Project Update
December 2014

Overall Status

The project is in the deploy phase, which runs through January 5, 2015. The project is on track and on budget.

Notable Activities

- **Parallel testing completed.** The third round of payroll testing was completed and results were finalized. Testing of new benefits following open enrollment was also completed. Only expected variances were identified at completion.

- **Final round of supervisory organization collection complete.** Workbooks were distributed and the project team held workshops to help departments update their spreadsheets. All workbooks have been completed and received by the project team. The next step will be to load the updated data into Workday.

- **Cutover activities underway.** A detailed cutover plan has been developed and the team is in the midst of execution, and holding cutover calls on a daily basis. A copy of the legacy system was taken on December 6 and the team is converting the data into the gold tenant. A Command Center (temporary hub) to measure Workday Go-Live success by tracking and reporting issues has been established.

- **Pre go-live training completed.** Over 340 individuals (80% of invitees) attended instructor-led training classes between November 17 and December 23. Training attendance is considered a requirement for being granted a role in Workday; training will continue through early 2015. Quick reference guides, videos and FAQs for all Workday users are being readied for publication on the website.

- **New 2Factor Authentication requirement in place.** To protect against unauthorized use of CNetIDs, those with broad access to employment data (Lead HR Partners, HR Partners, Academic HR Partners) will be required to enroll in 2FA prior to go-live. This will be communicated through existing and targeted communication channels.

- **Communications.** A toolkit to build employee awareness of Workday@UChicago and ESS transition was distributed to Internal Communicators and posted online. A memo was also sent to all faculty, staff and students by Executive Sponsors introducing Workday. A Go-Live Support Toolkit, which detailed support resources available and recommended list of activities for HR/Payroll teams, was distributed online and via the regularly distributed newsletter.

Upcoming Activities

- **Transition Workday website** to employee-facing, i.e. add log on button, FAQs and training resources
- **Launch Workday** and commence post-production support activities
- **Continue to** provide Workday updates at relevant forums and collaborate with other institutions and universities