Project Update
November 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

• **Parallel testing in progress.** The first two cycles of parallel payroll testing have been completed and the third (last) cycle started November 19th. Results are in line with what was expected.

• **2015 benefits testing in progress.** The benefits team has executed all of the test scenarios for the 2015 benefit plans in Workday. The team is currently comparing a simulated enrollment in Workday and the legacy system to electronically compare deductions.

• **Final round of supervisory organization collection underway.** Workbooks have been distributed and the project team has held workshops to help departments update their spreadsheets. All workbooks are due to the project team by Friday, November 21st.

• **Training underway.** Over 425 participants from across the University have been invited to attend 22 instructor-led classes between November 17 and December 23. The team kicked off the training on Monday, November 17th in the John Crerar Library computer lab.

• **Focus group sessions held.** Based on UAT tester feedback, two employee roundtables were held: one for staff and students (11/07) and another for faculty (11/14) to review employee self-service and new hire functionality. The team has analyzed the results of the sessions and incorporated the feedback into training material and enhancements to the onboarding process in Workday.

• **Communications underway.** The launch communication plan is being developed in partnership with the News Office. A communications toolkit will be distributed to internal communicators to build employee awareness of Workday@UChicago (news items, flyers, presentations) and to communicate key cutover dates for ESS. Transition plans are also underway for both the Workday project website and ESS website. In the interim, the inaugural issue of a newsletter to the Workday user community was sent on November 12.

Upcoming Activities

• Continue **system demonstrations**
• Distribution of **communications toolkit** to internal communicators
• Distribution of **go-live support toolkit** to HR and Payroll teams
• Continue **payroll and benefits parallel testing**
• Continue to **provide Workday updates at relevant forums and collaborate with other institutions and universities**