



DIGITAL EXPERIENCE SERVICES

ANNOUNCEMENT

Recent Workday Updates

Workday is highly configurable, allowing the institutions to make changes to the system as new priorities emerge and as requirements become better understood. The Workday team organizes this work into multi-week periods called Releases. Here are a few highlights from our most recent Release.

Expense Report for Candidates

You can now create expense reports on behalf of candidates who incur costs during the interview process. This eliminates the need for creating external committee members in order to reimburse candidates via expense reports. The Financial Administrative Assistant role can create expense reports for candidates by accessing the Create Expense Report for Non-Worker task.

Job Aid: [Create Expense Report: Non-Worker / Candidate](#)

Suppliers with Possible Conflict of Interest

A new Help text and alert was configured to represent an approved supplier, that may have a conflict of interest for each transaction:

Requisition Event (Default Definition)

Requisition (Independent Contractor and Guest Speaker)

Supplier Invoice Request Event (Default Definition)

Purchase Order Event (Default Definition)

Supplier Invoice Event (Default Definition)

Job Aids:

[Create Requisition - Good or Services](#)

[Create Requisitions Independent - Contractor or Guest Speaker](#)

[Create Supplier Invoice Request](#)

[Sourcing and Issuing a Purchase Order](#)

New and Updated Reports

Summary of All Awards - FIN - CR (NSHE)

Onboarding Status Summary - HCM - SC (NSHE)

Payroll Audit - All Classified DHRM request - PAY -CR(NSHE)

Payroll Audit - Classified with Union Dues DHRM Request - PAY -CR(NSHE)

Payroll Audit - New Hires for DHRM request - PAY -CR(NSHE)

Payroll Audit - AFSCME Local 4041 and STATE - PAY -CR(NSHE)

Payroll Audit - AFSCME Local 4041 and STATE All Classified - PAY -CR(NSHE)

Payroll Audit - AFSCME Local 4041 and STATE All Bargaining Units - PAY -
CR(NSHE)

You may not have access to some reports or to some fields in reports. Running reports and viewing fields is based on your security access. If you need different access to do your work, consult your manager, who can request it from your institution's Workday help desk.

Live Training Classes Right on Your Computer!

November 2022 Workday Webinar Schedule

November 18 2022; 10:00 am

Workday 101 Training @ Webinar

This webinar is designed to support new employees to the organization with Workday Basics and Navigation. Additional topics covered during the training include Workday Roles, Organization Chart, Inbox and Navigation, Worklets, Favorites, Reports, and Support Resources.

Who should attend: Employee

[Register here](#)

Update on Training Materials

Visit the NSHE Workday Training Repository for the most up-to-date PDFs, HTMLs and videos featuring step-by-step instructions for over 150 business processes.

New and Recently Updated Materials

[Create Expense Report: Non-Worker/Candidate](#)

[Disability Self-Identification](#)

[Edit Passports and Visas](#)

[Manage Languages](#)

[Request One-Time Payment](#)

2022 Release 6 Schedule

Start Date: November 6, 2022

End Date: December 25, 2022

Have a great Workday!



#studentsfirst



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