Project Update
April 2014

Overall Status
The project is currently in the Configure & Prototype phase which runs through June 2014. The project is on track and on budget.

Notable Activities

- Prototype 2 (P2), the second “draft” of Workday has been populated with UChicago employee data and Workday-delivered business processes, and is currently under review by the functional team. Any changes identified during the review will be incorporated into the next prototype (P3).

- The second Business Advisory Committee meeting was held on March 20. Topics included an update on supervisory organizations, manager self-service and the availability of photos in Workday. A sub-team was created to come to a recommendation on manager self-service functionality that will be released at the time of go-live. A review of what other universities have for manager self-service was conducted to assist in developing this recommendation.

- All supervisory organization information has been collected across campus. Once teams provide a final review of their organizational structures, these will be loaded into the next prototype (P3).

- The assignment of HR security roles in Workday was piloted with the Booth School of Business, Finance & Administration and the Graham School. The purpose of this exercise is to identify who can commence HR-related processes and view HR data for a given supervisory organization. All other units will begin their meetings on April 22, starting with those who have signed off on their supervisory organizations.

- The last round of “onboarding” sessions has been held to introduce remaining departments to Workday@UCHicago (Court Theatre, Smart Museum, Logan Arts Center, Institute of Molecular Engineering, Urban Education Institute, Becker Friedman Institute, Graduate Student Affairs, Global Engagement Office, Office of the Executive Vice President). The next step is to begin planning for more broad communications to the University community.

- Meetings have been held with a number of technical teams to discuss changing job and department codes in Workday and the downstream effects of this. Integration design sessions are also in progress.

Upcoming Activities

- Complete functional review of Prototype 2 and identify changes for inclusion in Prototype 3
- Explain and assign Division, School and Department HR roles in Workday
- Launch Workday resource website on May 1 and develop the University-wide communications strategy
- Schedule demonstrations of P2 for Oversight Committee, Technical Advisory Committee and Business Advisory Committee in April/May timeframe
- Continue to provide Workday updates at relevant forums, e.g. Technical Advisory Committee, Business Advisory Committee, Data Stewardship Council, HR Community, etc.
- Continue to reach out to other universities implementing Workday, e.g. Brown, Georgetown, USC