Data Conversion Update

The data conversion team is working on the iLoad development; these iLoad files contain data from UW’s legacy systems for loading into Workday. The files are in spreadsheet format, but can be quite complex to develop, depending on where the data is coming from and what kind of logic is needed to make the concept changes from the legacy system to Workday. As part of the process, the data conversion team also is automating as much of the conversion processing as possible to minimize manual intervention and risk.

The data load for Prototype 1 (P1) will occur in late-November; this is a Workday configuration prototype to allow the HR/P project team to configure Workday while using real data. While some audiences may see a demo of Workday with P1 data, roadshows are planned with Prototype 2 (P2) data beginning spring 2015.

Another major effort is to obtain Supervisory Organization information as a foundational component of Workday. Although some UW departments and schools have organizational charts and documented reporting relationships, there is currently no central, reliable source for this information. All employees entered into Workday will need to be part of a Supervisory Organization. The conversion team is working with the HR/P Administrative Network, the project’s go-to people in each unit, to assist with this request for data for professional, bargaining and classified staff.

Integrations Discovery

The wave approach to integrations design and discovery continues this fall. A wave is a group of integrations. This approach helps the integrations team break down and distribute the work among the integrations staff.

The focus during this period is on initial design, including understanding how data will be mapped in the integration, what the primary use cases are for the integration, and conducting an initial assessment of the Workday integration tool that will be used for the solution. The goal of the design phase, which runs through Oct. 31, is to have a solid understanding of the integrations that are in or out of scope and how they will be implemented.

For example, an integration currently exists between HEPPS and the UW parking system to update payroll deductions. The integrations team is working with the Parking Office to ensure those deduction updates continue in Workday. They also are evaluating the technical requirements, such as specific data that needs to be exchanged and the frequency of deductions, and work through possible scenarios to ensure the deductions work with all different employee types and deduction types (e.g., one-time or ongoing).

Review the list of integrations that is available on the HR/P website at https://f2.washington.edu/teams/hrp/technical/integrations. If your integration is not on the list, follow up with hrp-tech@uw.edu and be as specific as possible about the integration and its purpose.
Reports Update

One of the most important features of Workday’s data delivery toolset is reporting. Workday has the ability to access real-time data via the user interface, which includes over 2,100 standard reports built and maintained by Workday, as well as custom reports built and maintained by UW reporting specialists.

Both the standard and custom reports are fully actionable, meaning they can be clicked on to bring up a list of available actions, filtered for relevant data, allow Excel and PDF export, and have the ability to drill down to transaction-level details.

Members of the HR/P project team have conducted an analysis of Workday’s standard reports. The team is now reviewing any gaps between UW’s needs and Workday’s offerings. This inventory rationalization is looking at some 500 HR/payroll-related reports that exist today in the Enterprise Data Warehouse (EDW), HEPPS, UW Medicine, HRIS, and other systems. Some reports may not be needed due to Workday’s functionality, and other reports may be consolidated.

The team now is discovering reporting needs of stakeholders around the University. Understand the discovery process and timeline: http://f2.washington.edu/teams/hrp/technical/reports.

Technical Team Fully Built Out

The HR/P technical team now is fully staffed. Four team members came on board this summer:

**Mike Cheung**, report analyst, has worked for companies such as Amazon and Johnson Controls as an analyst and developer. He has been involved in several large-scale projects to support, upgrade and implement various ERP systems including Workday.

**Hummad Hussain**, integrations engineer, is a seasoned IT professional with vast experience in the SaaS / cloud computing space, working with large Fortune 1000 enterprises and managing a variety of projects. He has extensive experience on full lifecycle implementations of Workday.

**Steven Layman**, integrations engineer, holds university IT project experience. His diverse skills range from subscription management, data-driven business applications and interface development, to designing and building report tools and maintaining an internal database automation system.

**Jason Page**, report analyst, has more than 13 years of software development experience as a software development engineer in test, quality assurance manager and developer. Previously, he was responsible for new internal reporting requests across an organization, including recruiting, business development, billing and product development.

Meet May Zhang

May Zhang is a familiar face among the HR/P technical team. She comes to the project from UW-IT, where she has worked for the past 11 years. May is one of six UW-IT experts on the HR/P Production team who know how HEPPS and other HR/P administrative applications operate; their work ensures the system functions properly so that employees are paid.

In her role as an integrations analyst and backup integrations engineer, May is currently helping the HR/Payroll Modernization integrations team as they prepare integrations for Workday. “Our team joined the HR/P Modernization team from the beginning; we helped upload P0 data,” she says.

UW-IT is working with the integrations team to collect information about how the payroll system currently receives information. They then look at the data sample and data format to decide how Workday will receive the information to help configure the system for the future.

“Our HR/P Production team also collects most of the discovery requirements,” she says. “About 60-70 percent of discoveries are completed by the HEPPS team.”

May and the other UW-IT team members know what HEPPS is doing to communicate to other systems, but not everyone on the HR/P team does. UW-IT provides the project team with knowledge and expertise about the system. But that doesn’t keep May from learning a lot from the project team.

“We learn every day from our work on the technical side, as well as from the business processes that the functional team is working on with SMEs,” says May. “By working with the integrations team, we learn what functional decisions still need to be made and how that impacts the integrations work.”

May and her fellow UW-IT team members are currently helping with integration design. After design is completed, she will begin working on integration configuration.

“Teamwork between UW-IT and HR/P is important because we want the project to be successful,” she says. “Sharing our knowledge of the current system is valuable to designing the new system.”