

# Workday@Yale

October 2017



The fifth in a series of information sheets for Yale faculty

Read Volumes 1-5 at

[workday.yale.edu/faculty](http://workday.yale.edu/faculty)

## PROGRAM TEAM

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## SUMMARY

Workday is now Yale’s single platform for expense management, procurement, financial management, HR data, and effort certification. Beginning on October 23, 2017, Faculty and Grant Principal Investigators (PIs) will need to use Workday to certify effort devoted to sponsored projects.

## HIGHLIGHTS

**Workday Effort Certification Schedule:** The Summer (July and August only) 2017 effort certification period will be certified in Workday. The period starts on October 23, 2017 and closes on December 12, 2017. Those of you responsible for certifying Summer (July & August) 2017 effort will do so in Workday. Future certification periods will take place in Workday.

**Receive Support to Certify Effort in Workday:** As happens today, your Business Office staff or FRMS analyst will inform you when a new Effort Certification period has been initiated. They will be available to guide you through the effort certification process in Workday. A [quick guide](#) and [video](#) on the effort certification process are available.

**Workday replaced Maximus Effort Reporting System (ERS)** with the conclusion of the Summer (June) 2017 certification.

## WORKDAY PROGRAM KEY GOALS

**Simplify and standardize processes**

**Minimize administrative work for faculty and staff**

**Lower operating costs and improve effectiveness**

For additional information, visit [workday.training.yale.edu](http://workday.training.yale.edu)