

From: Hubert, Jennifer
Sent: Monday, August 5, 2019 6:24 PM
To: Financial Leads on campus
Subject: Update on Facility Managed Projects in Workday

Financial leads in academic/research areas:

After several working sessions, the collaborative working group of Budget/Facilities finance/ERP/Controller's Office has defined the process – please see attached for the details. Your units' facilities-managed projects will begin being processed tomorrow – Facilities will be issuing new project-related worktags (PJxxx) in Workday based on the pending Project Request Forms (PRFs). The interpretation of this document requires a working knowledge of GT Workday terminology; if you or your financial administrators have not already taken several of the Workday baseline training sessions, I strongly encourage you to do so. More information on these sessions (webinars, recorded videos, and open labs) is available [HERE](http://transformation.gatech.edu/training/workday-financials-course-catalog). (http://transformation.gatech.edu/training/workday-financials-course-catalog)

If you have questions, please reach out to David Goldfarb at david.goldfarb@facilities.gatech.edu.

Thank you for your patience.
Jennifer

Process Change for Facilities Managed Projects

Process Basics and Assumptions

Use of Project (PJ) Related Worktag: A project or PJ number will be a required related worktag on drivers. The PJ number ensures that charges are directed to the Workday Project Management system that facilities will be utilizing to manage projects. The PJ number is generated by Facilities as part of the Project Request Form (PRF) process.

Use of Worktags: Each business units will be required in Workday Financials to request a unique designated worktag(s) for each facilities managed project (FMP). Units may no longer use one driver worktag for multiple facility managed projects. As a reminder, the requesting unit has a budgetary responsibility for project expenses. A unit must have the PJ number prior to requesting a designated worktag.

Facility initiated charges vs. charges initiated by the unit: In many cases, facility projects have charges initiated by Facilities as well as the unit. Separating the charges is critical so the Facilities project manager is able to properly track expenses they are responsible for managing. To distinguish between the two types of charges, unique spend categories will be used by Facilities. The list is extensive but you will be able to recognize these as they contain "FACILITIES ONLY" in the description. These should be used the Facilities Department ONLY. For unit charges, any non "FACILITIES ONLY" spend category may be used.

Approval of financial transactions: As with all designated worktag requests, units will need to assign a designated worktag manager to their facilities managed project. Transactions initiated by Facilities will go through a review and approval process within the project management workflow and then flow to the Workday financial approval process, just like other transactions. Again, units should be in communication with their project managers to understand the timing and the nature of the charges. This will ensure the approvals are not delayed.

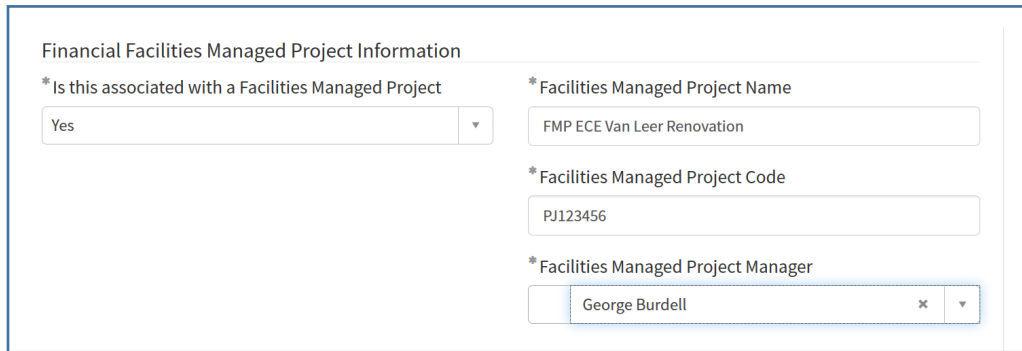
Process Steps

- 1. SUBMIT PROJECT REQUEST FORM (PRF)**
 - A.** The initiator of the project (e.g., PM at a college) will submit a request through Facilities Project Request Form (PRF) intake portal with details of the project.
 - B.** The request goes through an approval process at Facilities (not within Workday).
 - C.** Once this is completed, the project data is sent into Workday for a final review by Facilities. After approval by Facilities, a new PJ number (PJxxxxxx) is auto-generated.
 - D.** Facilities will email the new PJ number to the requestor. Facilities will also communicate the Project Manager assigned to the project. Both pieces of information are needed for the designated worktag request.

2. REQUEST FMP DESIGNATED DRIVER WORKTAG

- A.** Once the project is approved and a PJ number created, the initiator must submit a designated driver worktag request via Service Now for each funding source. The requestor must include the PJ number provided by Facilities in each designated driver worktag request. Also required is the Facilities project manager name (which will have been provided by Facilities – see #1 above).
- B.** When the worktag is created, Service Now will email the new worktag to the requestor as well as the Project Manager listed in the form.

Here is an example of the fields required for a Facilities Managed Project (FMP) from the Service Now online request form:



Financial Facilities Managed Project Information

* Is this associated with a Facilities Managed Project
Yes

* Facilities Managed Project Name
FMP ECE Van Leer Renovation

* Facilities Managed Project Code
PJ123456

* Facilities Managed Project Manager
George Burdell

A detailed job aid for the process will be available in Service Now soon.