THE SPOTLIGHT

BRIGHTER WORKDAY

WORKDAY ERP IMPLEMENTATION UPDATE

What's Been Happening?

The project team has been participating in Project and Change Management training led by Peak Performance consultants and learning fundamental project and change management techniques. These tools will be used to support the changes that are coming as part of our transition to Workday and to create successful change outcomes.

Over 20 Subject Matter Expert (SME) leads across the college are participating in the training, which is expected to be completed by **June 26, 2024.**

In addition to the training, the Workday team continues to meet daily with Workday consultants to tailor the Workday business processes to meet STC's needs.

As of today, the Workday Project is under budget and on track. Kudos to the Workday Team!
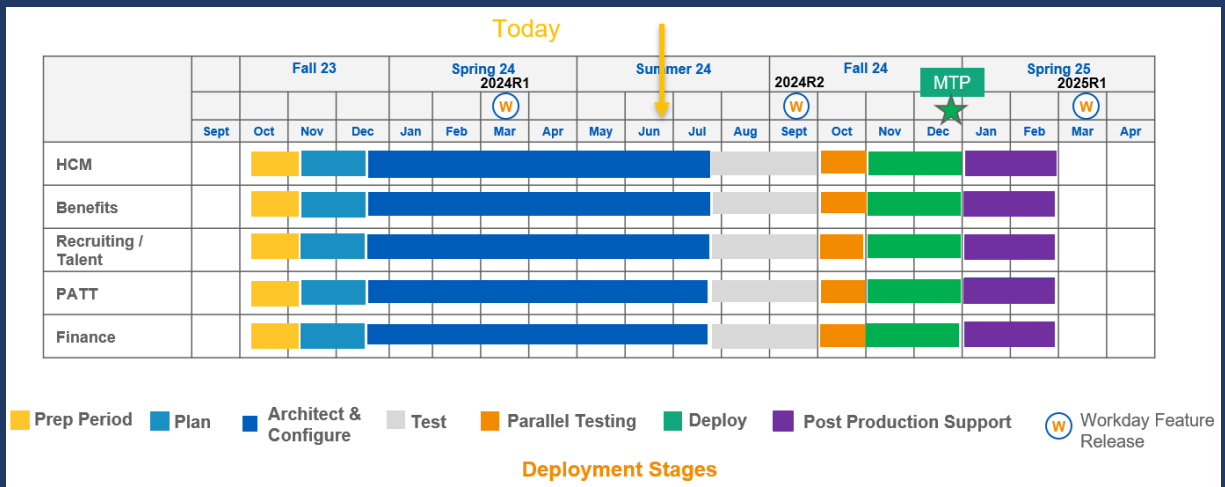
What's Happening Now?

The Project team is nearing the end of ***Phase 2: Architect and Configure*** and is expected to be completed by **July 26, 2024**.

In this phase, the team was able to:

➢ Identify the main business processes and make recommendations as needed;
➢ Access the Workday environment and get confident on how to navigate the system;
➢ Work on custom reports needed for production;
➢ Review the software integration list.

		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
			Fall 23			Spring 24 2024R1				Summer 24				2024R2	Fall 24		MTP	Spring 25 2025R1			

Today

Deployment Stages

Legend: Prep Period · Plan · Architect & Configure · Test · Parallel Testing · Deploy · Post Production Support · W Workday Feature Release

During the last weeks of the phase, Workday consultants and STC leads will continue working on the testing scenarios to evaluate the effectiveness of the processes between functional areas (e.g., posting a job description, hiring a candidate, training, requesting leave or retirement). The testing scenarios must be ready before the *E2E* testing begins on **July 29, 2024**.

Meet the Team

In this issue, we will introduce Human Resources Benefits Manager, Annel Perez, and Central Receiving and Distribution Manager, Gerardo "Jerry" Quintanilla. They've shared their insights on how Workday will enhance STC's daily operations and highlighted specific features they find particularly beneficial.

"Workday will enhance accessibility for all employees to their personal information. They will be able to review their benefits on their own mobile device(s) and even submit leave requests. Best of all, leave balances will be accurate and in real time!"

Annel Perez
Human Resources Benefits Manager

Jerry Quintanilla
Central Receiving and Distribution Manager

*"Innovation is the key to success! The Fixed Assets and Central Receiving departments are continuously testing all functions in Workday. The enhanced security Workday provides for the Fixed Asset Management functions is crucial to continue managing the college's property. My team and I learned that most functions are displayed on **one** screen, which allows for a clear picture of each asset's history and status. It is gratifying to continue learning new processes that simplify our daily functions. Workday is the most innovative program to help the College grow and maintain the best asset-tracking system."*

Process Enhancements

Through Workday, managing travel will become much simpler! All travel-related tasks will be integrated into a single, user-friendly platform, making travel bookings, expense reporting, and approvals faster and more efficient.

Why are we making this change?

Integration with Other Business Functions

• The new Workday system will seamlessly integrate travel management with other key business functions such as finance, HR, and procurement, ensuring that data flows smoothly and accurately between departments.

Automation

• Many of the manual processes currently involved in travel management will be automated. This will reduce the time and effort spent on manual process, allowing our employees to focus on more critical tasks.

Streamline Approval Processes

• Financial (cost center) Managers will have access to real-time information and be able to approve or reject invoice and travel requests quickly. This will reduce delays and establish timely decision-making.

Enhanced Employee Experience

• The user-friendly self-service options of Workday will make it easier for employees to approve invoices, book travel, submit expenses, and receive reimbursements. This improved experience will increase employee satisfaction and reduce frustration that is sometimes felt with our legacy Banner ERP system.

What processes are changing?

➢ Spend Authorization (Travel Authorization) and Expense Reports will be reviewed **after** the travel or expenses have occurred.
➢ Employees will make their own travel arrangements, and submit their own expense reports.
➢ Travel advances that cover flight, registration, and lodging expenses will be available.
➢ Incidentals will be reimbursed **upon return,** provided that itemized receipts are submitted.
➢ Per diem will be calculated based on GSA per diem rates, and processed **upon return from travel**. Travel dates will be issued at 75% reimbursement, and conference days at 100%.

How will this benefit employees?

➢ Travel reports will only need to be **reviewed once** by the Travel office.
➢ Employees will **make their own reservations** for flights, and hotels.
➢ Employees can **pay registration fees in advance** to meet early bird deadlines.
➢ If the agenda does not specify provided meals, **GSA per diem rates will be used for reimbursement** after the trip.

When will this happen?

The changes to the travel process will take effect upon the successful implementation of Workday by the go-live date, which is scheduled for **January 1, 2025**.

Words of the Month

End to End (E2E) Testing – a method used to test the workflow of an application and make sure it's performing as designed from start to finish. In E2E testing, users validate the entire application along with its dependencies, simulating real-world user scenarios and interactions. E2E testing ensures that all integrated components of the application function together as expected. It validates overall system performance, reliability, and data integrity.

Paid Time Off (PTO) - Paid time off, also called PTO or personal time off, is an employer-provided benefit in which the employer compensates employees during their absence from work. Employees use PTO for a variety of reasons, such as sick time, vacations, and personal appointments. The longer an employee works, the more hours they build up within the bank. Once they accrue enough hours, they can withdraw them as needed for PTO.

Additional Benefits Plan – Additional Benefits plans can be used to define miscellaneous benefits that don't fit into any of the other mentioned categories. For example, pet insurance, gym membership or a commuter plan. Additional Benefits plans also allow for either an amount or percentage contribution, such as a United Way contribution.

Payslip – the Workday term for a paycheck. When you look at your earnings in Workday, it will be called a Payslip.

Stay tuned for the next update in July!

Visit the Brighter Workday site for more information about our Workday project. For questions, please email at ERPInquiries@southtexascollege.edu