Welcome to a New Workday!

Monthly Open Forum
August 17, 2017
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
Mary Schubert
Laura Dohnalik
Barbara Bayer
Brandy Kosh
21 Individual Members
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
# What is Replaced by Workday?

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

* = legacy system

## Staying in Place
- SSO
- Business Objects
- AggieBuy
- eTravel / Concur
- Glacier
- Maestro
- Time & Effort
- TrainTraq*

Say Hello to a brighter workday.
Agenda

What’s Happening?

Getting Everyone Ready

What’s Next?
What’s Happening?
## Go Live Checkpoints and End User Timing

<table>
<thead>
<tr>
<th>Sept</th>
<th>November / December</th>
</tr>
</thead>
<tbody>
<tr>
<td>THUR</td>
<td>SUN</td>
</tr>
<tr>
<td>1</td>
<td>Go/No Go #1</td>
</tr>
<tr>
<td></td>
<td>22</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>Go Live!</td>
<td>Hourly Employees Enter Time</td>
</tr>
</tbody>
</table>
Getting Everyone Ready to Use Workday
Training Scheduled, based on Security Roles

Core HR, Payroll and Benefits

- **11** Classroom Courses
  - 21 Hours
  - 3.5 Days
- **5** eLearning Courses
  - 4.5 Hours
- **90** Practice Simulations
  - 7.5 Hours
  - Job Aids
  - Video Help

HR Departmental Processors / Liaisons

- **7** WebEx Courses
  - 9.5 Hours
  - 5 Weeks
- **2** eLearning Courses
  - 2 Hours
- **50** Practice Simulations
  - 4 Hours
  - Job Aids
  - Video Help

Managers

- **8** eLearning Courses
  - 6 Hours
- **12** Practice Simulations
  - 1 Hour
  - Self-Paced Tour
  - Facilitated Q&A
  - Video Help
  - Job Aids

Employees / Retirees (optional)

- **2** eLearning Courses
  - 2 Hours
  - Job Aids
  - Self-Paced Tour
  - Video Help
  - First Login Checklist

9/18 General Awareness
10/16 Targeted Awareness & Hands-On Skills

Individual depts. May assign training
Training for Core HR, PAY, BEN Employees

Week 1 Members: A&M-Central Texas, A&M-Corpus Christi, A&M-San Antonio, TAMUG, Texas A&M 1, WTAMU
Week 2 Members: PVAMU, Tarleton, TEES, TEEX, Texas A&M 2, Texas A&M AgriLife
Week 3 Members: A&M-Commerce, TAMHSC, TAMIU, TTI, Texas A&M 3, 4
Week 4 Members: System Office, TAMUT, Texas A&M-Kingsville
Each skills week focuses on a different topic and offers a choice of three WebEx events, each focused on the same information.
Managers complete their Awareness and Skills training during the training windows; all material will be in TrainTraq
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** – completed!

**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

• TAMU/HSC Assistant Deans have received the lists of security roles for the colleges (as of May 8th freeze; 1st pass)
• Other divisions will be disseminated by Laura Dohnalik, anticipated within the next few weeks
Offered via WebEx if you’re unable to attend in person

- 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
  – Now available at employees.tamu.edu/Workday
Workday Help is LIVE thru SSO Menu
## Next Steps

### Ongoing Communication

- Bi-Weekly meetings between project team and member representative(s)
- Member updates
  - TAMU HR Open Forums monthly
  - HR Liaison Network News weekly
- Regular web updates
  - Employees.tamu.edu/workday
  - YouTube channel (subscribe)
  - workday.tamus.edu
    - News You Can Use (subscribe)

### Project Work

- Continued Payroll Compare Testing
- Complete User Acceptance Testing
- Continue to clean up data
- Continue mapping Security Roles and exploring business processes
- Continue developing training
- Our readiness activities (for each member)
What’s New to You?
Change in Launch Date

• Sandbox is now open for UAT participants until 8/25/17

• 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
Explore Workday Help

The Workday Help website links all of our Workday learning and reference materials. We are updating the website as materials are developed. The Workday Help website is available to all employees, at any time, by logging into SSO and selecting the “Workday Help” link on their SSO menu.

Counting Down to Go Live

Before we Go Live, our Workday solution has to pass five key go / no go checks between September 1 and December 16. Full-Time HR, Payroll and Benefits employees will be allowed in Workday December 5 to prepare for Go Live on December 17. Hourly employees will begin entering time on December 17. Everyone will have a checklist of things to look for when they log into Workday for the first time.

For TAMU information and resources, visit employees.tamu.edu/workday
Brandy Kosh, bkosh@tamu.edu, 979-845-1051
Laura Dohnalki, ldohnalki@tamu.edu, 979-862-3954
Barbara Bayer, bbayer@tamu.edu, 979-862-1145

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Dohnalik</td>
<td><a href="mailto:ldohnalik@tamu.edu">ldohnalik@tamu.edu</a></td>
<td>862-3854</td>
</tr>
<tr>
<td>Barbara Bayer</td>
<td><a href="mailto:bbayer@tamu.edu">bbayer@tamu.edu</a></td>
<td>862-1146</td>
</tr>
<tr>
<td>Brandy Kosh</td>
<td><a href="mailto:b-kosh@tamu.edu">b-kosh@tamu.edu</a></td>
<td>845-1691</td>
</tr>
</tbody>
</table>

[workday.tamus.edu](http://workday.tamus.edu)  
[it.tamus/projecthelios](http://it.tamus/projecthelios)  
[Employees.tamu.edu/workday](http://Employees.tamu.edu/workday)