



# THE SPOTLIGHT

## *BRIGHTER WORKDAY*

ERP IMPLEMENTATION UPDATE

Issue Date: April 2024

### Do You Know That...

More than 10,000 organizations use Workday to support always-on (24/7), secure, efficient processing of their Finance, Human Resources, and Payroll business operations.



### What's Been Happening?

In February 2024, the Brighter Workday project team completed Foundation Alignment Sessions. These sessions were a time for our functional team leads and subject matter experts to “get into the driver’s seat” and present a few of the high-impact business processes to key resources in their areas. During the sessions, project team members, with support from their Workday counterparts, provided a high-level showcase of their work to date.

### What's Happening Now?

The project team recently completed Unit Testing and is scheduled to conduct Customer Confirmation Sessions (CCS) on April 22, 2024 through May 3, 2024. The goal of these CCS sessions is to validate that the future state requirements and business processes are, in fact, what the College wants and needs. These sessions also empower the project team to “take the lead” on sharing and demonstrating the existing configuration. CCS provide:

- A walk-through and demonstration of system configuration of the business processes that have been built in Workday.
- Highlights of transformational benefits of Workday and how it will modernize College business practices.
- An opportunity to provide feedback to the project team about Workday.

Throughout the duration of CCS, the project team will document key configuration changes. Participants will provide feedback on the sessions, which will be collected and reviewed by project team members. The business processes demonstrated during the sessions will be revised based on feedback. The learning outcomes of these sessions will be instrumental in ensuring both a successful launch and adoption of Workday.

## How Do We Ensure Success?

As the calendar turned from February to March, the Workday implementation project also turned a page, moving from the Architect and Configure phase to the Testing phase. It's important to understand the three phases of testing and the value each phase offers. Each testing phase builds on the prior one. Cumulatively, these three sequential rounds of testing will provide a system that meets the needs of the College and provides all the information needed to perform functionally and operate the college.

### Phase 1: Unit Testing (March 2024 – April 2024)

Unit Testing began on March 5, 2024, and concluded on April 19, 2024. Each unit (unit = one small part) of the software was tested to ensure the fundamental rules and functions operate as expected. If each individual bit works when tested, all will work when connected. The project team set up testing pods and conference rooms to allow testers a place away from their regular offices to navigate the testing in a regulated environment. The team leads did a tremendous job of creating a welcoming atmosphere for the testers.

*Expected timeline: Phase Completed. Over 1,000 test scenarios from multiple business processes were tested over six weeks. Of the total tests: 94% passed, 1% were marked as "in progress," and 5% were canceled/deferred to the next testing phase.*

### Phase 2: End-to-End Testing (July 2024-September 2024)

End-to-End testing is where entire processes are tested from start to finish to make sure that each business process is executed properly. It involves testing the entire process workflow that connects multiple functions and integrations within the system. If you think of it from the perspective of an employee lifecycle, it encompasses processes like hiring an employee, conducting an annual review, paying an employee, implementing vacation time, etc. End-to-End testing also focuses on testing core integrations between Workday and internal systems and 3<sup>rd</sup>-party platforms. The goal is to ensure that the systems and platforms function properly as part of the business process.

*Expected timeline: 9 weeks.*

### Phase 3: Payroll Parallel Testing (September 2024-October 2024)

Payroll Parallel testing occurs parallel, directly alongside our current Banner system processing to verify that the payroll calculations in the two systems match. This phase centers on matching internal and external processes with the Workday platform and measuring if Workday processes align with the requirements of existing systems. Essentially, this ensures employees will be paid 100% correctly when the system goes live.

*Expected timeline: Typically, two payroll cycles. Testing is scheduled for September 30, 2024 – October 25, 2024*

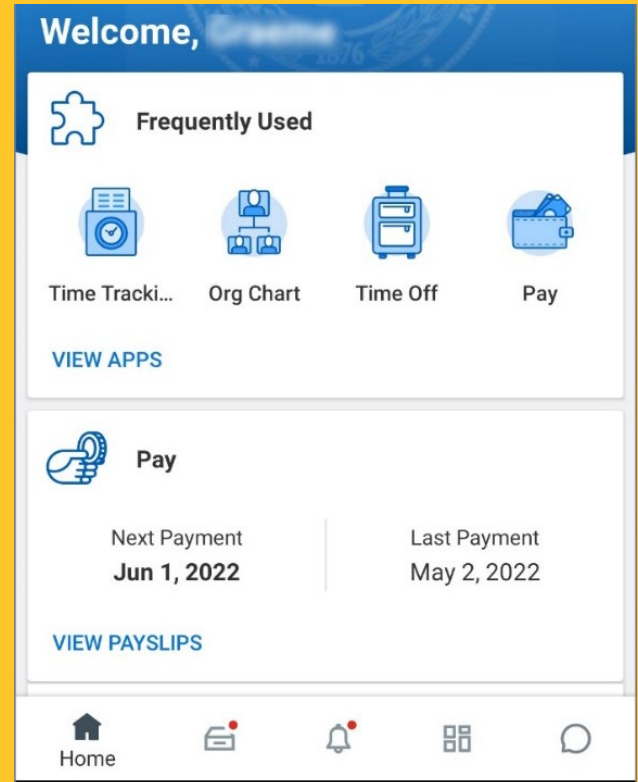
## Workday Benefits!



### Mobile Time Tracking with the Workday Time Tracking App!

One of the many benefits of Workday is the use of the Workday Time Tracking app for mobile devices. Workday time tracking is an easy-to-use, cloud-based time application that offers many benefits, including:

- Self-service time entry: Time entry is quick and easy using the self-service feature with an easy-to-access calendar view.
- Web time clocks: Check-in and check-out time clocks for employees include time stamps. Employees can easily access their activity history. Time clocks will also be accessible on your mobile device through the web browser.
- Efficient approvals: Managers can initiate mass approvals, manage exceptions, and get approval alerts.



### Unlocking Workday: Expenses

Workday makes automating these processes easier to process *spend authorizations* and *expenses*. Spend Authorizations enable College employees to request pre-approval for upcoming travel expenses, while expense reports facilitate credit card transaction matching and out-of-pocket reimbursement.

Workday will provide College employees greater visibility into their reimbursements by allowing users to track the status of their spend authorizations and expense reports throughout the approval process.



## Words of the Month

### ► Customer Confirmation Sessions (CCS)

Customer-led walkthroughs explain the configurations the project team made to Workday and demonstrate the business processes that have been built in Workday. These sessions highlight how Workday will modernize the College's business practices and improve our employee experience.

## ➤ Integration

Integration is the act of bringing together smaller components or information stored in different subsystems into a single functioning unit. An example would be integrating Workday with the College's bank, which will allow Workday to run Payroll, and for each employee to receive a paycheck from the College's bank.

## ➤ Unit Testing

A unit test is a functional test of an application's (system's) smallest possible group (unit) of code. The unit test aims to test the individual components of the system independent of other parts of the code.

## Stay tuned for the next update in May!

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

For questions, please email at [ERPInquiries@southtexascollege.edu](mailto:ERPInquiries@southtexascollege.edu).