PROJECT OVERVIEW

HR/Payroll Modernization is a major initiative to replace the University's 33-year-old legacy payroll system with a modern human resources and payroll system. It also will provide a set of standardized processes to significantly improve support for critical HR and payroll work across the University, including the Medical Centers.

HR/Payroll Modernization will:
- Replace UW's existing payroll system with a modern, integrated HR and payroll system
- Implement a technology platform that allows UW to outsource the infrastructure
- Implement standardized HR and payroll processes and practices across the entire University
- Reduce UW's risks, realize efficiencies, enable modern practices, and provide better competitive positioning

As a result of HR/Payroll Modernization, the University of Washington can be more competitively positioned.

WORKDAY TO PROVIDE NEW SYSTEM

After a competitive procurement process, Workday was selected to provide the University's new HR/payroll solution.

Workday is a Software-as-a-Service (SaaS) provider and delivers HR, payroll, and time-tracking functionality in a single system.

With the SaaS approach, Workday hosts the HR/payroll system, providing access via a web interface; the University pays for the solution on a subscription basis.

As such, this solution will help simplify our internal technology maintenance functions and ensure that UW is always on the latest software release.

THE NEED TO MODERNIZE

The technology surrounding us has changed dramatically, yet the underlying technology for UW's existing payroll system has not changed since it was implemented in 1982. As a result, UW's current payroll system has significant operational inefficiencies and service deficits, and it is increasingly difficult to keep pace with ever-changing regulatory requirements.

UW also lacks basic, enterprise-wide HR functionality. The existing payroll system was designed to pay people at a point in time. It was not designed to keep a long history of employee records or manage employee data.

To meet this need, departments developed their own specialized solutions (known as "shadow systems") to meet their day-to-day HR management needs. With employee data housed in multiple areas, information is inconsistent and in various formats. Excessive time is required to collect and analyze data, and make decisions based on the information.

BENEFITS OF A NEW HR & PAYROLL SYSTEM

An integrated HR and payroll system will retain comprehensive information about positions, appointments, and employees, including a full life-cycle of activities ranging from onboarding to retirement or separation.

The HR and payroll components of the system will inform each other of critical information, such as who is employed and in what position, which benefits they are eligible for, and so on.

The system also will contain critical workforce information, including organizational information, individual skills and competencies, labor relations information, licensure requirements and much more.

Learn more at MyWorkday.uw.edu/benefits.
PROJECT TIMELINE

Design (April – October 2014): The processes, interfaces, and data for the system will be defined to ensure the system meets specified requirements. Design sessions will take place for HR and payroll-related processes, integrations to unit systems, and reports. The project team will assess impacts to units, roles and University policies, and will begin loading UW data into the new system.

Configuration & Prototype (November 2014 – July 2015): The system will be built to the specifications outlined in the design phase. Routing restrictions will be established, approvals/notifications will be consolidated, roles and security permissions will be refined, and initial testing will begin. More detailed UW employee data will be uploaded in this phase.

Test (July 2015 – May 2016): The HR/P project team, supported by functional and technical subject matter experts, will conduct robust testing. Stakeholders will have hands-on exposure to Workday’s look, feel, and functionality. Testing will be a collaborative and iterative process. The project team will look to confirm the solution’s usability and identify opportunities for refinement prior to system deployment.

Deploy (May – June 2016): After testing is complete, the HR/P team will engage future system users in pre-deployment activities, such as forums and training activities to demonstrate how to use the new Workday system to support their job tasks. As we get closer to go-live, the team will increase the amount of regular communication with impacted users in order to prepare them appropriately. During and following go-live, support structures will be put in place to help users with questions and provide guidance on the new system.

Go-Live (June 2016): The new system is expected to go-live on June 16, 2016, for the first payroll of the new fiscal year.

Stabilize and Optimize (July – December 2016): Following implementation, the project will enter a six-month period of system stabilization and optimization. Support will be provided to the units to help them identify and act on soft savings.

Impacts to UW’s Workforce

Every member of UW’s workforce will be impacted by this project:

All UW Employees
- Use a new online tool to log time worked; access earning statements, leave balances, and time off requests; view and change direct deposits and W2 withholdings; and change personal information (contact info, benefits selections).

Medical Centers employees will use Kronos for time tracking, leave balances, and time off requests.

Managers and Supervisors
- Able to easily review employee schedules, approve time-off requests, track credentials, and recommend training opportunities for staff.

Medical Centers employees will still use Kronos for this functionality.
- Staff with HR/payroll processing responsibilities in their departments may experience some work shifting from one office to another or new methods of accomplishing certain actions.

Faculty
- Access faster and more accurate reports about faculty-related items, such as mandatory review dates for assistant professors and tenure-eligible positions, annual and term reappointments, and eligibility for sabbaticals and other professional leave.
- Easily identify voting-eligible faculty and current voting status.

HR & Payroll Staff
- Experience some work shifting from one office to another or new methods of accomplishing certain actions.