HR/P Approved, Workday Selected as Vendor

The University of Washington has received approval from the Board of Regents and the State Office of the Chief Information Officer to move forward with the HR/Payroll Modernization initiative. This effort will replace UW's 32-year-old payroll system with a modern HR and payroll system and establish a set of standardized practices for HR and payroll functions throughout the institution.

Workday was selected to provide the new system. Workday is a Software-as-a-Service (SaaS) provider and delivers HR, talent management, 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. This approach will help simplify UW's internal technology maintenance functions and ensure that the university is always on the latest software release.

IBM will partner with Workday to provide implementation services. The first phase of implementation began March 3 and has an expected go-live date in late December 2015 to support the first payroll of 2016.

Current Project Status

The HR/Payroll Modernization project is currently in the planning phase, which will run through the third week of April 2014. During this period, the HR/P project team will build out the implementation plan and begin training on Workday fundamentals—the foundational information needed to be able to get started on design activities.

The HR/P technical team also is preparing data for an initial data load, which will move a subset of existing HR/P data into a prototype that will be used in the design phase.

Stay Informed Online and by Email

For technical updates about HR/Payroll Modernization, view the technical page: [http://f2.washington.edu/teams/hrp/technical](http://f2.washington.edu/teams/hrp/technical). The FAQ may answer questions you have. To submit additional questions or to request a meeting with your unit or department about the impact of HR/P, email hrp-tech@uw.edu.

Technical Team

The HR/P technical team continues to grow.

Sandy Prescott transitioned from UW-IT to serve as the data migration lead, leveraging several years of experience delivering value to the existing UW HR/Payroll systems. Working closely with functional data owners and technical experts, she will manage conversion activities necessary to understand, develop, and migrate data into the new system.

Gwen Trentham also joins the team from UW-IT as the integrations and reports lead. In this role, she will manage the technical activities in preparing for and delivering the various integrations that will be required to successfully integrate the new HR/P system with existing UW systems. She will create and execute a plan to engage with owners of downstream systems and facilitate the design, testing, and deployment of the new integrations.

The HR/P Production team will rotate onto the project to share their knowledge and expertise, as well as participate in report and integration development in order to become familiar with the new system for post-production support.
Data Conversion

The data in UW's current systems will be the starting point for the data that is to be loaded into the new system. The HR/P technical team, working with subject matter experts, will define exactly what data is needed to load and where to load it. Data will be developed (if it doesn't exist) or extracted from UW's current systems and transformed to meet the requirements of the new system. Validation for data completeness, correctness and consistency will be iterative processes, sometimes requiring modifications at their source. Data that has passed all validation criteria will be loaded into the new system, a process that will take many days to complete.

Milestones for the data conversion team are the various prototypes called for by the Workday implementation methodology. These prototypes (P0, P1, P2, P3) are loaded with increasingly comprehensive and rich data for the various phases of the project. The milestones for the data conversion team will always occur prior to those of the other HR/P teams, since the prototype required to support a given phase must be loaded with data at the start of that phase.

Integrations

The term “integration” refers to any place where data is transferred between (to or from) the Workday system and any other system. These integrations may be periodic (such as a file transfer) or may be constant (such as use of a web service for validating external data). Integrations may be scheduled or on-demand. These other systems may be owned and supported by the UW, either centrally or departmentally, or may be external to the UW, such as banks and government agencies. Many of these integrations already exist in one form or another between the university's current systems.

With the new HR/Payroll system, some integrations will need to remain, but many will no longer be required. In addition, some entirely new integrations may be needed to support some of the new functionality of the new system. Departments with an existing integration with a central UW system will need to connect their system to Workday. The HR/P technical team has an initial list of integrations that it believes will need to be constructed. During the design phase, the technical team will review and confirm that list. In the meantime, the team is reaching out to owners of the systems to ensure they understand the impact to them and their systems.

Reports

The Workday system comes with a large library of pre-defined reports. The reports team will identify any reporting requirements that cannot be met by this body of reports. The team then will design, construct and test custom reports to meet these needs.

Technical Advisory Group

A Technical Advisory Group has been formed to provide advice as to current and emergent project technical issues and directions; actively support the project at technical stakeholder groups and meetings; advocate for the project at appropriate IT governance bodies; and ensure that emergent trends and new information are brought to the attention of the technical team. View a list of members: https://f2.washington.edu/teams/hrp/about/team.

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Current Request for Units

The HR/P technical team is seeking information about any of your unit's HR and/or payroll systems that integrate with central systems. This means the systems your unit specifically develops (e.g., Leave and Time Reporting or a SharePoint site that your unit uses to track time).

If you haven’t done so already, please provide a list of your unit or department's integrations to hrp-tech@uw.edu.

Future Requests for Units

As part of the effort to convert our existing data for each of the prototype loads, units may be asked to:

- Provide data from an existing system to be loaded into the new system, as requested by functional data owners.
- Validate data for your unit that has been pulled together from various systems.

The project team will reach out to technology partners around UW when involvement is needed at key junctures.