MARION CAMPUS
SPECIFIC WORKDAY
INFORMATION SESSION

Betsy Lindsey, SFO

December 18, 2020
SESSION OBJECTIVES

- Establish an understanding of Marion Campus specific business decisions related to Workday.

- Share Leadership decisions

- Learn about OSUM FDM - Financial Data Model (“Chartfields”)

- Understand Purchasing Changes:
  - Buying structure (BuckeyeBuy vs Non-Catalog requests vs Pcards)
  - Initiation, workflow, approvals
  - Use of Pcards
AGENDA

- Workday & Student Initiation
- Delegation of Approval Authority
- Marion’s FDM/Worktags
- Purchasing - how, when, what?
- Expectations of Staff
- Reporting
- How to Get Help
WORKDAY LAUNCH

January 3, 2021
WORKDAY HR AND PAYROLL

January 7, 2021
WORKDAY FINANCE AND SUPPLY CHAIN

June 2023
WORKDAY STUDENT
(PLANNED START)
Marion Leadership Decisions

Student Employees may not initiate financial or supply chain transactions (purchasing, travel requests or reimbursements)

Why?

• Invoices over $3K & blanket POs workflow for approval (confirmation of goods/services rec’d) to the “initiator”; students should not have that responsibility.

• Extensive business policy (14) and process changes were made to support Workday. Staff are responsible learning and understanding these in context of their roles

• Resources to support staff with Workday are most plentiful now and available through a variety of sources. This support will look much different after the system is up and running well.

• In general, DDC felt initiation of transactions is a staff responsibility
Business & Finance Policy Changes Related to Workday

14 Business related policies changes are approved & become effective 1/7/21

- Fiscal Stewardship policies
  - Internal Controls (revision) - renamed "Fiscal Stewardship"
  - Financial Foundational Data Model (FDM) Management (issuance)
- Accounting policies
  - Asset Management I Surplus Materials Disposal (revision/combination)
  - Inventory (issuance)
- Buy Something policies
  - Purchasing (revision)
  - Accounts Payable (revision)
  - PCard (revision)
  - Travel (revision)
  - Expenditures (revision)
- Sell Something policies
  - Accounts Receivable (revision)
  - Earnings Operations (issuance)
- Cash Management & Banking policies
  - Deposits - Cash and Checks I Unclaimed Funds I Unidentified Funds I Check Acceptance (revision/combination) - renamed "Deposit of Funds"
  - Bank Accounts (issuance)
  - Petty Cash and Change Funds (revision) - renamed "Cash and Cash Alternatives Payment Methods"
Marion FDM & Work Tags

Philosophy of creating the FDM and work tags

- Financial reporting needs drive the creation of Marion’s financial structure
- Simplify the structure where opportunities exist
  - Disability Service & Retention orgs combined to one cost center with program # for Disability Svcs
  - Program number expense/budget trends reviewed; eliminated many
  - Allows for greater use of default values for users
- User-friendly, easy for faculty & staff to determine what worktags to use
- Every non-student employee has an “assignee” worktag; however, this is used for staff only when tracking a staff specific allocation (PD funds)
- Easier to add new worktag values if needed than to move all expenses/personnel for those not needed after go-live.
Marion FDM & Work Tags

Changes - Big Picture

- 18 existing orgs are now merged with another cost center & assigned a program number to differentiate budget & expense

- Chartfield cross-walks that translate your current chartfields to the new FDM Worktags will be sent Monday
  - A master list for the campus will also be sent

- DO NOT rely on the Workday translation tool online. It is not up-to-date
Marion Delegation of Approval Authority

**REVIEW OF APPROVER RESPONSIBILITIES**

- Say no & escalate, when appropriate
- Know policies and procedures
- Have budget authority, understand restrictions
- Know FDM/Worktags structure
- Evaluate for business purpose
Marion Delegation of Approval Authority

SFO will be the approver for all cost centers*

- Unlike our current system that permits your budget manager to approve and it workflows to me for a second review and approval, Workday permits only one approver for most transactions.

- That one approver is solely responsible for approving adequate business purpose, programmatic expense appropriateness, policy, FDM and checking budget availability.

- DDC reviewed three options for consideration. (budget manager, SFO or Department Leader)

- Approval is not limited to just purchasing & travel, it includes:

<table>
<thead>
<tr>
<th>Asset transfer</th>
<th>Non-PO Supplier Invoices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal entries/Accounting Adjustments (Financial and Payroll)</td>
<td>Payroll costing allocations</td>
</tr>
<tr>
<td>Purchase requisitions (marketplace, Internal orders, and special requests)</td>
<td>Period Activity Pay (Lecturer and Graduate Associate chartfields, Off Duty Pay)</td>
</tr>
<tr>
<td>Internal Order Chargebacks or 2-way matched invoices charges over $3000</td>
<td>Living Allowances</td>
</tr>
<tr>
<td>Spend authorization (pre-travel request)</td>
<td>Discretionary Bonuses</td>
</tr>
<tr>
<td>Travel expenses (20% over budget)</td>
<td>Approve hours increases from Change Job</td>
</tr>
<tr>
<td>Non-travel expenses</td>
<td>Approve end date extension for term employees</td>
</tr>
</tbody>
</table>

*At least for the first 3-6 months
SIGNATURE AUTHORITY DELEGATION

Approval Structure

Workflow stops at approver, either move it forward or send back for corrections

<table>
<thead>
<tr>
<th>Unit Leader</th>
<th>Greg Rose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pres, Provost, Deans, SVPs</td>
<td>Dept leader requests route here for approval</td>
</tr>
<tr>
<td></td>
<td>May approve very high dollar transactions for approval</td>
</tr>
<tr>
<td></td>
<td>Approves unit’s internal control structure</td>
</tr>
<tr>
<td></td>
<td>Approves Sub-certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept Leader</th>
<th>Bishun Pandey, primary for academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Prov, Assoc Dean, Asst Dean, Chair, Dir</td>
<td>Approve all high-risk category transactions =&gt;$200</td>
</tr>
<tr>
<td></td>
<td>Any transaction over $2500 for BP</td>
</tr>
<tr>
<td></td>
<td>All spend authorizations (pre-travel)</td>
</tr>
<tr>
<td></td>
<td>Invoices over $2000/inter OSU billings</td>
</tr>
<tr>
<td></td>
<td>SFO can be delegated this role for Dept Leader</td>
</tr>
</tbody>
</table>

Manager: Betsy Lindsey
Marion’s Budget Managers (not utilizing this at go live)

Finance Manager: Karl Montgomery
Marion Delegation of Approval Authority

Process Change

- Budget Managers asked for a mechanism to document that their staff received pre-approval from the budget manager to initiate (spend $$ for a specific purpose on a specific fund).
- Several options were considered, some not possible.
Marion Delegation of Approval Authority

Purchasing – how, when, what?

Outside of the system, initiators are to work with their budget manager to determine how they will get that approval (verbal, written) and once received, may initiate a transaction. The transaction must include the words “BUDGET MGR APP’D” in each transaction as listed below:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Field Name Initiators to use to add “BUDGET MGR APP’D” comment. This field is the equivalent of what we now refer to as “business purpose.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spend Authorization</td>
<td>Justification Field</td>
</tr>
<tr>
<td>Expense Report</td>
<td>Memo field on header page</td>
</tr>
<tr>
<td>BuckeyeBuy Request</td>
<td>Internal Memo Field</td>
</tr>
<tr>
<td>Non-Catalog Request</td>
<td>Memo field on header page</td>
</tr>
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</table>

If this wording is not in request, it will be returned to the initiator with a comment: Do not upload written approvals.
PURCHASING (SUPPLY CHAIN)

Purchasing Method Priority, regardless of $ value:

1. Internal supplier (via WD Buckeye Buy) – when available here, must be purchased here
2. MarketPlace Catalog/MyQuote Vendors (via WD Buckeye Buy) – when not available from #1, must be purchased here
3. Non-catalog or special request – when not available from #1 or #2 or an emergency
   - Must be made with existing suppliers whenever possible. Use of new supplies requires additional approvals, 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
5. Reimbursement – is not a standard purchasing method; strongly discouraged & must be minimized
   1. permitted in rare circumstances and may be denied for not considering approved purchasing methods.
Requisition Workflow
Buckeye Buy vs. Non-Catalog Request

Possible Approvers based on Worktags, Amount, or Special Category

- **Cost Center Manager**
  - Supplier Compliance Reviewer
  - Grants Manager
  - Commodity Manager

- **Buckeye Buy**
  - Requisition
  - Cost Center Manager
  - Grants Shared Services Center
  - Department Leader
  - Auto-Sourced to a PO
  - POA or Received
  - Receipt Created and Completed
  
- **Non-Catalog Request**
  - Requisition
  - Cost Center Manager
  - Buyer
  - CFO
  - Grants SPO OSP
  - Program / Project Manager
  - Commodity Manager
  - Grants Manager

- **†** Business Transactions Services Staff
- **‡** Department Leader
- **‡** Approve if >$200 High Risk or any purchase > $2,500
- **‡** Review by Grants Shared Services Center if using OSP Grant Worktags

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PCARD PROCESS - #4 ON THE PURCHASING TREE

1. Service Center Pcard – for transactions they will place on your behalf
2. Campus Pcard – when physical pcard needed or when payment requires password log-in to pay (membership)

ALL PCARDS RECENTRALIZED TO BUSINESS OFFICE (EMERGENCY CARD FOR FACILITIES – Ron Turner)
  • No preapproval in system; entered as a spend authorization ATF

![PCARD PROCESS Diagram]

**Initiator**
- Department card users will be required to sign-out the PCard and complete all required information on the log.

**PCard Manager (Erin & Pam)**
- Uses information from log to complete Expense Report
- PCard managers must verify all required information is noted on the log.
- Attaches required receipts

**Cost Center Manager Betsy**
- Reviews and approves the Expense Report for Worktag usage and initial compliance

**Business Operations Center**
- Reviews and approves for compliance and completeness of the transaction

**Department Leader Betsy/Bishun**
- Approves transactions that are >$2,500 or in a high risk spend category >$200
EXAMPLE: SPEND AUTHORIZATIONS

Pre–Travel Expense Process – submitted for ANY travel (reimbursement or not)

*Spend Authorization submitted*
- Completed and submitted by end user or Expense Data Entry Specialist

*Cost Center Manager Approves Betsy*
- Review for FDM, budget, business purpose and policy compliance
- *If certain Worktags are used*

*Grant / Program / Project Manager Approves*

*Department Leader Approves Betsy/Bishun*
- Reviews for appropriate business purpose and authorizes traveler to leave campus
- Traveler is approved to book and prepay travel arrangements

*Service Center reviews for compliance*
- Review for policy and potential exceptions
- Facilitates any prepayments if necessary
- Does not apply to the Health System

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**Transaction Type** | **Field Name Initiators to use to add “BUDGET MGR APP’D” comment. This field is the equivalent of what we now refer to as “business purpose.”**
--- | ---
Spend Authorization | Justification Field

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**EXAMPLE:** EXPENSE REPORTS

**Post-Travel Expense Process**

1. **Expense Report is submitted**
   - Completed and submitted by end user or Expense Data Entry Specialist
   - Review for policy and potential exceptions
   - Does not apply to the Health System

2. **Expense Report submitted**
   - Service Center approves for compliance
   - If > 20% of spend auth or high risk item
   - Cost Center Manager reviews Betsy
   - If > $200 and high risk
   - Department Leader Approves Betsy/Bishun
   - Expense Report Complete

**Expense Report completed**

- Traveler certifies expense report if necessary

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Marion Delegation of Approval Authority

Expectations of Staff

✓ Enter transactions
✓ Review Work Day In Box daily
✓ Complete Training (IDP or equivalent must be completed today) prior to 1/7
✓ Read and adhere to business policies
  ❖ Follow purchasing method priority (per policy)
✓ Provide sufficient time for processing requests
  ❖ New turnaround time is 2 – 4 working days
  ❖ If you move to purchasing priority #3, be aware that the approval time will increase due to additional approvals that may be required.
✓ Make use of the Administrative Resource Center (ARC) – this is new to all of us; we are learning with you.
• “Real-time” with the ability to click or drill to more information
• Cross-functional
• Impacts of mid-fiscal year conversion
REPORTING

Reporting

- Currently financial and HR reports are delivered from multiple systems, in a variety of ways, and with differing census dates. Once live, Workday will be the single source for financial, grants management, and HR reports & available online.

- Once live, access to e-reports financials will be limited to Betsy & Kori. The University is limiting the access (storage, data, etc. . . .)

Due to Budget Reduction planning and how budgets will be loaded into Workday useful financial reporting with budget & expense will unavailable until March 2021.
GETTING ASSISTANCE

- Tools on the Marion WorkDay website
  - more detailed “how to” documents

- Administrative Resource Center
  - https://admin.resources.osu.edu/

- Questions, comments – Kori or Betsy
Additional Resources

Lab training tenant: https://impl.workday.com/osu10/login.htmlId

Marion’s Workday site: https://go.osu.edu/workday-marion
QUESTIONS?