Project Helios
A Workday Implementation

Texas A&M University HR Liaison Network
November 16, 2016
It’s a Brand New Work Day

https://www.youtube.com/watch?v=SHo5bts2WYk
Agenda

What’s Happening?

- Architect: February 2016
- Configure & Prototype: June 2016
- Test: December 2016
- Deploy: July 2017
- Go Live: December 2017

What’s Next?
What’s Happening?
Targeting December 2017

December 2017

- HCM (Core HR)
- Compensation
- Benefits
- Payroll

Absence
Time Tracking
Reporting

Phased In Beginning December 2017

- Recruiting
- Talent Management
- Performance Management
What is Replaced by Workday?

**Replaced by Workday**
- BPP
- EPAs
- Guardian I-9
- HR Connect
- iBenefits
- LeaveTraq
- PeopleAdmin (PATH)
- TimeTraq

**Staying in Place**
- Buy A&M
- eTravel / Concur
- Glacier
- Maestro
- Time & Effort
- TrainTraq
Involving the A&M System

**Governance**
- Executive Sponsors
- Executive Advisory Committee
- Academic Advisory Committee
- Project Coordinators
- Change Champions

**Advisory**
- Independent Project Oversight
- Workday Delivery Assurance

**Members**
- Project Leadership Team
- Project Team
- Technical Team
- Functional Team
- Functional SMEs
- Change Management Team
- Finance / Payroll Integration Working Group

**SMEs**
- Academic Advisory Committee
- Executive Advisory Committee
Project Activities

Project and Member Communication

Data Cleansing

Prototype 2 Review
November 16 – January 4

Prototype 1 Acceptance
September 6 – 9

ARCHITECT
FEBRUARY 2016

TEST
DECEMBER 2016

Security Role Mapping

Prototype 1 Acceptance

Academic Advisory Committee
November 16

DEPLOY
JULY 2017

GO LIVE
DECEMBER 2017

CONFIGURE & PROTOTYPE
JUNE 2016

The Texas A&M University System
Members Involved Throughout the Project

- **Business Process Design**
  - *March 22 – April 26*

- **Prototype 1 Review**
  - *July 26 – August 25*

- **Prototype 2 Review**
  - *November 16 – January 4*

- **User Acceptance Testing**
  - *July*

- **System Integration Testing**
  - *February – June*

- **Go Live**: *December 2017*
Members Updates Held by their Representatives
TAMU Communication Targets
(Nov – Jan)

- Academic Business Officers Committee
- Committee of Senior Business Administrators
- Council of Deans
- Council of Principal Investigators
- Faculty Senate
- President’s Cabinet
- Provost Coordination
- University Staff Council
The Word On Workday

October 2016

Configuring Our Workday

The project team and member Subject Matter Experts have successfully reviewed our first Workday prototype. This is the first of two prototypes that allow us to see our Workday solution in action, interact with it and refine our designs.

Assigning Security Roles

Security roles determine what an employee can see and do in Workday. Our Human Resource Officers will ensure that everyone receiving a paycheck or benefits from the A&M System will be matched with the security role(s) that make sense for the work they need to do in Workday. This process will provide insight into how our employees will interact with Workday and how the project team will develop training.

Involving Faculty and Researchers

This month the project team launches the Academic Advisory Committee to more effectively involve academic and research perspectives in the development of our Workday solution. This committee includes at least one representative from each institution as well as the Vice Chancellor for Research. Committee members will provide input to the project team and will serve as a liaison to their fellow faculty and researchers by keeping them informed and updated with project news and information.

For more information, visit workday.tamus.edu or contact the Project Helios team at projecthelios@tamus.edu.
Getting Everyone Ready to Use Workday

- What is Workday and what does it mean to you?
- What you can see
- What you can do
- FAQs

- How to use Workday
- Practice what you can do

- Review how to use Workday
- Calendar reminders
- How to get help
## Getting Everyone Ready to Use Workday

<table>
<thead>
<tr>
<th>Who</th>
<th>How</th>
<th>When</th>
</tr>
</thead>
</table>
| HR, Payroll, Benefits Managers and Partners | • eLearning  
• Classroom | • September – October, 2017  
• October – November, 2017 |
| HR Departmental Processors / Liaisons | • eLearning  
• WebEx | • September – October, 2017  
• October – November, 2017 |
| Managers | • eLearning  
• Video “How To”  
• Checklists | • October – November, 2017 |
| Faculty, Staff, Student Worker, Graduate Assistant, Affiliate, Working Retiree, Retiree, Surviving Spouse | • Video “How To”  
• Checklists | • October – November, 2017 |
eLearning

Required
- HR, Payroll, Benefits Managers and Partners
- HR Departmental Processors / Liaisons
- Managers

Optional (For Now)
- Employees
- FAMIS users

Length TBD

September – November, 2017
# Knowledge and Skills Training

<table>
<thead>
<tr>
<th>Classroom</th>
<th>WebEx</th>
<th>eLearning</th>
<th>Video How To, Checklists</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR, Payroll, Benefits Managers and Partners</td>
<td>HR Departmental Processors / Liaisons</td>
<td>• Managers</td>
<td>• Managers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FAMIS users</td>
<td>• Employees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Contingent Workers</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Retirees</td>
</tr>
<tr>
<td>3 days</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

The Texas A&M University System
# Reinforcement Training

<table>
<thead>
<tr>
<th>Thanksgiving to Go Live</th>
<th>Post Go Live</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Targeted skills reminder messages</td>
<td>• You!</td>
</tr>
<tr>
<td>• Countdown messaging</td>
<td>• Workday Help</td>
</tr>
<tr>
<td>• First login actions</td>
<td>– Video How To through SSO menu</td>
</tr>
</tbody>
</table>

- Your HR, Payroll, Benefits Partners
- eLearning remains in TrainTraq

---

*Enjoy your brighter Workday.*

---

The Texas A&M University System
What’s Next?
Next Steps

- Build and QA Prototype 2 (P2)
- Map Security Roles

October

- Build and QA Prototype 2 (P2)
- Review Prototype 2 with SMEs
- Map Security Roles

November

December - January

- Review Prototype 2 with SMEs
- Distribute Prototype 2 Parking Lot and Business Process Flows
- Sign off Prototype 2
- Map Security Roles
Thank You!

PROJECT
HELIOs
Powered by Workday

workday.tamus.edu
it.tamus/projecthelios