# WORKDAY SUPPLY CHAIN (Purchasing & Travel) JOB AID for Marion Faculty

**GO LIVE Thursday, January 7, 2021**

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</table>
| **Finding Help - Customer Service Support**       | PSSC        | PSSC & GSSC  | Customer Support for questions, compliance, processes and purchases  
   ✓ **PSSC** – for purchases on UNIV funds Contact: Stacie Mellick.42. Phone: 614-292-0406  
   ✓ **GSSC** - for purchases on OSP funds Contact: Drew Jasin. 29 Phone: 614-247-8244  
   ✓ **ARC** - select Workday for Core Users: Supply Chain icon for job aids  
   ✓ **Policy** and Policy Interpretation – contact Erin Timmins.18 or Pam Patterson.318 in the Business Office Phone: 740-725-6311 |
| **Purchasing Methods**                            | Per Policy & Best Practices | Per Updated Policies and Workday System | Purchasing Method Priority, regardless of $ value:  
   1. Internal supplier (via WD Buckeye Buy) – when available here, must be purchased here  
   2. Marketplace/MyQuote (via WD Buckeye Buy) – when not available from #1, but available here, good or service must be purchased here.  
   3. Non-catalog or special request – if not available from #1 or #2 or an emergency purchase the following applies:  
      • Must be made with existing suppliers whenever possible. Use of new suppliers requires additional approvals beyond Marion which delays purchase and adds internal expense.  
      • Must be review by Purchasing and can be altered as needed to meet requirements set by Supply Chain.  
   4. Pcard purchase for emergency needs or items unavailable via #1 - 3.  
   5. Reimbursements are strongly discouraged by the University and must be minimized. |
| **Initiation of a Purchase, Travel or Travel Reimbursement Transaction** | eRequest | Workday Requisition | Faculty member, Autumn Lovejoy (non-lab needs) or Jessica Pistner (labs) can initiate transactions in Workday (Business Office serves as back-up).  
If the PSSC assigns a Pcard to your transaction under Purchasing Method #3 above AND you need physical possession of the Pcard, contact the Business Office (Pam Patterson or Erin Timmins).  
**How to Enter a BuckeyeBuy Requisition** |
| eTravel Request | Workday Spend Authorization | Faculty member or Autumn Lovejoy can initiate Spend Authorizations (Business Office serves as back-up).  
**How to Enter a Spend Authorization (Travel Request)** |
| Travel Post Trip Reimbursement | Expense Report |  | • Faculty enter their own requests or submit information and receipts to Autumn Lovejoy. (Business Office serves as back-up).  
• You must review and approve your own travel expense report by logging into Workday. Approvals can be found in your inbox or by following the link sent to traveler via OSU email.  
**How to Enter an Expense Report for Travel Reimbursement**  

**NEW POLICY: Pcard travel expense receipts must be loaded to the expense report within 7 – 10 days from the receipt date.** |
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| **What new “chartfield” numbers do I use?** | Chartfield | FDM (Foundations Data Model) Worktags | A document converting your current chartfields to the new FDM worktags is attached. Questions: contact Betsy Lindsey 5-6354.  
• Do not rely on the University’s FDM translation tool – there are two translations from chartfield to FDM, an historical and a future (1/7/21). The University website reflects the historical translation. |
| **Pcard Use** | Pre-approval via eRequest | After-the Fact system approval via Workday Expense Report | Purchasing Methods #1-3 above must be pursued before requesting use of the Pcard. Bishun Pandey must approve your purchase prior to picking up the Pcard. Approval can be verbal or written.  
Pcards may be picked up from Pam Patterson or Erin Timmins in the Business Office. The following information is needed to release a Pcard:  
✓ amount to be expended  
✓ funding source  
✓ business purpose  
✓ vendor to be used  
New updated Purchasing Policy impacts when a Pcard can be used (see “approval process”) or contact Pam Patterson or Erin Timmins at 5-6311 for guidance. |
| **OSP Card to Individual PI** | OSP Card to Individual PI | OSP Department Pcard | With the same restrictions as above. Available from the Business Office (Pam Patterson or Erin Timmins) |
| **Receipt – to PSSC or Pcard Holder** | Released by Autumn Lovejoy, Chris Crisler, Becky Conley, or Business Office | Released by Business Office | Itemized receipt and Pcard (if in your physical possession) must be returned to the Business Office with the Pcard within 24 hours of use. The Business Office will complete the transaction in Workday. |
| **Approval Process (see back)** | Org Mgr (Bishun) & SFO (Betsy) | Cost Center Mgr (Betsy)  
GSSC (if a OSP grant)  
Department Leader (Bishun, Betsy as back-up)  
Senior Leader (Greg)  
Others (varies) | Approval Steps:  
1. Cost Center Mgr – Betsy (SFO) initially; 7/1/21 budget managers to assume this role  
2. GSSC – if an OSP grant  
3. Department Leader – Bishun (Betsy as back-up) – if >$200 high risk item or any purchase over $2,500  
4. Others possible approvers – PSSC, Department Leader, OSP Grants SPO, CFO, Purchasing depending on purchase  
Quickest purchasing method with fewest approvals required: Buckeye Buy (see Requisition Workflow diagram at end of document) |
<p>| <strong>Approvals – Exception</strong> | SFO (Betsy) | Univ (varies) | Workflows in Workday for the appropriate approval (who is approving can be found on the spend authorization) |
| <strong>Approval – Invoice</strong> | PSSC | Initiator Department Leader (Betsy) | Initiator of the Workday action must “approve” receipt of items for invoices =&gt;$3K or for any blanket purchase order invoice. Notification that you need to “approve” an invoice will be sent through the Workday inbox and Outlook. |</p>
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| Marion Specific Information         | DDC Leadership Decision                                                    | ✓ Marion is not permitting students to initiate transactions because of a variety of changes related to Workday (e.g., initiators approve invoices => $3K & blanket purchase orders, training requirements, extensive policy and process changes, and staff responsibility to learn system and provide support).  
  ✓ Initially, approval authority will be held at the SFO, Assoc Dean and Dean level since the approval role goes far beyond purchasing and travel. This allows time for the “bumps in the road” of the new system to be mitigated before decentralizing the approvals. Decision will be re-evaluated prior to June 2021.  
  ✓ Pre-approval (verbal is fine) for purchases must be obtained from Bishun Pandey before initiating a transaction because only transactions over $2500 or that are a special category approval will route beyond the SFO to Bishun. Once approved please type “BUDGET MGR APP’D” as outlined below: |
|                                     |                                                                           | If this wording is not in request, it will be returned to the initiator with a comment. Do not upload written approvals. |
| FDM Worktag Structure & Philosophy  | ✓ Financial reporting needs drive creation of the financial structure (FDM and Worktags)  
  ✓ Simplify structure where opportunity exists  
  ✓ “Assignee Worktags” (formerly user defines) created for all regular employee,s but used only when tracking specific allocations (e.g., faculty PD funds, UITL$, Start-Up, etc....)  
  ✓ The financial structure can be updated as needed after go live. |                                                                                                           |
| Meter Mail FDM                      | The courier will add a meter mail label to all mail being transferred to main campus for processing. Just as an FYI, our campus wide meter mail FDM is:  
  • Cost Center CC10404  
  • Fund FD100  
  • Balancing Unit BL1024  
  • Program PG101300 (be certain to include this on the form under “Additional Worktags”) |                                                                                                                                                           |
| Reporting on Budget Balances        | The university is loading the budget into Workday at the Campus level, not cost center (org) level and therefore, financial reports and balances are not expected to be available until sometime in March after the budget reforecast is loaded. |                                                                                                           |
| Approval Turnaround                 | Expect turnaround time to change to 1 – 4 days due to changes in process, policies, centralization of approvals and shift in payroll approvals to the SFO. Every effort will be made to turn approvals around ASAP. |                                                                                                           |
Policy Updates go live on the policy website on January 7th. Until then, below are the links to the new policies:

<table>
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<tr>
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<tbody>
<tr>
<td>Pcard</td>
<td>New Effective 1/7/21: <a href="https://busfin.osu.edu/sites/default/files/223_purchasingcard_pending.pdf">https://busfin.osu.edu/sites/default/files/223_purchasingcard_pending.pdf</a></td>
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<tr>
<td>Purchasing</td>
<td>New Effective 1/7/21: <a href="https://busfin.osu.edu/sites/default/files/221_purchasing_pending.pdf">https://busfin.osu.edu/sites/default/files/221_purchasing_pending.pdf</a></td>
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<tr>
<td>Travel</td>
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On January 7th, you can access the Workday [here](http://busfin.osu.edu/sites/default/files/211_travel_pending.pdf).