Welcome to a New Workday!

TAMU HR Monthly Workday Forum
June 15, 2017
Introduction
Mission of the Project

The Texas A&M University System is replacing various legacy mainframe payroll and human resource systems with one unified system called **Workday**.
Objectives of the Project

- Replace our existing HR and Payroll solution with a modern, integrated HR and payroll system
- Simplify and standardize processes
- Make it easy to get work done and harder to make mistakes
- Minimize administrative overhead for HR and Payroll employees, faculty, staff and end users
- Lower our operating costs, reduce risk and realize efficiencies with a cloud-based solution
Meet the TAMU Change Team

Dr. Barbara Abercrombie
Danny Grimes
Jim Nachlinger
Laura Dohnalik
Barbara Bayer
Brandy Kosh
21 Individual Members
Project Partners

-workday
-Deloitte
-Grant Thornton
Higher Education using Workday

- Cornell University
- LSU
- Yale
- Penn State
- University of VA
- University of Miami
- USC University of S. CA
- The University of TX- Austin
- Brown University
- Champlain University
- Georgetown University
- Palm Beach State
- University of Maryland University College
- Vassar
- The Ohio State University

Green indicates these are considered by TAMU to be Vision 2020 peer institutions
<table>
<thead>
<tr>
<th>Replaced by Workday</th>
<th>Staying in Place</th>
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</thead>
<tbody>
<tr>
<td>BPP*</td>
<td>SSO</td>
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<td>EPAs*</td>
<td>Business Objects</td>
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<td>Guardian I-9</td>
<td>AggieBuy</td>
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<td>HRConnect*</td>
<td>eTravel / Concur</td>
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<td>iBenefits*</td>
<td>Glacier</td>
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<td>LeaveTraq*</td>
<td>Maestro</td>
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<td>PeopleAdmin (PATH)</td>
<td>Time &amp; Effort</td>
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<td>TimeTraq*</td>
<td>TrainTraq*</td>
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* = legacy system
Agenda

What’s Happening?

- **ARCHITECT**
  - **February 2016**

- **CONFIGURE & PROTOTYPE**
  - **June 2016**

- **TEST**
  - **December 2016**

- **DEPLOY**
  - **July 2017**

- **GO LIVE**
  - **December 2017**

Getting Everyone Ready

What’s Next?
What’s Happening?
Project Activities

Payroll Compare Testing
Cycle 1
May 22 – June 22

Configure & Prototype
June 2016

Test
December 2016

UAT
July 11 – Aug 3

Workday Life Event
#2 (Core)
June 21

Member Decisions on Primary Responsibilities

Data Cleansing

Project and Member Communication

Training Material Development

Deploy
July 2017

Go Live
December 2017
Testing is Underway

Payroll Comparison Testing
A side-by-side comparison of BPP and Workday will confirm that your paycheck will be correct.

User Acceptance Testing
System members check the business processes using scenarios that describe how they will use Workday each and every day.
# Go Live Checkpoints and End User Timing

## November / December

<table>
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<tr>
<th>SUN</th>
<th>MON</th>
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- **Sept**
  - THUR
    - 1
      - Go/No Go #1

- **November / December**
  - SUN
  - MON
  - TUES
  - WED
  - THUR
  - FRI
  - SAT

- **Go/No Go Checkpoints**
  - Go/No Go #1 (Sept 1)
  - Go/No Go #2 (Nov 22)
  - Go/No Go #3 (Nov 30)
  - Go/No Go #4 (Nov 5)
  - Go/No Go #5 (Nov 16)

- **Additional Notes**
  - Go Live!
  - Employees Enter Time
  - Employees Complete Day 1 Checklist

- **Key**
  - Go Live
  - Hourly
  - Employees
  - Enter Time
  - Employees
  - Complete
  - Day 1
  - Checklist
Getting Everyone Ready to Use Workday
How We Are Doing

Workday Pulse Checks
Distributed to Leadership, Managers, HR Departmental Processors/HR Liaisons, Core HR/Payroll/Benefits

Workday Pulse Check #1 – completed!

Workday Pulse Check #2 – Leadership completed!
  • Core HR/Payroll/Benefits: June 5
  • HR Departmental Processors / HR Liaisons: June 12 Please Respond
  • Managers: June 19 encourage participation

Workday Pulse Check #3 – coming soon!
  • Leadership: August
  • Core HR/Payroll/Benefits: October
  • Managers: October
  • HR Departmental Processors / HR Liaisons: October
What We Are Doing to Get Ready

• Late May/Early June- Employees were notified by email of which security role they’re currently assigned

• If someone in your area did/did not receive an email in error, please contact Laura Dohnalik
TAMU Monthly Forums- Please Come!

Offered via WebEx if you’re unable to attend in person

- Wednesday, July 19 GSC 101 at 10:30 a.m.-12:00 p.m.
- Thursday, August 17 Equine Complex, Andras A&B at 12:00-1:30 p.m. (lunch not provided)
- Monday, September 18 GSC 101 at 1:30-3:00 p.m.
- Thursday, October 19 Rudder 601 at 12:00-1:30 p.m. (lunch not provided)
- Wednesday, November 15 Rudder 601 at 9:30-11:00 a.m.
- Wednesday, December 13 Rudder 601 at 9:30-11:00 a.m.
- Wednesday, January 17 Rudder 601 at 9:30-11:00 a.m.
- Wednesday, February 14 MSC 2406 at 9:30-11:00 a.m.
Resources that we’ve requested

- **Member video story- message from Dr. Abercrombie to all employees**
  - To be emailed to all employees in the early fall 2017

- **Digital signage slides**
  - Will you have an opportunity to publish?

- **1-pager for new hires**
  - What would you like for the 1-pager to include?
Next Steps
<table>
<thead>
<tr>
<th>Event</th>
<th>Current Content</th>
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<tbody>
<tr>
<td>April 27, 1 – 2:30p</td>
<td>- What's New&lt;br&gt;- Core Concepts&lt;br&gt;- Employee and Manager Self Service Overview</td>
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<tr>
<td>June 21 1 – 2:30p</td>
<td>Change impacts for:&lt;br&gt;- Core HR&lt;br&gt;- Benefits&lt;br&gt;- Recruiting&lt;br&gt;- Talent</td>
</tr>
<tr>
<td>August 9, 1 – 2:30p</td>
<td>Change impacts for:&lt;br&gt;- Time and Absence&lt;br&gt;- Payroll&lt;br&gt;- Safety Incident</td>
</tr>
<tr>
<td>Late September</td>
<td>- Training Timelines&lt;br&gt;- Go Live information&lt;br&gt;- How to get help at Go Live</td>
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- 90 minutes
- Virtual using WebEx
  - Invitations sent to those mapped to Core security roles
- Focus on Core security roles
  - Benefits Partner
  - Budget Partner
  - Compensation Partner
  - Faculty Partner
  - Graduate Studies Partner
  - HR Partner
  - Payroll Partner
  - Recruiting Partner
  - Retiree Partner
  - Safety Partner
  - System Benefits
  - Talent Partner
  - Workers Compensation Partner
Workday Help Coming to Your SSO Menu

Welcome to Workday Help
This website is the Texas A&M System's link to training and help materials dedicated to our Workday solution. Please click around the website and check back often for new materials to help you explore your Workday!

Continue Reading...

Get Started
Learn more about Workday terms and concepts

Learn Workday
Watch tutorials, simulations and demonstrations

Use Workday
Job aids for your day-to-day tasks

TAMUS Community
Post and discuss Workday ideas and questions with other members in the A&M System

Get Answers
Answers to frequently asked questions

Need further assistance?
Please contact your HR, payroll or benefits coordinator for more information about Workday.
Explore Workday

Workday Help has launched!
Workday Help will be your online source for news and information about how to get things done in Workday.

Learn more
Next Steps

<table>
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<tr>
<th>Ongoing Communication</th>
<th>Project Work</th>
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<tr>
<td>• Monthly meetings between project team and member representative(s)</td>
<td>• Continue Payroll Compare Testing</td>
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<tr>
<td>• Monthly member updates</td>
<td>• Finish preparing for User Acceptance Testing</td>
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</table>
  – TAMU HR Open Forums | • Continue to clean up data |
  – HR Liaison Network News | • Continue mapping Security Roles and exploring business processes |
  – TAMU training development | • Continue developing training |
| • Regular web updates | • Our readiness activities (for each member) |
  – Employees.tamu.edu/workday | |
  – YouTube channel (subscribe) | |
  – workday.tamus.edu | |
  – News You Can Use (subscribe) | |
What’s New to You?
Change in Launch Date

• Sandbox opening, possibly late summer/ early fall after UAT concludes on 8/3 (exact dates TBD)

• 12/6  Soft launch date to catch up transactions that were held from 11/22-12/5

• 12/17  Hourly employees will begin booking time in Workday; use TimeTraq through 11:59 pm on 12/16

• 12/18  GO LIVE! For all employees with Day 1 checklist
Learning Workday

Our training strategy is focused on providing essential Workday knowledge and skills to those employees who are most impacted by retiring BPP and other legacy applications. Educational materials and resources will be developed with the end user in mind, to ensure that each individual learning experience is concise and informative.

- 313 Core HR, Payroll and Benefits
- 2,016 HR Departmental Processes / Liasons
- 8,546 Managers
- 62,222 Employees / 18,231 Retirees (optional)

**58,463**

**What's New?**

During the Test phase, we'll check every nook and cranny of our business processes and HR partner integrations to make sure the solution we configured during the Prototype phase is the solution we designed in the Architecture phase.

- **11 Classroom Courses**
- **5 eLearning Courses**
- **90 Practice Simulations**
- **7 WebEx Courses**
- **2 eLearning Courses**
- **50 Practice Simulations**
- **8 eLearning Courses**
- **12 Practice Simulations**
- **2 eLearning Courses**

**Beginning Sept. 18**

For more information, visit workday.tamu.edu or contact the Project Hello team at workday@tamu.edu.

Brandy Knisley, b-knisley@tamu.edu, 979-845-1691
Laura Ohrvik, l-ohvik@tamu.edu, 979-862-3054
Barbara Bayer, b-bayer@tamu.edu, 979-862-1146

Say Hello to a brighter Workday.

THE TEXAS A&M UNIVERSITY SYSTEM
TAMU Workday Information

• TAMU Q&A’S
  – Updates for our member will be on the website regularly
    employees.tamu.edu/workday
  – New this month:
    • Terminology & Definitions
    • Course catalog for training
Member Decision- Let’s Vote!

• Assign General Awareness Training to all employees as required training

• Assign General Awareness Training to all employees as optional training

• Not assign General Awareness Training to anyone, and allow departments/divisions/colleges to decide if they want to make the training required, optional, or not at all
Say Hello to Workday Road Show

• Requests for Say Hello to Workday presentations for your department need to be concluded by September 30th

• After that the Change Team will be involved in getting the campus ready to Explore Workday

• Please contact Brandy Kosh b-kosh@tamu.edu to make arrangements (space is limited)
Questions?

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Barbara Bayer  bbayer@tamu.edu  862-1146
Brandy Kosh  b-kosh@tamu.edu  845-1691

workday.tamus.edu
it.tamus/projecthelios
Employees.tamu.edu/workday