

# THE SPOTLIGHT

## *BRIGHTER WORKDAY*

### WORKDAY ERP IMPLEMENTATION UPDATE

Issue Date: May 2024

## What's Been Happening?

The project team completed the Customer Confirmation Sessions (CCS) on May 1, 2024. A total of **18 sessions** were held to review and validate the business processes currently mapped in Workday for the Human Capital Management (HCM) and finance functional areas.

The CCS participants confirmed that the current configuration **meets the college's needs** and provided their feedback on suggested improvements.

Workday consultants and STC's Subject Matter Experts (SMEs) have been working diligently to incorporate the suggested improvements into the next version of our Workday tenant.



SOUTH TEXAS  
COLLEGE



## What's Happening Now?

The Workday implementation team has been working simultaneously on several aspects of the project:

- Training – Our SMEs are taking training and learning about the capabilities of the Workday platform. They will use this knowledge to ensure each of our areas/departments are using Workday to its full potential.
- Reports – Custom reports are being collaboratively built with our consultant partners to make data-informed decisions across STC.
- Integrations – The software/third-party applications list is being reviewed to identify which systems have to be integrated with Workday. This will ensure a seamless flow of information between Workday and our other key business systems.



## Meet the Team

We are excited to introduce the dedicated team behind the implementation of Workday into our college's operations. This project is supported by a diverse group of over 50 members from various departments, bringing a wealth of knowledge and expertise to ensure the success of the Brighter Workday project. In this issue, we will introduce Human Resources Information Systems Officer, Stefan Stoyanof, and Business Office Accounting Group Manager, Maricarmen Ramirez.

*"Greetings from the forefront of innovation! We are eagerly moving forward with the Workday implementation process. Our team of dedicated SMEs in HCM and Payroll is actively configuring and rigorously testing the new system. The capabilities of this system have left us amazed, as we uncover processes that our current system simply cannot handle. Additionally, our implementation team is diligently exploring the intricate relationships and dependencies across all functional areas. It's an exciting journey of discovery and optimization!"*

**Stefan  
Stoyanof**

*Human Resources  
Information  
Systems Officer*

**Maricarmen  
Ramirez**

*Business Office  
Accounting  
Group Manager*

*"Things are rapidly progressing in the Business Office for the new ERP Conversion Project. Accounts Payable and the Travel Office are working together with Purchasing and the Finance team to ensure a smooth transition from Banner to Workday in all Vendor and Travel payments. After seeing all that Workday can offer, we know that the upcoming changes will help the college move into a better era for the Rio Grande Valley. As always with great change comes great responsibility, and we feel we are up to the task."*

## Process Enhancements

As a way to utilize Workday and maximize its functionality, STC will be implementing numerous business process enhancements. One key enhancement includes:

➤ **Semimonthly payroll for all employees**

*What do employees need to know?*

On May 28, 2024, The Board of Trustees approved the implementation of semimonthly payroll for all the employees, effective January 2025. This change will standardize the payroll method for all college employees, increase the payroll frequency for employees and enhance our payroll management efficiency, providing a more efficient, streamlined, and accurate process.

The transition to the semimonthly payroll may potentially place some employees in a temporary hardship during January 2025 since the first payroll disbursement for January 1 – January 15, 2025, will be issued on January 31, 2025. To alleviate the impact of this transition, the Board of Trustees approved a Gap Bridging Retention Payment equal to half of each eligible full-time employee's monthly salary, and will be paid out on Tuesday, December 31, 2024 in an effort to provide a full month's salary in January. After January 31, 2025, employees will receive their paychecks on a semi-monthly basis with no gaps.

## How will this benefit employees?

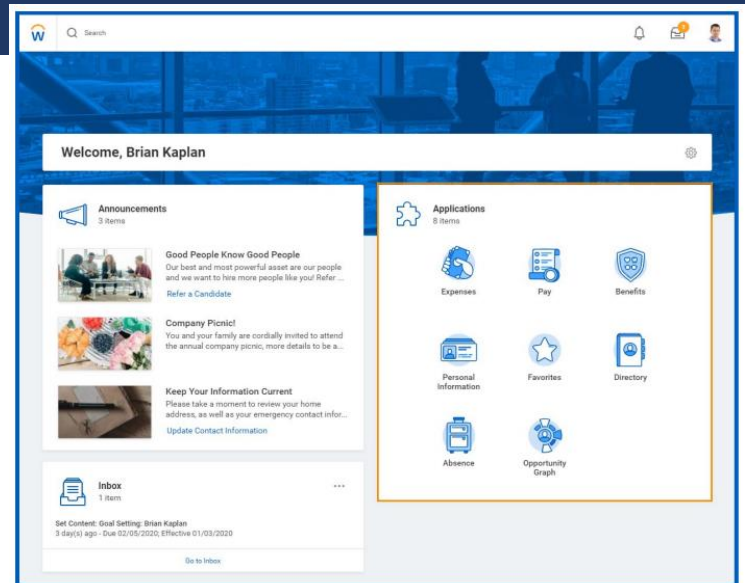
- Employees will get paid twice monthly, rather than once.
- Non-exempt employees will be paid for actual hours worked rather than estimated hours and will be compensated for overtime hours closer to the time they worked.
- Health Savings and Flexible Spending account funds will be deposited semimonthly.
- Contributions to some retirement plans will also happen semimonthly.
- Vacation and sick leave balances will be more accurate.
- More efficient and accurate payroll processing and reporting.

**Additional  
information such as a  
website, alert notices  
and more  
coming soon!**

## Workday Benefits

**Employee Self-Service** provides capabilities for employees to access and manage their personal information including:

- Benefits
- Compensation
- Review/Approve Timecards
- Request/Approve Vacation, Sick Leave, Jury Duty Leave, etc.
- Review/Approve Travel Authorizations



## Words of the Month

**Employee Self-Service** – A set of tools within Workday that enable employees to access, manage and update their personal information, HR, Benefits and Payroll records.

**Custom Reports** – reports built by STC using the Workday Report Writer. They are designed to meet specific data analysis requirements that precisely align with the informational needs of businesses, researchers, and/or individuals

**Compensation** - Employee earnings composed by salary, allowance, bonus, retirement savings, etc.

**Semimonthly** – means every half month; twice per month. Specifically, the 15<sup>th</sup> day of the month (or business day before the 15<sup>th</sup>) and the last business day of the month

**Stay tuned for the next update in June!**

Visit the [Brighter Workday site](#) for more information about our Workday project. For questions, please email at [ERPInquiries@southtexascollege.edu](mailto:ERPInquiries@southtexascollege.edu)