Project Update
June 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 Testing tenant.

- **Second exercise of supervisory organizations completed.** Departments mapped their employees with any position/department changes between March-May to a supervisory organization. In addition, an exercise was conducted alongside Executive Administrators and HR Administrators of each BSD department to finalize the division’s supervisory organizations and assign security roles in real-time.

- **User testing plan under development.** Common HR processes such as hiring, adding an academic appointment and proposing a compensation change, will be tested by members of HR/Payroll teams in September. Details on scheduling, expected time commitment and tasks, and other logistics are forthcoming.

- **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.

- **Informational events under development.** Over the summer, system demonstrations and information sessions on specific topics, e.g. hire and employment, handling academic appointments, will be organized for HR/Payroll teams.

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

Upcoming Activities

- Schedule and hold informational events
- Share details around and schedule user 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.