Project Update
May 2014

Overall Status

The project is nearing the end of the Configure & Prototype phase and will begin the Test phase on June 8. The project is on track and on budget.

Notable Activities

• Prototype 2 (P2), or the second “draft” of Workday@UChicago, has been populated with UChicago employee data and Workday-delivered business processes and reviewed by the functional team.

• The third Business Advisory Committee meeting was held on April 17. It was recommended that although manager self-service will not be released at the time of go-live, manager functionality will be released in phases, beginning with a "view only" on April 1, 2015.

• Build has started on the Systems Integration Test (SIT) tenant, which will be used to test business processes and integrations end-to-end. Test scenarios are currently being created by the project team. As part of the conversion effort, overall data quality of the EDB is beginning to surface.

• All supervisory organization information has been collected across campus. For the first time, all academic and staff employees at UChicago have been mapped to a manager. Supervisory organizations are the foundation of Workday: they house all staff and academic positions.

• Collection of local HR/Payroll security roles in Workday is 66% complete. The collection of this information will determine who will be able to view HR/Payroll information, initiate and approve HR processes and run HR/Payroll reports in Workday@UChicago.

• Reporting strategy being developed. An assessment of Workday’s reporting capability versus what is currently being provided by the Data Warehouse and IRF is being analyzed. Workshops will be held with campus HR and Finance teams to further understand how HR and Payroll data is being used today.

Upcoming Activities

• Hold workshops to share changing procedures and processes, e.g. academic appointments
• Launch Workday resource website and publish news announcement
• Launch of Test phase on June 9; continue preparation activities for systems integration test (SIT)
• Define cutover/ blackout period and communicate to relevant parties
• Schedule demonstrations for Oversight Committee, Technical Advisory Committee and members of the Workday HR/Payroll user community
• 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, Brown, Georgetown, USC