As many of you are aware, the University plans to update our outdated HR and Financial management systems with Workday.

This presentation will:

- Introduce you to Workday@UNR
- Share key project goals and timelines
- Describe how Workday will impact you
- Explain Workday Security
- Outline what is next
WHAT IS WORKDAY?

Workday is a cloud based enterprise application that will improve the way UNR does business.

- Workday will:
  - Be an integrated system that links employee and financial data
  - Allow financial and HR transactions to be initiated and approved through electronic workflows
  - Automate business processes to streamline approvals and to nearly eliminate paper-based transactions
  - Standardize business process across UNR departments and NSHE institutions
  - Provide departments and managers with real time data to make informed decision
All 9 of the Nevada State Higher Education (NSHE) institutions are implementing Workday and are working together to design the system.
A Project Team of nearly 140 members, including at least 35 representatives from UNR, are working to design and roll out a system that will work for UNR and all the NSHE institutions.

View the Workday@UNR Project Team

View the full NSHE Project Team
When the project first started, the Steering Committee established a set of Guiding Principals to help focus the design and align all the institutions.
## GUIDING PRINCIPALS

<table>
<thead>
<tr>
<th>Principal</th>
<th>What It Means</th>
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| **Fundamentally transform how NSHE does business** | Workday brings us into the 21st century with:  
  • Access to linked, real-time HR and Financial data  
  • Business processes that are paperless and automatically routed to the appropriate people  
  • The ability to use reporting to make informed business decisions |
<p>| <strong>Design and follow standardized business processes system-wide</strong> | All 8 NSHE institutions will follow standardized business process they developed together |
| <strong>Workday First - Adopt native Workday configured processes first</strong> | Rather than building a lot of costly system customizations that will have to be maintained, the goal is to fit our business processes into standard Workday functionality |</p>
<table>
<thead>
<tr>
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<th>What It Means</th>
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<tbody>
<tr>
<td>Eliminate duplicative and unnecessary back office operations across NSHE</td>
<td>By maintaining one standard system for the NSHE Systems office and all 8 campuses, we will minimize duplicate entry of data.</td>
</tr>
<tr>
<td>Design an efficient state-wide management structure for shared services</td>
<td>Currently purchasing, benefits and payroll are done at the Business Center North (BCN) and Business Center South (BCS) level. Workday will allow us to streamline these process and identify additional areas to share services.</td>
</tr>
<tr>
<td>Move away from a paper-based work environment</td>
<td>NSHE institutions currently perform the bulk of our HR transactions on paper. Workday will allow us automate processes allowing for easy approval routing and tracking.</td>
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As many of you are aware, the project was originally scheduled to Go Live in the Fall of 2016. NSHE is first group to implement Workday across an entire university system. This brought about unexpected challenges and the project team, our implementers, Sierra Cedar, Inc., and Workday determined that more time was needed to build the right system.

Based on careful review of institutional requirements, the release of Workday functionality, and project resources a new Go Live date has been established – October 2017.

While this feels like a significant delay, the additional time will allow the project team to build a system that is right for the University.
PROJECT METHODOLOGY

Plan
- Assemble Project Team
- Develop Project Plan

Architect
- Review current Business Process
- Design Business Processes going forward
- Develop Work Flows and Security

Configure and Prototype
- Configuration Based on Business Process
- Test Configurations
- Build Reports
- Test Processes End to End

Test
- User Acceptance Test (UAT)
- Payroll Parallel Testing
- End User Training

Deploy
- Go Live
- Post-Production Support

We Are Here

Project Management, Change Management, Knowledge Transfer, & Training
WHAT DOES WORKDAY MEAN FOR ME?
BENEFITS OF WORKDAY

Automates Work

- Almost no paper forms or manual processes
- Processes are automatically routed to the right people for approval, additional information, and awareness
- Standardizes business process across institutions and our campus

Greater Transparency

- Transparency, visibility and accountability: See who does what and where decisions are in the process (expense reports, transfers, hiring, etc.)
- Transactions can’t “get lost” on someone’s desk

New Opportunities

- Easily creates real-time metrics and reports to evaluate business objectives and improve decision-making for supervisors, departments, and the entire University
<table>
<thead>
<tr>
<th>What is NOT Changing?</th>
<th>What IS Changing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee information is secure and confidential</td>
<td>Employees manage their own personal information</td>
</tr>
<tr>
<td>Employees must make sure their personal information is up-to-date</td>
<td>Employees can make changes to their personal information from anywhere they can open a browser</td>
</tr>
<tr>
<td>Employees must provide supporting documentation to HR for requested changes to their personal information</td>
<td>Documentation will be requested and updated through workday</td>
</tr>
<tr>
<td>Performance will be evaluated on your regular schedule</td>
<td>Performance for classified employees will be tracked electronically through Workday</td>
</tr>
<tr>
<td>Managers and HR will approve transactions</td>
<td>Transactions automatic route to appropriate approver in the system instead of on paper</td>
</tr>
<tr>
<td>Managers are responsible for initiating personnel and finance transactions</td>
<td>Managers initiate transactions electronically in Workday</td>
</tr>
<tr>
<td>Managers are responsible for approving employee initiated transactions</td>
<td>Managers will have faster access to approving transactions and managing their team</td>
</tr>
</tbody>
</table>
## WHAT IS CHANGING

<table>
<thead>
<tr>
<th>Workday will Replace</th>
<th>Workday will NOT Replace</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advantage</td>
<td>PeopleSoft (Student System)</td>
<td>Phased Out after Workday</td>
</tr>
<tr>
<td>HRMS</td>
<td>InfoEd (Grants System)</td>
<td>CAIS</td>
</tr>
<tr>
<td>iLeave</td>
<td>Blackboard (ID Card System)</td>
<td>Pending/Under Review</td>
</tr>
<tr>
<td>E-Search</td>
<td>e2Campus (Emergency Alert)</td>
<td>Nolij (Document Imaging)</td>
</tr>
<tr>
<td>Equifax</td>
<td>AMAG (Building Access System)</td>
<td>CBE (Contract and Budget Entry)</td>
</tr>
<tr>
<td>Employee Self-Service</td>
<td>Canvas (Learning Management System)</td>
<td>Effort Reporting System (ERS)</td>
</tr>
<tr>
<td>Paper-based processes for PAFs and Time Keeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Time and Attendance Systems</td>
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</table>
Workday Security manages **what you can see and do** in the system. There are 3 main types of security:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role-Based</td>
<td>Tied to the Position - if you change jobs, you don’t need the role anymore and it goes to the next person filling the position</td>
<td>Accounting Manager, HR Partner</td>
</tr>
<tr>
<td>Organization Membership</td>
<td>Tied to your Organizations – you can see certain information based on your Company (institution), Supervisor Org (division or department), Grant, Project, tc</td>
<td>An AP Specialist in the College of Arts and Sciences can only process AP transaction for the CAS</td>
</tr>
<tr>
<td>User-Based</td>
<td>Tied Directly to the Person – it moves with you if you change jobs</td>
<td>Report Writer, Finance Administrator</td>
</tr>
</tbody>
</table>
All employees, will have the **Employee** role

Employees will be able to:

1. Update and view their Personal Information
2. View Pay Information
3. Request Time Off
4. Update and view their Benefits
5. Some employees will manage their Performance in Workday
6. Enter Expenses
7. View and/or Enter Time based on your position
8. View thee the Directory to view your coworkers and find contact information for the campus
9. Run Reports
10. Make Purchases as appropriate
11. Add Favorite Tasks and Reports for easy access
In Workday, a **Manager** is defined as anyone who supervises another employee.

Managers will be able to:

1. View information and Manage your team
2. Initiate personnel transactions such as Managing Positions, Hiring, and Job Changes
3. Approve transactions initiated by their employees based on the outlined Business Process
4. Run reports to inform business decisions and managing their team
WHAT’S NEXT
This Summer we will focus on,

- Continuing to build and test the system
- Working with departments and highly impacted end users, including Fiscal Officers and HR Partners, to prepare them for what is to come
This Fall we will focus on,

- A campus-wide Workday launch to introduce Workday to the entire campus
- Continued configuration and testing
Thank you!

For any questions please contact the project team at workday@unr.edu