live

4

We have successfully completed our final testing scenarios and our Steering Committee has approved a **Go-Live date of October 7**. Hold periods for financial and HR activities are in place.

Other important dates:

- **September 20** – Training materials will be available for on-demand access and learning
- **October 4** – Go-Live kits distributed

## Priorities for the lead up to Go-Live

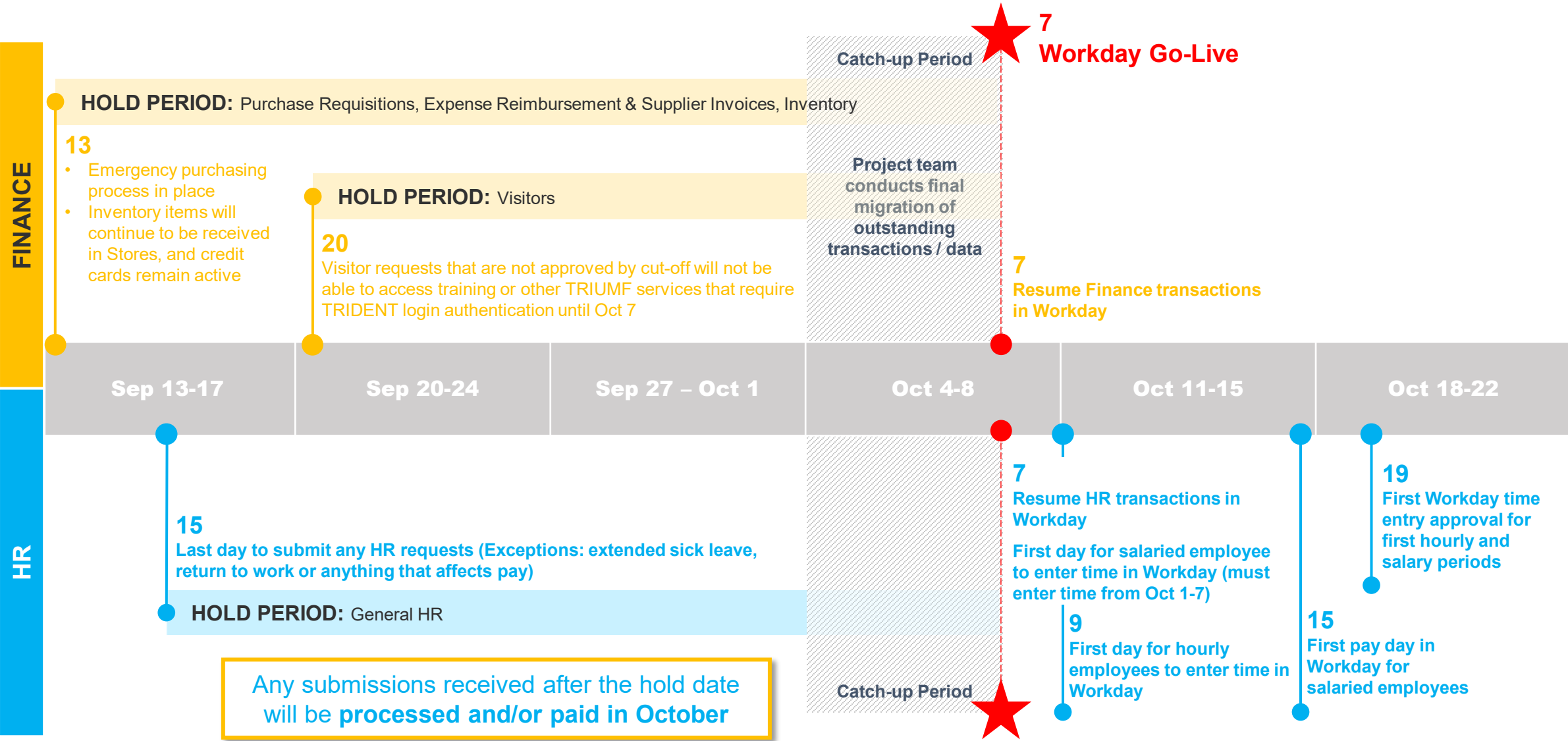
1

Polish a system that is ready for end users.

2

Communicate a greater level of system detail.

# Ensuring Transaction Continuity During Transition To Workday

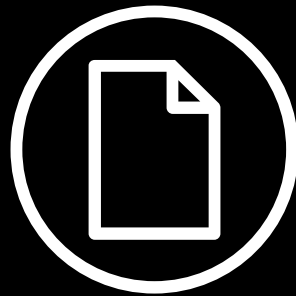


# Upcoming Resources Available

6



**Training  
Materials**  
September 20<sup>th</sup>



**Go-Live  
Kits**  
October 4<sup>th</sup>



**Helpdesk**  
October 7<sup>th</sup>



**Live Q&A  
Sessions**  
Post Go-Live

# What Will Training Include?

7

	Workday for Everyone	Workday for Managers / Project Leaders	Live Q&A Sessions
Topics	<ul style="list-style-type: none"><li>• Getting Started in Workday</li><li>• Time &amp; Absence</li><li>• Performance</li><li>• Expenses &amp; Procurement</li><li>• Workday Learning</li></ul>	<ul style="list-style-type: none"><li>• Approving Time &amp; Absence</li><li>• Managing the P3 Process in Workday</li><li>• Recruiting/Hiring</li><li>• Approving Expenses &amp; Procurement Requests</li><li>• Delegation of Tasks</li><li>• Managing Project Status</li></ul>	<p>Sessions will be focused on specific process areas such as:</p> <ul style="list-style-type: none"><li>• Time &amp; Absence</li><li>• Expenses &amp; Procurement</li><li>• Recruiting &amp; Hiring</li><li>• Learning</li></ul>
Format	<p>Available September 20<sup>th</sup> On-demand:</p> <ul style="list-style-type: none"><li>• Job Aides</li><li>• How-To Videos</li></ul>	<p>Available September 20<sup>th</sup> On-demand:</p> <ul style="list-style-type: none"><li>• Job Aides</li><li>• How-To Videos</li></ul>	<p>Scheduled for Oct 12-20<sup>th</sup>: Live, interactive sessions (will be recorded &amp; made available for later viewing)</p>

# What Is Included In Your Go-Live Kit?

8

- **How to Access Workday**
- **What to Do On Day 1**
- **Critical Actions for Week 1**
- **Additional Resources**
  - Links to Training Resources
  - How to Access Support Resources
- **Glossary**

## Objectives

---

- Prepare you for your transition to Workday
- Equip you with the resources you need
- Provide support information so you know who and where to direct your questions



# Addressing Your Questions



# What We Heard From You

10

We reviewed the submitted compilation of questions and concerns and will address them based on the following topic areas:



**Single Account Holders &  
Approvals**



**Purchasing**



**Expenses**

# Converting Agresso Subaccounts to Workday Spend Categories

11

Subaccounts, which have been used to parcel out funds for specific uses (e.g., salaries, MRO etc.), will not exist in Workday. In Workday, funds for all uses, will be drawn from one account and categorized using spend categories.

**Spend Categories are worktags that describe types of spends and are used to categorize “spend” activities in Workday.** They help to define/identify the goods or services being purchased.

## Three Scenarios for TRIUMF’s Conversion from Agresso to Workday

**1** Straight Forward Conversion

**2** CFI & IAMI Only

**3** Unique Scenarios

# Examples Of Conversion Scenarios

1

Straight  
Forward  
Conversion

## Scenario 1: Straightforward Conversion from Subaccount to Similar Spend Category

*Example Account 36*

Account	Account (T)	Subaccount	Workday Spend Category
36	TITAN-EC	SALOTHER	Salaries & Benefits
36	TITAN-EC	SALPD	Salaries – Postdoc Fellows
36	TITAN-EC	SALSTUG	Salaries – Graduate Students
36	TITAN-EC	SALSTUU	Salaries – Undergraduate Students

# Examples Of Conversion Scenarios

**2** CFI &  
IAMI Only

## Scenario 2: Subaccounts of Legacy CFI And IAMI Projects Converted using Project Tasks

*Example Account P1 ARIEL TARGET ELECTRON(AETE)*

Account	Account (T)	Subaccount	Workday Project Task
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-1	PRJ_353_1_1_1
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-10	PRJ_353_1_1_10
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-2	PRJ_353_1_1_2
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-3	PRJ_353_1_1_3
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-4	PRJ_353_1_1_4
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-5	PRJ_353_1_1_5
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-7	PRJ_353_1_1_7
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-8	PRJ_353_1_1_8
7456	P1 ARIEL TARGET ELECTRON(AETE)	1-1-9	PRJ_353_1_1_9

# Examples Of Conversion Scenarios

## 3 Unique Scenarios

### Scenario 3: Subaccounts is unique and cannot be replaced by any Spend Category

*Example Account ARIEL II DEVELOPMENT*

Account	Account (T)	Subaccount	Workday	Suggested Spend Category
3064	ARIEL II DEVELOPMENT	AETE	No equivalent spend categories for these unique subaccounts as they are not types of spend.  Users are encouraged to rethink the way they budget and track actuals.	Computer – Hardware
3064	ARIEL II DEVELOPMENT	COUPLER		Computer – Networking
3064	ARIEL II DEVELOPMENT	HVFEED		Equipment – Electrical
3064	ARIEL II DEVELOPMENT	MPS		Equipment – Electrical Supplies
3064	ARIEL II DEVELOPMENT	MRO		Equipment – Power Supplies
3064	ARIEL II DEVELOPMENT	RHPROTO		Equipment – Mechanical & Vacuum
3064	ARIEL II DEVELOPMENT	RIBMOD		Equipment – Mechanical & Vacuum Supplies
3064	ARIEL II DEVELOPMENT	TESTSTND		Equipment – Electronic
3064	ARIEL II DEVELOPMENT	THERMAL		Equipment – Electronic Supplies
3064	ARIEL II DEVELOPMENT	TISA		Equipment – Repair & Maintenance



# Transitioning To Single Account Holders

15

## Why Did We Make The Change?

### Transparent & Auditable Financial Activities...

...to safeguard TRIUMF's assets





### Aligned to University Members...

...and approved by TRIUMF's Board of Governors





### Eliminates Several Layers of Review...

...and streamlines processes reducing time spent by employees

## What Are The Benefits?

-  Meets our Funders' expectations for conducting financial activities & aligns to GAAP
-  Strengthens internal controls
-  Eliminates low value-add approver steps
-  Streamlines vendor payment process

## What Are The Details?

-  Account Holders have increased responsibility
-  Opportunity to delegate signing authority
-  The \$2500 ALD limit is removed
-  Orders from Stores under \$200 will be automatically approved

# Structuring A Program, Project Or Grant With Multiple Co-PIs

16

**Can a multi-PI experiment budget (e.g., Darklight experiment with \$1M budget) be split amongst multiple PIs to disperse approval authority?**

- We will not be looking to configure an additional Account Holder for this launch but can revisit for a later release

**After the budget has been split, can funds be moved from one subaccount to another (transferred from PI to PI)?**

- Because subaccounts will no longer exist, there is no need to transfer funds because they all exist in one account
- To tag funds to specific expenses we use spend categories or project tasks to allow for financial tracking and analysis

# Structuring A Program, Project Or Grant (continued)

17

**How will account/subaccount structures accommodate the matrix-style approach to projects with rotating personnel? Will some individuals (e.g., Rick Maharaj) have control over multiple subaccounts to make purchases?**

- Since subaccounts will not exist, there won't be a need for someone to manage multiple subaccounts. Individuals who work across multiple projects will submit stores orders, purchase requests and expense reports to the program, project or grant they are working on
- The end user selects the spend category or project task for that item so that the appropriate financial tracking and analysis can occur
- In Workday, the correct approvals for those working across multiple projects will automatically route to the appropriate Program, Project or Grant manager (account holder)

**Can subaccounts for small amounts of money (e.g., \$1000) be created to be managed/approved by highly qualified personnel (i.e., students, post-docs, technicians, etc.)?**

- No, subaccounts won't exist
- When any worker submits a Stores order for more than \$200 or a purchase request for any value, it will be tagged to a spend category or project task and automatically routed for approval to the appropriate approver

# Managing Approvals

18

**What mechanisms are in place to reduce the administrative load placed on Program, Project and Grant Managers since individuals will no longer be able to self-authorize purchases?**

- 1. Blanket Purchase Orders** (or standing order) can be set up for items that are required on a regular basis
  - A blanket PO or standing order is a purchase order that outlines an ongoing agreement arranged between an organization and a vendor to deliver goods or services at a predetermined price and on a recurring basis for a specified time period
  - A blanket PO can help take care of low value regular purchases (e.g., screws, resistors etc.) to lighten the administrative load on the approver
- 2. Bulk approvals** of purchase requests as well as time sheets and expense reports allow approvers the ability to approve multiple items with two clicks

Watch video demonstration: [bulk approvals \(begins at 1:51\)](#)

# Delegating Approvals

20

**Is there an alternative mechanism for delegating approvals if the Account Holder goes on holiday or is away at a conference and forgets to assign a deputy?**

- Reminders to Program, Project and Grant Managers will be included in our post Go-Live communications to help with the transition to new ways of working
- In unforeseen circumstances, such as sudden illness or leave of absence, end users can contact Finance for support

Watch video demonstration: [delegating approval \(begins at 3:23\)](#)

# Scrutiny Process For Purchases

22

## How will a single approver know whether to approve a technician's purchase in some subsection of the project that is under a different PI?

- The technician should provide as much detail and information to the purchase requisition as possible to help the approval process
- The Program, Project or Grant manager (account holder), at their discretion, can decide to Send Back or Add Approver to the requisition if further scrutiny is required to feel comfortable with the approval
- Adding an approver does not remove the approval accountability from the PPG Manager and is not encouraged as it has the potential to slow down approvals and create bottlenecks

## Will there be a process other than email to get such approval?

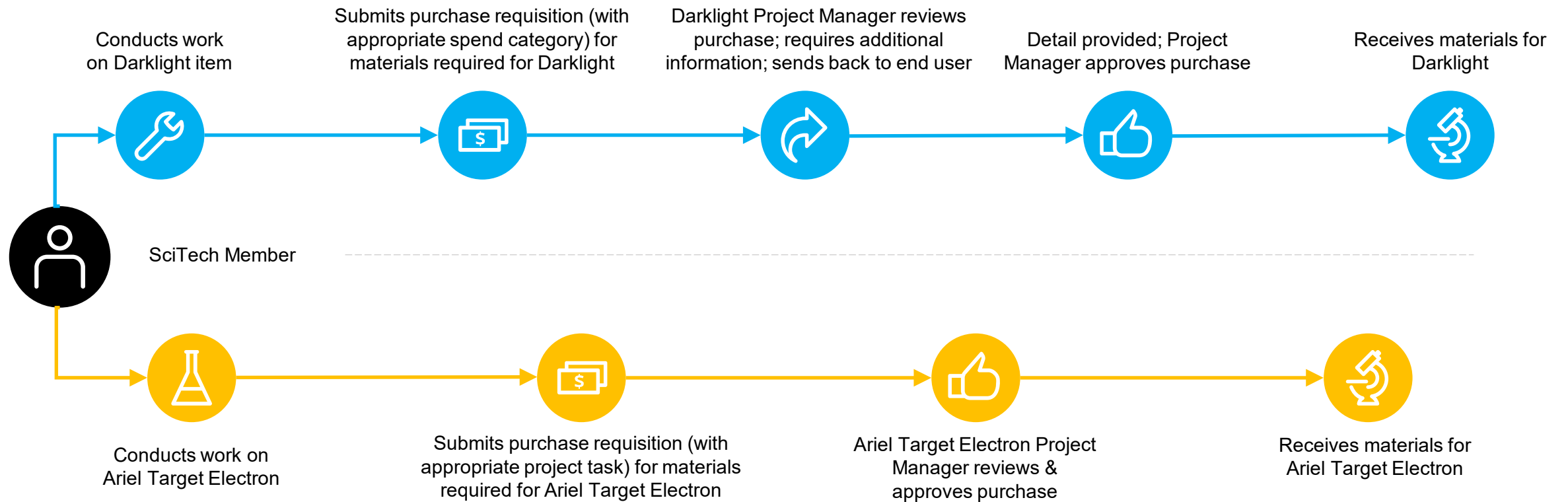
- The technician should communicate with other PIs within Workday by tagging them in the Activity section.
- For continuity purposes, any comments made within Workday are recorded
- Whenever possible, keep the communication within Workday by using built-in functions like tagging a person or writing comments.



# What Does This Look Like In Practice?

23

The example below walks through the scenario where a SciTech member works on a Darklight item while also working on Ariel Target Electron(AETE).



# Purchases and Low-value Inventory Orders

- Inventory orders are orders from stores

## What are the thresholds for ordering and/or purchasing low value items?

- Inventory orders for Catalog items (stores items) under \$200 will be automatically approved
- All other inventory orders or purchase requisitions will be automatically routed to the appropriate approver

## Who is authorized to make low-value orders? How is authority assigned?

- All end users are authorized to place Inventory (Stores) orders under \$200
- All end users can submit any value purchase requisition and approval by the appropriate Program, Project or Grant Manager and/or Cost Center Manager will be required

## Can technicians/students have different ordering authority depending on the account (i.e., ATLAS vs. UCN etc.)?

- No

# Catching Ordering Mistakes

25

**What controls are in place to catch ordering mistakes (e.g., ordering 1000 bags of M8 screws when intent was to order one bag of 1000 M8 screws, typo for 11 computers when intended to order 1 etc.)?**

- End users must take accountability to review the order information prior to the submission
  - The Buyer does not have the knowledge of the quantity and spec requirement; the PPG\* Manager may be able catch the error if they are aware of the purchase
- If the purchase requisition is in the approval stage, the end user must contact the Buyer to adjust the order requirement
- If a request exceeds your budget, the existing NSF process applies, and Francis or Chloe may provide approval

# Expenses (1/2)

26

## What are Expense Reports?

- Expense Reports will replace Requests for Reimbursement
- Expense reports require both a supervisor approval and Program, Project or Grant manager approval (as applicable)
- Reimbursements will continue to be paid weekly on Wednesdays and the status of your expense report can be tracked with “My Expense Reports” and viewing the business process log on the item

## How will Account Holders sign off on their own expenses (e.g., travel and/or credit card purchases)?

- Program, Project or Grant managers will approve their own spend, and their supervisor will also be needed to approve the expense

## How will credit card purchases and reimbursement be managed?

- Expenses incurred on an employee's personal card will require the submission of an Expense Report and will be reimbursed by EFT

# Expenses (2/2)

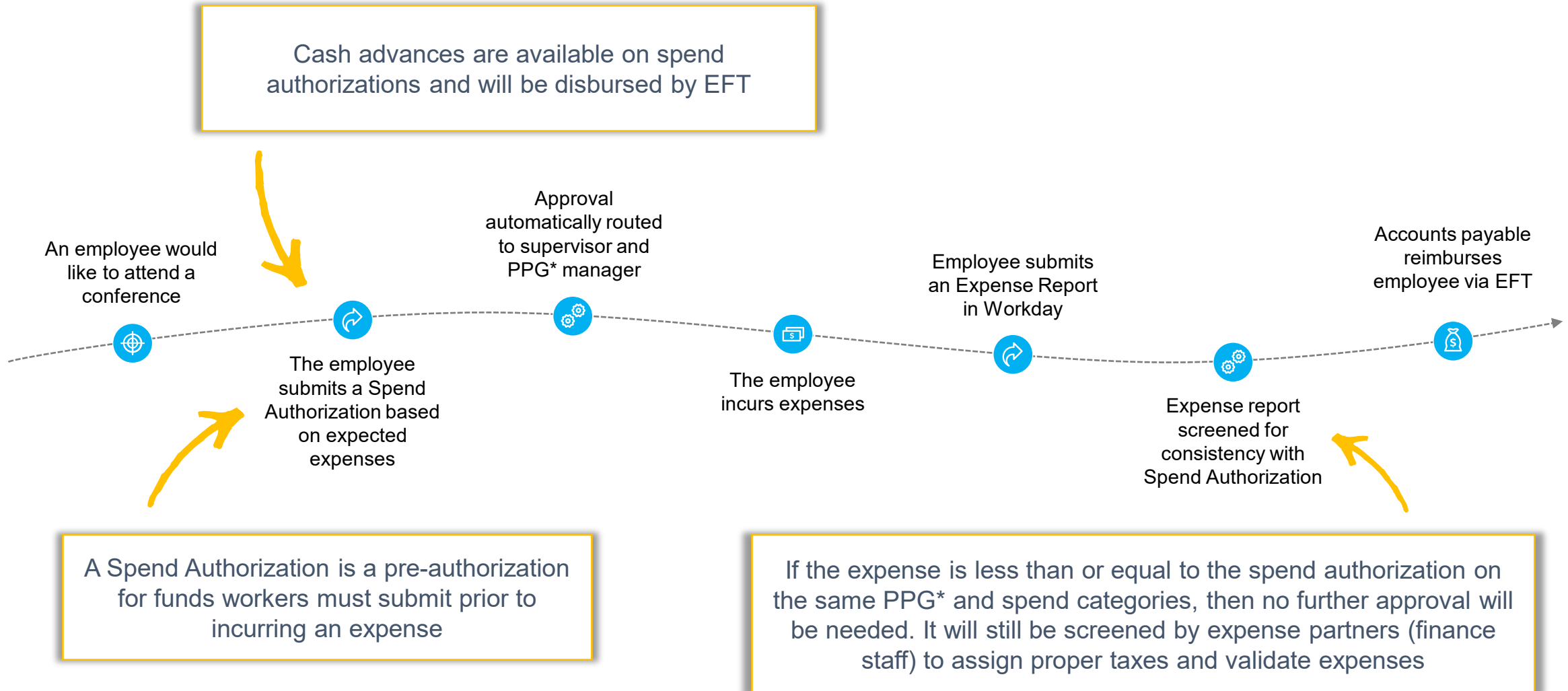
27

## How will Travel Expenses be managed?

- Travel expenses will require spend authorizations to be submitted prior to incurring any travel-related expenses
- Once the spend authorization is submitted and approved, the employee can proceed with booking travel
- Cash advances are available on spend authorizations and will be disbursed by EFT
- Once travel expenses have been incurred, an expense report must be submitted
- If the expense is less than or equal to the spend authorization on the same Program, Project or Grant and spend categories, then no further approval will be needed. It will still be screened by expense partners (finance staff) to assign proper taxes and validate expenses
- Accounts payable will then reimburse the employee for travel expenses claimed

# An Example Travel Expense Process

28



\*PPG = Program, Project or Grant



# Managing Time Tracking

## How often do we need to record our hours?

- Employees must record hours, at minimum, on a weekly basis using either the Worklet within Workday or their mobile phone (optional); you are encouraged to record daily for accuracy
- To make time entry easier, employees can choose **Auto-fill** from prior weeks or **Set Default Projects** so that the Time Type is selected once

## How often do we need to submit our hours for approval?

- Hours must be submitted for approval bi-monthly (twice per month) as per the approval cut-off deadline

### Enter Time by Type Chloe Zhang

2 Items

Time Type	Worktags	Do Not Bill	Sun, 07-25	Mon, 07-26	Tue, 07-27	Wed, 07-28	Thu, 07-29	Fri, 07-30	Sat, 07-31	Total	
<div> <div>×</div> <div>PRJ_478 Workday</div> <div>⋮</div> </div>	<div> <div>×</div> <div>Cost Center: FSC_ADMINISTRATI ON</div> <div>⋮</div> </div> <div> <div>×</div> <div>Fund: National Research Council Fund</div> <div>⋮</div> </div>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<div>Comments</div>
			0	0	0	0	0	0	0	0	

OK

Auto-fill from Prior Week

Set Default Projects

Cancel

# Visitors

30

- The visitor request process will **remain in the Visitor Application** at Workday Launch
- Training certification courses for visitors will be provided in Workday
- Visitors will be identified and organized in Workday **by facility**
- Visitors will be able to enter their banking information directly into Workday for reimbursement
- The **last day that visitors can be invited onsite through the MIS Visitor App** will be 17:00 PST on Monday, September 20<sup>th</sup>
- All **visitor approvals** must be completed by 17:00 PST on Tuesday, September 21<sup>st</sup>
- If visitor requests are not approved by the September 21<sup>st</sup> cut-off, visitors will not be able to access training or other TRIUMF services that require TRIDENT login authentication until October 7<sup>th</sup>



Questions?



# Appendix



# Glossary (1/2)

Today...	In Workday...	What it means...
Fund	Fund	High-level source of funds for external restrictions (e.g., operating or non-operating, restricted or unrestricted funds)
Division or Subdivision	Cost Center	Identifies a <b>unit within the organization</b> where payroll, operating expenses, revenue and budget are tracked. Cost Center is a Workday specific term, we will continue to use Divisions and Subdivisions outside of Workday (e.g., Life Sciences Division, Accelerator Division).
Account	Program	Mission-based, ongoing activities (e.g., PRG_3004 Site Mechanical Services)
	Project	Individual, time-limited activities (e.g., Darklight, ARIEL etc.)
	Grant	Specific, sponsor-funded arrangement (e.g., Gamma-Ray Spectroscopy ISAC/12 SAPPJ-2017-00026)
	Program, Project or Grant Manager (PPG)	The <b>designated approval authority</b> ; approval authority can be temporarily delegated to others to accommodate for absences

## Glossary (2/2)

34

Today...	In Workday...	What it means...
Subaccount	Spend Category	Worktag used to categorize "spend" activities (e.g., expense items, purchase items, suppliers etc.) in Workday. They help to define/identify the goods or service being purchased.
	Project Tasks	Project tasks are distinct activities within a project. Legacy CFI projects and IAMI accounts will use Project Tasks to replace legacy subaccounts.
Stores Order	Catalog Item	Items purchased from Stores inventory
Non-Stores Order	Non-Catalog Item	Items purchased from suppliers other than Stores
Standing Orders	Blanket Orders	A purchase order that outlines an ongoing agreement arranged between an organization and a vendor to deliver goods or services at a predetermined price and on a recurring basis for a specified time period
Request for Reimbursement	Expense Report	Submission required to document expenses incurred by workers that require reimbursement
Finance Staff	Expense Partner	TRIUMF Finance Staff



# Understanding the Foundational Data Model

35

**Workday's Foundational Data Model (FDM) is the multi-dimensional structure of Workday accounting and financial reporting** which provides greater flexibility in how we categorize transactions.

It consists of data elements that are attached to financial transactions when they are entered or generated that allows us to retrieve data later for reporting purposes. Here's how it compares to Agresso.

Agresso (Former)	Workday (New)	Description
Company	Company	Company represents the organization to which all transactions are posted. In our case, the Company is TRIUMF.
Fund	Fund	Funds are unique to public sector accounting and represent a categorization of certain types of spending.
Division or Subdivision	Cost Center	Cost Centers are often used to hold transactions, budgets, and employees. They are commonly departments within a company.
FinCode	Ledger Account	Ledger Accounts are used to record, sort, and report balance sheet and income statement transactions for financial reporting purposes.

# Introduction to Worktags

36

Worktags allow us to **capture and report financial information at an additional level of detail beyond just company, fund, cost center, and ledger account**. Worktags, and the new simplified FDM model in Workday, will offer us better financial reporting and analysis.

The following worktags allow us to **designate activity type** (i.e., mission-based ongoing vs. individual, time-limited vs. specific, sponsor-funded arrangement) and to assign separate Managers as required:

- Program
- Project
- Grant

Other worktags allow us to **subdivide Ledger Accounts** into additional detail and generally map to a specific Ledger Account, for example:

- Revenue Category
- Spend Category
- Expense Item