THE SPOTLIGHT
BRIGHTER WORKDAY
ERP IMPLEMENTATION UPDATE
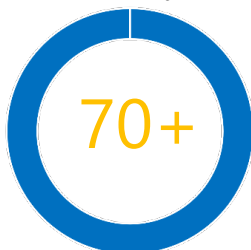
Do you know that ...

The Workday Enterprise Resource Planning cloud-based system (ERP) was approved by the South Texas College (College) Board of Trustees on September 12, 2023. The College will transition from Banner to Workday over the next five years.
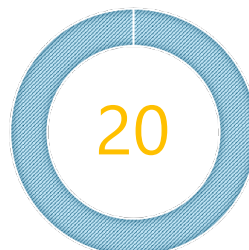
What's been happening?

College staff have made great progress on the Brighter Workday ERP Project since October 2023 and began the Foundation Alignment Sessions (FAS) on January 8, 2024. During these sessions, the College's project team worked closely with Workday and Precision Task Group advisory consultants to evaluate and understand the College's current Human Capital Management (HR) and Finance business processes. Following the evaluation, the project team and consultants will explore best practices and design future business processes that will be supported and streamlined in Workday.

As of February 6, 2024, the project team held thirty-three (33) FAS meetings totaling ninety-five (95) hours of advisory support on the Finance and Human Capital Management modules and on technical topics such as Integrations and Reporting. Twenty (20) College functional areas and more than seventy (70) functional staff members participated in the Foundation Alignment Sessions. This is an exciting time for the project team and the College, as it will be the first substantial glimpse at realizing the impact made to the business processes within Workday.
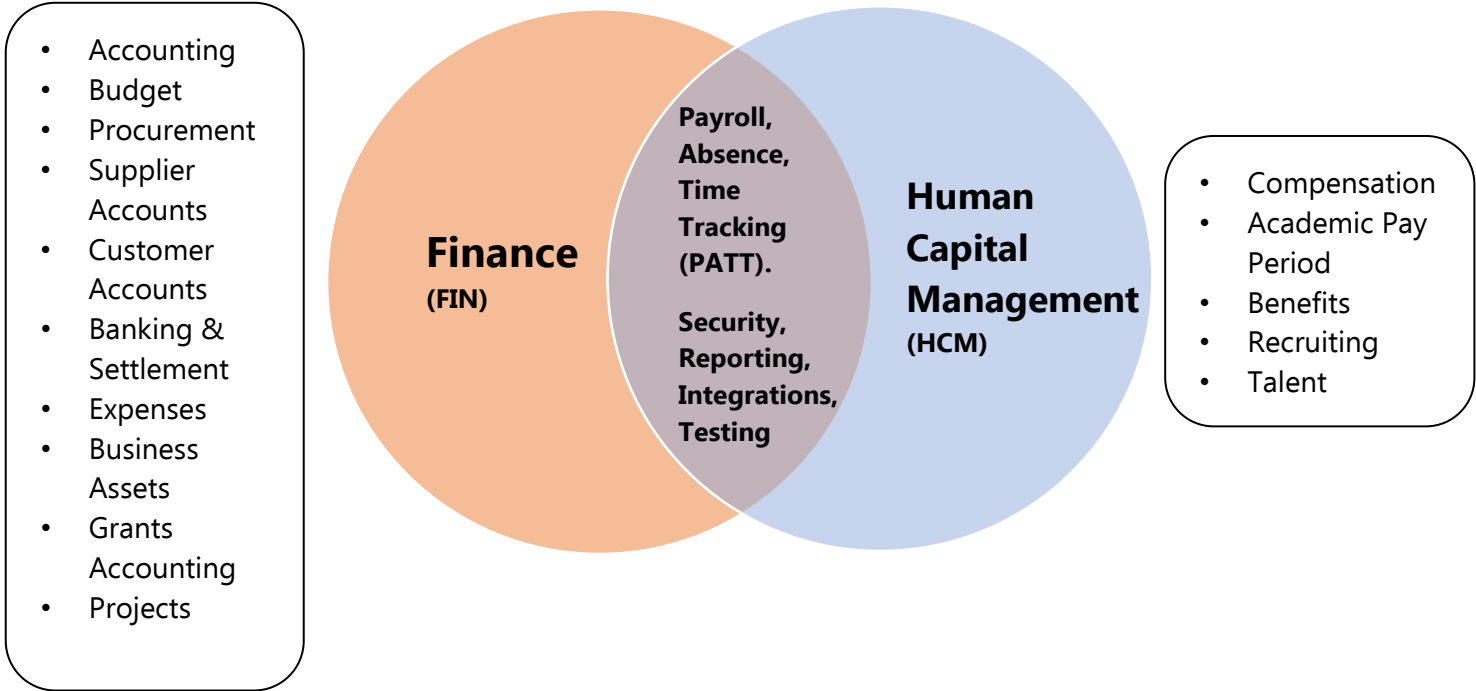
70+ College Staff Attendees

20 College Functional Areas

Brighter workday

Functional Areas Impacted

- Accounting
- Budget
- Procurement
- Supplier Accounts
- Customer Accounts
- Banking & Settlement
- Expenses
- Business Assets
- Grants Accounting
- Projects

Finance (FIN)

Payroll, Absence, Time Tracking (PATT).

Security, Reporting, Integrations, Testing

Human Capital Management (HCM)

- Compensation
- Academic Pay Period
- Benefits
- Recruiting
- Talent

The project team and consultants evaluated current business processes within the FIN, HCM, and PATT modules and identified processes to improve. The illustration below provides a sample of the processes to improve.

Business Processes to Improve with Workday

Finance (FIN) Module	Human Capital Management (HCM) Module	Payroll, Absence, & Time Tracking (PATT) Module
• Replace Asset Registration with Fixed Assets • Improve the grant accounting process • Enhance the process to identify regular time vs straight time • Replace the ChromeRiver travel system • Substitute the check printing system • Replace Time Clock Plus • Improve the budget transfer process • Distribute time tracking for construction projects	• Convert Benefits Elections to online • Create electronic NOE's • Map the Compensation, Pay Tables, and Grades from Banner to Workday • Replace the PeopleAdmin hiring system • Digitize Performance Reviews • Integrate third-party processes and applications • Improve specifications for Federal and State reporting	• Enter Time Off / Leave for Worker • Ability to review real-time absence balances • Remove the Time Clocks on campuses and transition to electronic entry • Obtain customizable payroll reports

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Deployment Timeline
FIN, HCM, and PATT

11/06/23 – 12/15/23	12/18/23 - 7/26/24	7/29/24 - 11/01/24	11/04/24 – 12/15/24

Plan

➢ Project Startup
➢ Pre-Reservation Activities
❑ Customer Training (ongoing)
➢ Initiate Project Planning
➢ Foundation Data Model (FDM) Sessions
➢ Foundation Services (FTS)
➢ Foundation Tenant Build
➢ Kick-off Integrations
➢ Kick-off Reports

Architect & Configure

➢ Foundation Alignment Sessions (FAS)
❑ Test Kick-Off & Preparation (Unit & E2E)
❑ Functional Unit Testing
❑ Customer Confirmation Sessions (CCS)
❑ Build and Unit Test Reports
❑ Build and Unit Test Integrations
❑ Additional Data Conversion
❑ End User Training Plan
❑ End to End Tenant Build
❑ Customer Training (ongoing)
❑ Production Preparedness Videos

Test

❑ End-to-End Testing
❑ Payroll: Parallel Testing (9/30 – 11/1)
❑ User Readiness Review
❑ Regression Testing
❑ Cutover Plan
❑ End-User Training Materials

Deploy

❑ End-User Training
❑ Gold Tenant Build
❑ MTP – Move to Production / Go-Live
❑ Data Conversion
❑ Knowledge Transfer
❑ Post-Production Support
❑ FIN Post-Production Support

What is the status of the project?

The College's project team has met all deadlines on schedule and completed 100% of the milestones in the **Plan Phase** and 28.5% in the **Architect & Configure Phase**. The pending milestones are being performed on or ahead of schedule, and the project team is operating within the project budget.

Over the next two weeks, the project team will prepare for and begin with the Functional Unit Testing. The Functional Unit Testing phase entails testing small portions of the FIN, HCM, and PATT areas in the Workday system to confirm that the system configuration supports all of the College's operational needs.

Major Milestone Phase	Status
Plan Phase	
Project Planning	Completed
Foundation Tenant	Completed
Plan Stage Sign-Off	Completed
Architect and Configure Phase	
Foundation Tenant Configuration	In Progress
Foundation Alignment Sessions	Completed
Integrations – Inventory & Architect	Completed
Reports – Inventory & Architect	Not started
Functional Unit Testing	Not started
Customer Confirmation Sessions	Not started

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Words of the Day

Business Process – A sequence of one or more tasks that accomplish a desired business objective (e.g., hiring an employee, paying an invoice); they are tasks that you can initiate, act upon, and complete in order to accomplish a desired business objective. Business processes are comprised of Actions, Approvals, Approval Chains, To Dos, and/or Checklists.

Foundation Alignment Sessions (FAS) – Workshops used to confirm our project scope, document, and validate how we want our organizational model and current business processes to operate in Workday. Each FAS meeting focuses on a business process as well as the key worktags that will need to be populated. The sessions cover everything from Financial Accounting Budgets, Expenses, Customers, Suppliers, to Core HCM and every other Workday module that STC has acquired.

Tenant – A tenant is any online application running in its own secure computing environment within a larger secure platform. A tenant is like an apartment in an apartment complex. Each apartment is an individual tenant within the complex. Colleges that partner with Workday have their own secure tenants that only they can access. The College will have a total of three tenants, Foundation, Testing, and Gold, during the project implementation before the go-live date in December 2024.
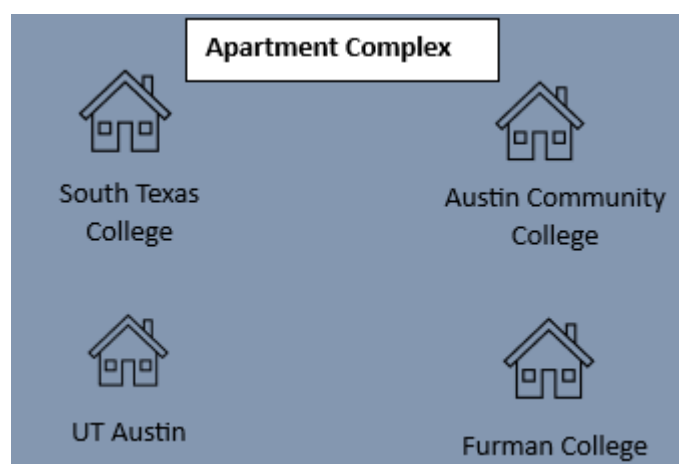
Worktags – Are keywords assigned to business events in Workday and are used to describe and group transactions in Workday, and support financial, managerial, and statutory reporting in Workday's Foundation Data Model. Worktags can be assigned to any number of events, such as purchase orders, and can include information such as the name of the person making the purchase.

Stay tuned for the next update in April!

Visit the Brighter Workday site for more information about our Workday project

For questions, please email at ERPInquiries@southtexascollege.edu

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