Project Update
September 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

• **Systems Integration Testing (SIT) in progress.** SIT (round 2) is underway and on track to be completed by September 26. The project team has executed 143 of 153 functional scenarios. We have 91 integrations to various other parties around campus, as well as external vendors. The majority of integrations have been built, and are in the process of being tested with the integration end point owners. Unit testing has been completed, and file layouts have largely been verified. Detailed data testing is still ongoing, as several integrations have dependencies on parallel payroll testing, which is just beginning. In addition to data testing, next up in the testing effort for integrations will be automation and notification testing.

• **User Acceptance Testing (UAT) in progress.** The project team held kick-off meetings on September 4 and 5 to prepare participants for UAT, which began on September 8. Seventy-three testers from across campus are participating in the testing. Six sessions will be held, and will run through October 3. The objective of UAT is to validate the design of Workday@UChicago with HR/Payroll users.

• **Parallel testing in progress.** The team is planning to conduct four payroll parallel tests before go-live. We are currently processing the first test in Workday and it will be compared to the legacy payroll processed during the same time period to compare gross and net pay results for all employees.

• **Information sessions completed.** Six information sessions were held to communicate changes to campus HR/Payroll community; topics ranged from Hiring and Employment to Academic Appointments. All were recorded and available on project website. The team has also conducted four Workday demonstrations and will continue on a semi-monthly basis through the end of the year.

• **Training and communications under development.** A communications toolkit will be distributed in October to internal campus communicators to support end user communication efforts. A roles-based training curriculum is currently under development for HR/Payroll leaders and teams; dates are being finalized. Participants will be identified following the October roles-reassignment exercise.

Upcoming Activities

• Continue **system demonstrations**
• **Completion of user acceptance testing** on October 3
• Distribution of **communications toolkit** to internal communicators
• Continue **payroll and benefits parallel testing**
• Continue to **provide Workday updates at relevant forums and collaborate with other institutions and universities**