

Workday@Yale

June 2017



The third in a series of information sheets for Yale faculty

Read Volumes 1 & 2 at

workday.yale.edu/faculty

PROGRAM TEAM

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SUMMARY

Workday can be accessed from any mobile device, including smartphones and tablets. Starting July 5, you and your staff will have access to new features including creating, submitting, and approving expense reports.

HIGHLIGHTS

Access Workday from your mobile device: Visit the Workday@Yale website, to receive instructions on installing the Workday App

Submit expenses anytime, anywhere: Start the reimbursement process before you return from your trip. No more lost receipts. Use the Workday Mobile App to photograph receipts and create and submit expenses

Approve your expense reports on your phone: Approve out of pocket and personal expense reimbursement expense reports created for you by your delegate directly from your mobile device

Protect your data: Access Workday from mobile devices with confidence, knowing that security risks and threats are mitigated and the integrity of personal data is protected through the use of strong internal controls

Get support: In addition to [online training](#), the ITS Help Desk is available to assist with technical questions on downloading the Workday App

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