Project Update
July 2014

Overall Status

The project entered the Test phase of the project on June 8; this phase will run 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 business processes (such as hire, terminate, add academic appointment) 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.

• **Informational events scheduled.** System demonstrations and information sessions on specific topics in Workday, e.g. hire and employment, handling academic appointments, will be organized for HR/Payroll teams who have been introduced to the project. Registration is through the UChicago Training website and initially intended for those who will have HR security roles in Workday.

• **User acceptance testing plan under development.** Common HR processes such as hiring, adding an academic appointment and proposing a compensation change, will be tested by HR/Payroll individuals who have a role in Workday in September. Details on scheduling, expected time commitment and tasks, and other logistics will be shared with academic and staff HR leadership so testers can be selected and notified.

• **End user communications plan under development.** Starting with the Workday@UChicago website and News Office announcement, the team is working with University Communications and the Office of the Provost on the development and deployment of communications to the academic and staff community.

• **Training approach and plan under development.** Training curriculum for end users will be role-based and include instructor-led and online training, job aides and screencasts. Training will commence in November.

• **Cutover period under development.** In general, transactions that impact pay will be processed through December, either directly in HRMS or through double entry into Workday after go-live. However, there will be specific transactions that will need to wait until after go-live; details are forthcoming.

Upcoming Activities

• Schedule and hold **demonstrations and informational events**
• Share details around and schedule **user acceptance testing events**
• 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, USC.