Introducing and Implementing
Project Helios

HR Liaison Network
June 28, 2016

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Agenda

What is Project Helios?

- **What’s Happening?**
  - ARCHITECT: FEBRUARY 2016
  - CONFIGURE & PROTOTYPE: JUNE 2016
  - TEST: DECEMBER 2016
  - DEPLOY: JULY 2017
  - GO LIVE: DECEMBER 2017

- **What’s Next?**
What is Project Helios?
Replace the A&M System’s legacy mainframe payroll and human resource systems with Workday
Individual Members

West Texas A&M University

Texas A&M University Extension

Texas A&M University System

Texas A&M Veterinary Medical Diagnostic Laboratory

Texas A&M University Health Science Center

Texas A&M Forest Service

Texas A&M Transportation Institute

Texas A&M Engineering Experiment Station

Texas A&M Engineering Extension Service

The Texas A&M University System
And Project Partners

workday

Deloitte

Grant Thornton
Working Together

Executive Sponsors

Project Coordinators

Project Leadership Team

Grant Thornton

Technical Team

Change Management Team

Functional Team
What We Will Accomplish

• 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*

• *Lower our operating costs, reduce risk and realize efficiencies* with a cloud-based solution
### Structured Process
- Almost 10 months to announce, post, evaluate and select a solution
- Evaluation team reviewed responses and materials at each stage gate

### Inclusive Process
- All members represented
- Nearly 500 employees from Payroll, Human Resources, Finance, and Information Technology participated

### Transparent Process
- Request for Proposal was competitively bid following all system and State procurement guidelines
The Decision

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A&M System and Workday

- HCM (Core HR)
- Absence
- Compensation
- Time Tracking
- Benefits
- Recruiting
- Payroll
- Talent Management
- Reporting
- Performance Management
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
- HRConnect
- iBenefits
- LeaveTraq
- PeopleAdmin (PATH)
- TimeTraq

**Staying in Place**
- Business Objects
- Buy A&M
- eTravel / Concur
- Glacier
- Maestro
- SSO
- Time & Effort
- TrainTraq
What’s Happening?
Project Activities

Process Workbooks
April 26 – May 27

Prototype 1 Review
August - September

ARCHITECT
FEBRUARY 2016

CONFIGURE & PROTOTYPE
JUNE 2016

TEST
DECEMBER 2016

DEPLOY
JULY 2017

GO LIVE
DECEMBER 2017

HR, Payroll, Benefits Town Hall
May 24, 25

Data Clean Up

Project and Member Communication

The Texas A&M University System
### Workshops

- Attended by representatives from each institution and agency
- Facilitated using the Deloitte IndustryPrint™ business process mapping tool and Workday core processes
- Focus on what is the best answer for the A&M System

### Results

- **Common areas**
  - End-to-end system processes that we will use across the A&M System
  - Roles and associated system usages
- **Applicable internal controls within the business processes**
- **Change impacts in terms of process, policy and skill sets**
### Business Process Design

- **Build and QA Prototype 1** *(June – August)*
- **Demonstrate Prototype 1** *(August – September)*

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Separating BPP and FAMIS

- Some BPP functionality needs to move to FAMIS
  - Financial accounting functions
    - Banking
    - State funding integrations
    - Associated processes

- Project will run concurrently with Workday implementation
  - Requirements identified
  - Team members are assembled
  - Code will be ready for Workday Test stage
Communication Ramping Up

- Planning Workday updates each month
- Regular updates to senior leadership
  - Change Champions and Project Coordinators have identified key stakeholders
  - Communications calendar is growing
- Communications cascading to other institution and agency groups
What will be my role in Workday?

- Workday roles will be defined by the end of the summer
- We will begin mapping all employees to their Workday role(s) in the fall

How will I get ready for Workday?

2 types of training – eLearning and classroom training
- September 2017: eLearning (TrainTraq)
- October 2017: Classroom training at your location
Will Workday eliminate the need for paper forms for new hires?  
**YES!** Most (if not all paper forms) will be eliminated

Can Workday accommodate *my* hiring procedures?  
**YES!**  
- Workday will use dynamic routing  
- Recruiter or hiring manager will have the flexibility to move a candidate / applicant through different recruitment steps (review, interview, assessment, background check, reference check and job offer)
Is an employee’s time ready to be paid through payroll when the manager approves it?

YES! No other approvals are needed

Can a manager make corrections to an employee’s timesheet?

YES! Changes indicate the date, time and who made the changes

How are timesheets approved for employees with more than one position?

• Managers approve only the hours for their position
• Managers will see the total hours submitted for the employee
Can employees have more than one payroll direct deposit account?

**YES!** Employees can split their payroll direct deposit into five different accounts.

Will departments be required to submit a manual supplemental form when a monthly paid employee starts at the end of the month and payroll has already been processed?

**NO!** Workday’s “retro” process will pay the missed days on the next scheduled payroll.
What’s Next?
**Next Steps**

### Ongoing Communication
- Monthly meetings between project team and member representative(s)
- Monthly member updates
- Quarterly communication
  - HRO, CFO, CEO/President, CIO, CAO
- Regular web updates
  - workday.tamus.edu
  - News You Can Use

### Project Work
- Resolve remaining parking lot items from business process workshops
- Continue to clean up data
- **May 2016 – November 2017**
- Build and QA Prototype
  - Configure Workday with our business process steps
- **June - August**
Thank You!

projecthelios

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