Workday Lab Support Schedule

Date: October 13, 2017

Topic/Function: Lab Support

Impacted Employees:

- All Employees

Descriptions:

Thank you all for your flexibility and patience during our transition to Workday.

In order to better serve the campus needs, we are restructuring our Workday Support Labs for the upcoming weeks.

Human Resources

For Human Resources related questions or issues, HR will hold labs on “Workday Wednesdays” from 8:00 a.m. – 12:00 p.m. in the Glazner computer lab in the Artemisia building. Topics may include leave, hiring, job changes, compensation changes, and period activity pay.

Financials

For Finance related questions, we are offering targeted lab sessions in the Ross Hall Conference Room 109 through November 22. These sessions will focus on specific Workday topics throughout the day. Please see the schedule below.

(Always check the https://www.unr.edu/workday/workday-support page for the most up-to-date schedule)

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>9:00 - 10:00 am</td>
<td>Spend Authorizations and Expense Reports</td>
<td>Budget Amendments and Transfer Journals</td>
<td>Entering Accounting Journals</td>
<td>Spend Authorizations and Expense Reports</td>
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<tr>
<td>10:00 - 11:00 am</td>
<td>Requisition and Receipts</td>
<td>Entering Accounting Journals</td>
<td>Requisitions and Receipts</td>
<td>Department Cash Receipts and Deposits</td>
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<td>11:00 - 12:00 pm</td>
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<td>12:00 - 1:00 pm</td>
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<tr>
<td>1:00 - 2:00 pm</td>
<td>Invoice Requests and Receipting on PO's</td>
<td>Grants Help</td>
<td>Verifying P-Card Transactions</td>
<td>Invoice Requests and Receipting on Pos</td>
<td></td>
</tr>
</tbody>
</table>

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.
2:00 - 3:00 pm | Department Cash Receipts and Deposits | Department Cash Receipts and Deposits | Verifying P-Card Transactions
3:00 - 4:00 pm |
4:00 - 5:00 pm |

If you do not see a session that addresses your area of need, please submit a help desk ticket and a finance expert will either schedule time with you personally, or we will create a session for that subject.

We recommended that you bring your laptop if you have it available. A limited number of laptops are available to use in the conference room.

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.