Workday Go-Live Date Moved to June 2016

Following the decision to remain on a semi-monthly pay frequency, the HR/P project team analyzed the impacts on business processes, design, configuration, integrations, training and change management, and other UW and unit systems. Our Executive Sponsors made the decision to extend the Workday go-live date by six months to June 16, 2016.

Extending the project timeline provides additional time for change management, user engagement, and readiness activities. It also ensures the schedule is less compressed, provides additional time for testing and issue resolution, and reduces the risk of finding errors and workarounds needed after go-live. In addition, shifting the timeline provides an increased likelihood of success with changes to all impacted systems by HR/P partners.

The new timeline also presents some challenges. Because Workday won’t be live for the first payroll of 2016, support requirements for legacy systems must be extended. It also creates the need for planning for and execution of several year-end crossover processes. However, we will be able to complete this work within the original budget.

Plans in Development for Sunsetting Legacy Systems

The configuration of Workday is still underway. However, plans for systems following Workday's launch are coming together.

Alin Hunter, technology manager in UW-IT, has developed high-level plans for 29 systems that will be decommissioned when Workday goes live. This includes HEPPS, OWLS, OPUS, PERMS, and UW Timesheet, among others. Some of the data in those systems will be maintained.

"For example, Employee Self-Service as we know it today will be different because Workday will provide easy access to personal information. However, we will maintain a legacy ESS system so that employees can have access to their personal pre-Workday information, including tax forms and earning statements," says Hunter. "This will include a rolling two years of earning statements, and a rolling eight years of tax forms."

Many details are still to be determined, such as where the system containing the legacy data will be housed. Hunter notes that some short-term legacy systems may also require user design sessions. Additional information will be provided in the coming months. View the draft plan: [http://myworkday.uw.edu/sites/default/files/PDF/Legacy-Project%20Plan-April2015.pdf](http://myworkday.uw.edu/sites/default/files/PDF/Legacy-Project%20Plan-April2015.pdf).
Conversion Team Prepares for P2 Data Load

The conversion team is developing and executing the iLoads (data files) for Prototype 2 (P2). As expected, there were data conversion defects identified in P1 that will be addressed for P2. Additionally, there were new functional requirements identified, some as a result of the semi-monthly pay frequency decision, which resulted in new development as well as changes to existing conversion programs.

“There was a lot of discovery as we loaded P1, where we were building and loading at the same time,” says Sandy Prescott, HR/P conversion lead. “This time, new conversion requirements had a hard cutoff date so that we could complete as much development as possible before the actual load. Even so, the number of load files developed doubled over P1."

P1 provided the initial robust data within Workday; P2 will make more data fields available. “Functional testing should be more robust with better results due to the new and improved data,” says Sandy.

P2 will be loaded in the same way P1 was loaded. All 46,000 employees will be entered into the system as new hires and run through the entire set of business processes for new employees.

The P2 load process began in May and will take approximately six weeks to load and validate the data. With each subsequent prototype load, issues are found and resolved. In turn, the time it takes to complete the data load decreases. With the extension of the go-live date, the project team will be adding another Prototype (P5).

Reports Activity Includes Community Engagement

The HR/P reports team has worked actively to vet the UW’s report inventory, and recently completed an analysis of the HR and payroll reports in the Business Intelligence (BI) Portal that will be impacted by the implementation of Workday. Working with the Enterprise Data & Analytics team, they identified one of three options for each of the 39 BI Portal reports once Workday is live: going away; moving to Workday; or remaining in the BI Portal. Learn the future status of these reports at MyWorkday.uw.edu/reports.

The BI Portal will continue to be the main access area for central reporting, including a link to Workday reports. Reports generated by Workday will be available via its robust web interface, and can be exported or downloaded in Excel and other data formats.

“One of the challenges facing our team is that many Workday reports rely on transactional data,” says Gwen Trentham, HR/P integrations and reports team lead. “Since we have not yet used Workday, we’re trying to anticipate how data will look and how to accommodate immediate reporting needs.”

To do this, the reports team brought together report stakeholders from around the UW and provided them with Workday training courses to learn the basics of report development in Workday. For the project’s duration, they will participate in learning labs; work with the HR/P team to provide input and oversight for reporting, including standards and structure; serve as report subject matter experts for their units; and help design, develop and test organizational-specific reports.

Meet Cyndi O’Farrell

Cyndi O’Farrell, senior project manager, serves as the technical readiness project manager for the HR/Payroll Modernization readiness team for the Medical Centers. For the past three years, Cyndi has worked for UW Medicine managing a variety of business systems projects. She has previous experience managing large HR/payroll implementations.

Cyndi manages a project team of 15 IT specialists that are responsible for providing data extracts from legacy Lawson and T&BA systems for converting talent management and accrual balances data into Workday, developing interfaces to and from Workday, and implementing configuration changes in Kronos, the Medical Center’s time management system.

Her team is gathering Medical Center reporting requirements for reports to be developed in Workday to replace existing reports from legacy systems that will be retired. They also will be archiving legacy data and decommissioning legacy systems.

The Workday integrations with the Medical Center systems (including Kronos, SumTotal Learning Management, Provider User Maintenance Application, and Occupational Health Management) are critical to this project and require her team to work closely with the HR/P technical team to define the data requirements, and design, build, and test the integrations.

While Cyndi believes becoming familiar with a new system may be a challenge for many of the Medical Centers employees who are used to the old systems, she says the benefits of the new system will be worth the learning curve. For instance, having an integrated HR and payroll system and two-way integration between Kronos and Workday will eliminate duplicate data entry and intermediate databases currently used to consolidate data for reporting.

“The target systems will get the information directly from Workday through point to point interfaces, which results in more reliable data,” says Cyndi.

Additionally, Workday will provide robust data through its reporting capabilities. “Workday will provide our managers with readily available information about their teams that they don’t have access to today,” says Cyndi.