Workday Updates

Changes to “Make Reservation” after the Workday transition:

After the change-over to Workday a number of users are experiencing difficulties with the new Worktag fields. Here is a handy list of the new fields, and their explanations.

⇒ Type 1: Select the appropriate type of Worktag used, either program, project, grant, gift or external. Note: external is for Accounts Receivable accounts only. This corresponds with the two alpha characters at the beginning of your Worktag.
⇒ Worktag 1: Enter the Worktag
⇒ The Worktag has to match the ISU Worktag Mapping exactly with no extra spaces or characters. Include the alpha prefix.
⇒ Sub-Type 1: (optional by department) Choose either Department Detail or Work Order if you are given one by your department’s cost center manager.
⇒ Dept Detail/Work Ord 1: Enter the Department Detail or Work Order number if required.
⇒ Be sure to list the two alpha characters, even though you have selected which type it is.
⇒ Percentage 1: Enter the percentage, 1.00 for the costs to be applied 100% to that Worktag.

Feel free to email us with any questions or comments, transdispatch@iastate.edu.
MVR Process Change

As of early September, all Motor Vehicle Record check requests are processed by the Office of Risk Management.

The checks are being conducted through a service called HireRight. Once a request has been submitted the requestor will receive an email from HireRight. The process will then pause until the user clicks through the HireRight email to continue the check.

MVR questions can be directed to the Office of Risk Management at MVR@iastate.edu. CDL’s are directed to CDL@iastate.edu.

Don’t know your worktag? Here is how to find it!

You can convert the old account number to a Worktag in Workday by:

⇒ Search: ISU Worktag Mappings
⇒ External Code: old account number (no dashes)
⇒ Click OK

Enter only the main part of the Worktag into Agile. If you have any problems locating your Worktag you can contact your ISD team at finance_delivery@iastate.edu.

⇒ The WEX fuel card Driver ID for all ISU vehicles is 1858.
⇒ This code, as well as the insurance card and vehicle registration, are in the “What to Do In Case Of” packet in the glove compartment of every UTS vehicle.

Reservation System Tips and Tricks

Retrieving a Reservation Receipt

Immediately after completion of your reservation the Reservation Receipt is available in Agile. The actual billing will follow at the end of the month.

⇒ Log in to Agile FleetCommander: https://iastate.agilefleet.com
⇒ Click on “My Schedule” on the left side of the screen
⇒ Click on “All Requests” in the center of the table that appears
⇒ Locate the reservation you are looking for, or you can enter the “Confirmation Number”
⇒ Choose the circled icon as seen in the screenshot below

For more information on this or any part of our reservation system, our staff is happy to come to your location and provide a presentation to your staff. Please contact Kathy Wellik or Teri Jensen for details.