Project Update
August 2014

Overall Status
The project is in the test phase which runs through November 2014. The project is on track and on budget.

Notable Activities

• **Systems Integration Testing (SIT) in progress.** Over 12 weeks, in-scope HR, Payroll and benefit business processes (such as hire, terminate, add academic appointment, change benefit elections) and integrations will be tested end-to-end by the project team. Errors in data conversion and business processes will be captured and/or corrected in real-time. The final version of the SIT tenant will be used to create the User Acceptance Testing tenant.

• **Project communications released.** In partnership with University Communications, Workday@UChicago was featured in UChicago News on July 18. Publication was preceded by a memo from CHRO to Deans and Officers, and followed by a memo from the HR Project Director to HR/Payroll teams that launched the [workday.uchicago.edu](http://workday.uchicago.edu) website and registration for informational events.

• **Informational events in progress.** System demos and information sessions introducing Workday core concepts, e.g. hire and employment, handling academic appointments, have been organized for local and central HR/Payroll teams. Information sessions will conclude on September 3rd but will remain available online; demonstrations will continue twice a month through year-end.

• **User acceptance testing (UAT) preparation in progress.** Details on UAT objectives, scheduling, expected tester time commitment and tasks have been shared with academic and staff HR leadership. More than 65 testers have been nominated by HR leaders from almost all UChicago divisions, schools and departments. Six sessions of UAT will be conducted, and will run over 4 weeks starting September 8. The objective of UAT is to validate the design of Workday@UChicago with end users.

• **Post-Workday reporting plan under development.** The immediate goal is to maintain payroll reporting to support financial reconciliation and grants administration following go-live of the Workday system. Our plan is to continue the look and functionality of the current payroll reporting from IRF/Business Objects during a transition period. This will minimize change for the hundreds of users who currently use IRF for their payroll and financial reporting. After Workday transitions to operations, we will be looking at a strategy for incorporating Workday capabilities within the data warehouse-reporting environment.

Upcoming Activities

• Continue **system demos and complete information sessions**
• **User acceptance testing** begins September 8 and ends October 3
• Preparation for **payroll and benefits parallel testing**
• Continue to **provide Workday updates at relevant forums**, e.g. Technical Advisory Committee, Business Advisory Committee, Data Stewardship Council, Workday Education & Government User Group, etc.
• Continue to **collaborate with other institutions and universities** implementing Workday, e.g. Argonne, Fermilab, Yale, Brown, Georgetown, New York University, and USC.