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## Workday Prep and Tools

Due to the current coronavirus event, most of us are now working at home, which can be a challenge in the best of circumstances. To help ease the transition, we are ensuring that everyone has all the tools and training needed to continue to do their jobs. Here are a few highlights of those efforts.



### Tracking Coronavirus HR and Finance Costs

**Who's Affected:** All Employees, Managers, HR, Finance—anyone tracking costs in connection with the coronavirus event

A new activity code has been created to allow institutions to track costs and expenses associated with coronavirus. Some examples include expense reports for travel deposits that were canceled; Pcards for disinfecting supplies, webcams for working remotely; Ad Hoc Bank Transactions for refunds on canceled events like the Jazz festival; and supplier invoices for subscriptions to Zoom. Please consult your campus functional departments for proper usage.

### Job Aids

## Time Tracking for Coronavirus (Hourly/Classified)\*

## Time Off Tracking for Coronavirus\*

\*If the above button links don't work, log in to Workday and select the **Workday Training Resources** worklet. Select **NSHE Workday Training - All Categories** and search for **Coronavirus**.

## Webinar

Wednesday, March 25, 2:00pm

### Tracking Time and Absence for Coronavirus Event

Join the training team as they walk through how to account for time using the coronavirus activity code.

**Who Should Attend:** All Employees, Managers, HR, Finance—anyone tracking costs in connection with the coronavirus event.

[Click Here to Register](#)



## Download Reports Remotely

Effective immediately, all Workday users with the appropriate security can now save reports as excel files remotely. Protecting information in Workday is of principal importance, so please refrain from saving files on your personal computers (especially when using computers shared with other members of your household).



## Log In to Workday to Reach Job Aids

Job aids and other training materials are protected so that only NSHE employees can access them. On a campus network, you can reach most materials simply by clicking on a link, but when you're working remotely using a non-campus network, clicking on a link won't work. To reach job aids, follow these instructions:

1. Log in to Workday
2. In the **Applications** section of your homepage, click on the **Workday Training Resources** worklet
3. Locate and click on the **NSHE Workday Training - All Categories** link
4. Use the search bar or navigation to find the materials you need



## Your Help Desk is Open for Business

We're here to help! If you run into any issues with Workday, please contact us.

### CSN Workday Help Desk

**Hours:** Monday - Friday, 8:00 am - 5:00 pm

**Call Us:** 702-630-7800

**Email Us:** [workday@csn.edu](mailto:workday@csn.edu)

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## Go Home and Go Mobile

Get Up and Running on Workday Mobile in Two Easy Steps

### 1. Download the App



### 2. Set It Up

Download the Install and Login to Mobile job aid.

[View NSHE-specific instructions\\*](#)

\* If the above links doesn't work, log in to Workday and select the Workday Training Resources worklet. Select **NSHE Workday Training - All Categories** and search for **Install and Log in on Mobile**.



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