

Coffee Chat Nuggets April 6 2022

Theme: Setting performance Goals

- 1) Due Date for entering new goals in Workday is the end of May. These are the goals approved by you and your supervisor

Home Team meeting: entire team meets, a time to pause and think about the workplace and how it functions. A touch base meeting to see where everyone is at, shows level of concern from leadership

- 2) SAP/Concur expense report audit: Check here to see approval flow and report status.

Click on the details tab then on audit trail to see comments on a particular report

- 3) Stefania Rhodes leaving DMS and going to research center for the nursing school, April 8

- 4) Reports from zoom: get a list of attendees

In your profile, Click reports and then click usage tab to get list of participants, can be downloaded to excel