Integrations Discovery

As part of implementing Workday as UW's new HR and payroll system, a number of integrations need to be configured. An "integration" refers to any place where data is transferred between (to or from) the Workday system and any other system.

The integrations design work is iterative and conducted on a wave approach. The waves allow integration design to follow the functional design session (those pertaining to key HR and business processes including absence management, benefits, compensation, HR, payroll, talent management, and time tracking) where new business requirements are determined.

The integrations included in each wave were identified based on priorities and program objectives. Some integrations are high risk and/or will require more time to design the integration to Workday. Others require a number of decisions to be made in the functional design sessions or are considered relatively easy, pushing out the design timeframes until later in the summer.

The first wave began in mid-May and brought together project team members and key stakeholders from UW-IT, as well as systems engineers and analysts to discuss key system integrations with Workday. These half-day discovery meetings took place on May 13 and 15 to develop a common understanding of integrations, refine scope of work needed to prepare each integration for Workday, and identify next actions for the teams.

Led by Jacob Morris, HR/P technology manager, and Gwen Trentham, HR/P integrations and reports lead, the goal of the sessions was to review some 60 integrations on each day to understand the functional and business process, and determine if the current functionality would be replaced by Workday or if it would need to have an integration designed to Workday. Others require a number of decisions to be made in the functional design sessions or are considered relatively easy, pushing out their design timeframes until later in the summer.

The discovery sessions allowed the integrations team to gain a better understanding of how Workday would need to integrate with downstream systems and how to prepare requirements for architecture standards.

Through the remainder of the design phase, which ends October 31, the integrations team will be completing design work sessions to include the data mapping process for each integration. This process illustrates exactly how the data flows in the system, from its point of origin to its end point. In addition, the technical team will collaborate with downstream system owners to align integration design with decisions made in the functional design sessions and assist with impact evaluation of new business processes on existing systems.
Data Conversion Update

Data will be loaded into Workday in an iterative process. The data will be developed (if it doesn’t exist) or extracted from UW's current systems, transformed to meet the requirements of the new system, and undergo an extensive validation process.

The Prototype 0 (P0) data was successfully loaded into Workday in April. This included basic UW data elements, including employee names, job titles, contact information, location, and a simulation of supervisory organization. The data is a critical piece as it allows the functional team to use familiar data when determining how the data reacts with various configuration options, leading to better design decisions.

A second data load this fall will provide more robust information for the configuration phase, including benefits selection, compensation, academic appointments, time off elements, payroll withholdings and cost allocations.

HR/P Technical Advisory Group

The project's Technical Advisory Group (TAG) is led by Aaron Powell, associate vice president of information management in UW-IT. TAG's purpose is to:

- Help the technology team follow the enterprise architecture guiding principles as Workday and accompanying business processes are designed and configured;
- Have information available to make technical decisions that minimize disruption to other systems and maximize efficiency and effectiveness of the implementation effort; and
- Assist in efficient and timely communication flows to relevant technical stakeholders and the wider University IT community.

The group comprises technical leaders from around the University, including representatives from UW-IT, Computing Directors, Housing & Food Services, HR Information Services, the Office of Research Information Systems, and UW Medicine IT Services. View the list of participants and represented units: http://f2.washington.edu/teams/hrp/about/team.

Some of the issues under review by TAG include: employee identification numbers; the strategy for the identify management processes; and an approach to handling HR/P intersections around the University.

Communications staff from both UW-IT and the HR/P project are working closely with TAG and will ensure a plan is in place to share outcomes that impact technical staff and their systems.

Meet Vadim Sagalchik

Vadim Sagalchik is the data conversion lead for Team Workday. An IBM consultant, he has been solely dedicated to working with Workday for the past three years and is now guiding UW's data conversion process.

He works with Sandy Prescott, Jeani Wells, and the rest of the UW conversion team to understand how to put UW's data into a format that will facilitate the moving of UW's data from HEPPS and other current systems into Workday. He also partners with the HR/P functional team (the people owning the absence, benefits, compensation, HR, payroll, talent management, and time tracking processes and design) to understand the decisions they make and ensure the UW data loaded into Workday for future prototypes reflects UW's specific requirements.

The data conversion team has successfully completed the loading of data into prototype 0 (P0). Vadim noted the P0 load involved four main steps. "First, with my background in data conversion, I explained the nuances of the various fields for which UW needed to provide data. Then, the UW data conversion team (Jeani Wells, Sandy Prescott, Marylin Silva, and others) developed files that contain UW's data. Next, we validated the data files and resolved any issues. Only then could we load the data into Workday."

He notes that Workday is a validated system, which means that values can't be freeform – they have to be exact. "An example of this would be a job code," he says. "If a specific job code isn't in Workday, we couldn't load the employee with that job code into the system. However, the HR/P data conversion team did a great job of providing clean information and nothing had to be created from scratch. It was impressive."

Next up for the data conversion team is learning more about conversion file formats, as well as collectively understanding the functional decisions that have been made in the design sessions so the team can correctly load data into the next tenant (P1) build.

Vadim believes the biggest challenge facing the data conversion team is making sure that the supervisory organization structure that gets built accurately reflects UW's true supervisory structure – or the list of who reports to whom. "UW doesn’t have this kind of structure in place in a single system and the org structure is very nuanced," he says.

In fact, from Vadim's experience with global companies, UW is one of the most complex organizations. He notes, "‘Nuanced' is probably one of the themes for this project!"