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Workday@Richmond

EMPLOYEE NEWSLETTER

Confirm Receipt of Goods in Workday: A

Critical Step for Timely Payments

The Workday purchasing process includes a crucial step: **"Receiving."** Before a supplier can be paid, the purchaser must confirm that the purchased goods or services have been received ("receiving"). **If you have purchased anything through Workday, please log into the system and verify whether you have any pending items to receive.** Pending items need to be "received" within Workday to release payment to the vendor.

Why Receiving Matters:

- **No Receipt = No Payment:** Invoices remain unpaid until the purchaser confirms within Workday that the goods or services have been received.
- **Delayed Receipts = Delayed Payments:** Hundreds of invoices are currently pending because purchasers have not confirmed receipt of their goods or services.
- **Impact on Supplier Relationships:** Late payments affect supplier relations, departmental credibility, and future service quality.

Read more...

Workday Tips & Updates from Human Resources

Human Resources is here to help you get the most out of Workday. Below are updates and reminders on common support topics they have been hearing about--from retirement match visibility to part-time scheduling and student access.

1. **Retirement Match Not Showing in Benefits Tab**
   Employees will not see the University's matching contributions under "My Retirement Savings" in the Benefits tab. Do not worry--the match is being made. You can confirm this by reviewing your payslips and verifying contributions are correct. Alternatively, you can check the latest contribution to your plan by logging into the TIAA app or website.

2. **Directory Still Pulls from Legacy System**
   While Workday is now our official system of record, the online directory continues to pull from our legacy system (Banner) so the directory may show the outdated phone numbers, titles, or locations until a new integration is implemented, anticipated for early summer. Thank you for your patience while we complete the work on all the needed integrations.

3. **Update Your Marital Status and Personal Email in Workday**
   Keeping your marital status and personal email up to date in Workday helps HR support you now and in the future--from ensuring your marital status is properly accounted for in retirement planning to staying in touch if you leave the University. Both fields can be marked as private and will only be visible to HR. Please update your marital status within your Workday profile under "Personal." If your spouse needs to be verified as a dependent, instructions can be found here. Please update your personal email within your Workday profile under "Contact."

If you need support for HR-related issues in Workday, please submit a support ticket so your issue will be routed to the best person to help you.

Managing Workday Email Notifications

For certain business processes, Workday automatically emails you when something needs your attention (email notifications). You can change your Workday preferences to control how frequently you receive email notifications from Workday without affecting the alerts you see when you log into Workday.

Update your email notification settings by following these steps:

1. In Workday, select **My Account** (your profile photo) and choose **Notification Preferences.**
2. In the **Email** tab, scroll to **Business Processes.**
3. For each item, especially Approvals and Tasks, select how often you want the emails: Immediately, Daily, or Mute.

Your in-app notifications remain the same; only the email frequency will change.

For more detailed instructions, review the Workday Notifications Preferences Job Aid and video walkthrough.

Get Started with Workday Learning

Workday Learning makes it easier to find professional development opportunities, putting over 11,000 online courses and all required training modules in one place. From HR-led workshops on Effective Communication and Title IX, to LinkedIn Learning classes on AI tools, project management, and language study, you can register for in-person sessions or dive into on-demand content whenever it suits you. Mandatory courses like *Mosaic: Preventing Discrimination and Harrassment Together*, *FERPA: Protecting Student Privacy*, and *2025 Cybersecurity Awareness Training* (all due by June), along with Dining and Facilities safety training are also housed in Workday Learning.

You or your supervisor can customize your journey through Learning Paths, which allow you to create and share a sequence of courses with colleagues. A learning path on artificial intelligence might include *Introduction to Artificial Intelligence, Demystifying AI,* and *How to Boost Your Productivity with AI Tools.* Another example may include starting with HR's *Effective Communication*, then adding LinkedIn Learning's *Critical Thinking for More Effective Communication*, and finishing with *Demystifying AI* to round out a customized professional-growth track you can share with colleagues.

Your progress is automatically captured in the Learning Transcript under the My Learning tab, where you'll see what's Not Started, In Progress, and Completed. Supervisors can view these accomplishments directly from your employee profile, making it easy to showcase new skills.

To get started, open Workday, select **Menu** and then **Learning.** For step-by-step instructions for accesing training within Workday Learning, refer to the Workday Learning Introduction Job Aid.

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Questions? Please reach out to us at workday@richmond.edu