THE SPOTLIGHT

BRIGHTER WORKDAY

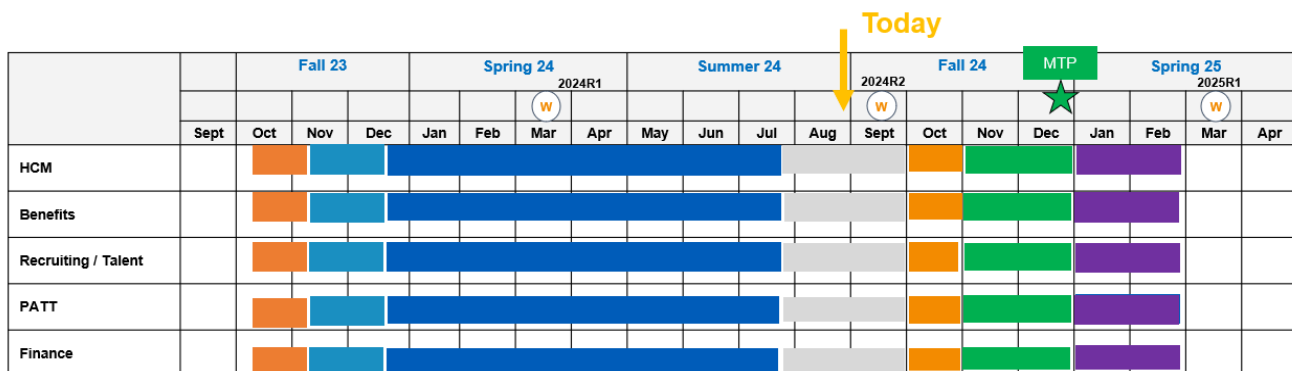### ERP IMPLEMENTATION UPDATE

What's Been Happening?

The team is currently midway through Phase 3: Testing, which is expected to be completed by **November 1, 2024.** During this phase, the team will:

- Review and test business procedures
- Perform Payroll Parallel Testing (PPT)*
- Conduct User Readiness Reviews (URR)*
- Develop a cutover plan
- Prepare End-user training materials

SOUTH TEXAS COLLEGE

workday.

Today

		Fall 23			Spring 24 2024R1				Summer 24			2024R2		Fall 24		MTP	Spring 25 2025R1			
	Sept	Oct	Nov	Dec	Jan	Feb	Mar (W)	Apr	May	Jun	Jul	Aug	Sept (W)	Oct	Nov	Dec ★	Jan	Feb	Mar (W)	Apr
HCM		▮	▮		▮	▮	▮	▮	▮	▮	▮	▮		▮	▮	▮	▮	▮		
Benefits		▮	▮		▮	▮	▮	▮	▮	▮	▮	▮		▮	▮	▮	▮	▮		
Recruiting / Talent		▮	▮		▮	▮	▮	▮	▮	▮	▮	▮		▮	▮	▮	▮	▮		
PATT		▮	▮		▮	▮	▮	▮	▮	▮	▮	▮		▮	▮	▮	▮	▮		
Finance		▮	▮		▮	▮	▮	▮	▮	▮	▮	▮		▮	▮	▮	▮	▮		

■ Prep Period   ■ Plan   ■ Architect & Configure   ■ Test   ■ Parallel Testing   ■ Deploy   ■ Post Production Support   (W) Workday Feature Release

Deployment Stages

The areas in testing are:

- Absence
- Banking & Settlement
- Benefits
- Budget
- Business Assets
- Construction Projects
- Contract Agreement Projects

- Customer Accounts
- Expenses
- Financial Accounting
- Gifts
- Grants
- Human Capital Management

- Payroll
- Procurement
- Recruiting
- Supplier Accounts
- Talent Optimization
- Time Tracking

As of today, the team has completed 72% of testing scenarios in 4 weeks!
Thank you all for your hard work!

What's Happening Now?

Training Development Plan

In conjunction with the testing, the team is working on the Workday Training Development Plan consisting of:

- Analyzing the user groups *(Ex: all employees, financial managers, administrative assistants and secretaries, etc.)*
- Designing training programs
- Developing training material for each group
- Implementing training to all campuses
- Evaluating the effectiveness of the training activities

Our partnered consultant from Peak Performance will assist with the training development plan aiming to start the first wave of trainings during October 2024. The purpose is to train our employees and supervisors on how to use the Workday system.

Reporting

The team has over 250+ custom reports; however, with the support of PTG consultants, our report writers are gaining the expertise to get those up and running for production.

Integration

Our IT department is assisting with the 38 integrations needed for production and in constant communication with partners like: ADP, TRS, and ERS to ensure a streamline integration process.

Meet the Team

We introduce two important members of the Workday implementation team: Vanessa Campos, Purchasing Senior Buyer, and Alicia Correa, Director of Human Resources - Benefits & Compensation. As the project progresses, they provide valuable insights into their roles and the ongoing efforts to ensure a smooth transition to the new system.

"Completing the Supplier Workbook and verifying supplier information are critical steps in the Workday implementation, and I am pleased that we have achieved this key milestone. Purchasing and the Business Office worked together to confirm data for over 1,300 suppliers to ensure all information was accurate. The Purchasing team is also actively testing the Workday system to address any issues, to provide a smooth and effective training process. Workday requisition training will be the next significant step that will commence in the upcoming months for all College end-users. We aim to deliver a positive and seamless training experience."

Vanessa Campos
*Purchasing
Senior Buyer*

Alicia Correa
*Director of Human Resources -
Benefits & Compensation*

"Workday will provide better insight into our core HR functions with greater visibility into relevant data for better reporting and meaningful decision making. Employees will benefit and experience a user-friendly software where they will be able to access their benefit information and update their W-4 information conveniently through a self-service portal, and more. We are also excited to introduce and facilitate through Workday an efficient and more pertinent onboarding process! Workday simply provides human resources department the leverage needed to transform into the next level and meet essential workforce changing needs."

Process Enhancements

The new cloud-based system will facilitate the submission and approval for several processes:

➢ Job posting
➢ Application process
➢ Performance Appraisals
➢ Leave requests
➢ Payroll
➢ Timekeeping
➢ Requisitions

Employees will be able to submit their request on the system, and in minutes, the supervisors will receive a notification indicating an *'awaiting your action' (shown below).* The supervisor can login to the Workday tenant, review the information, post notes, and approve!
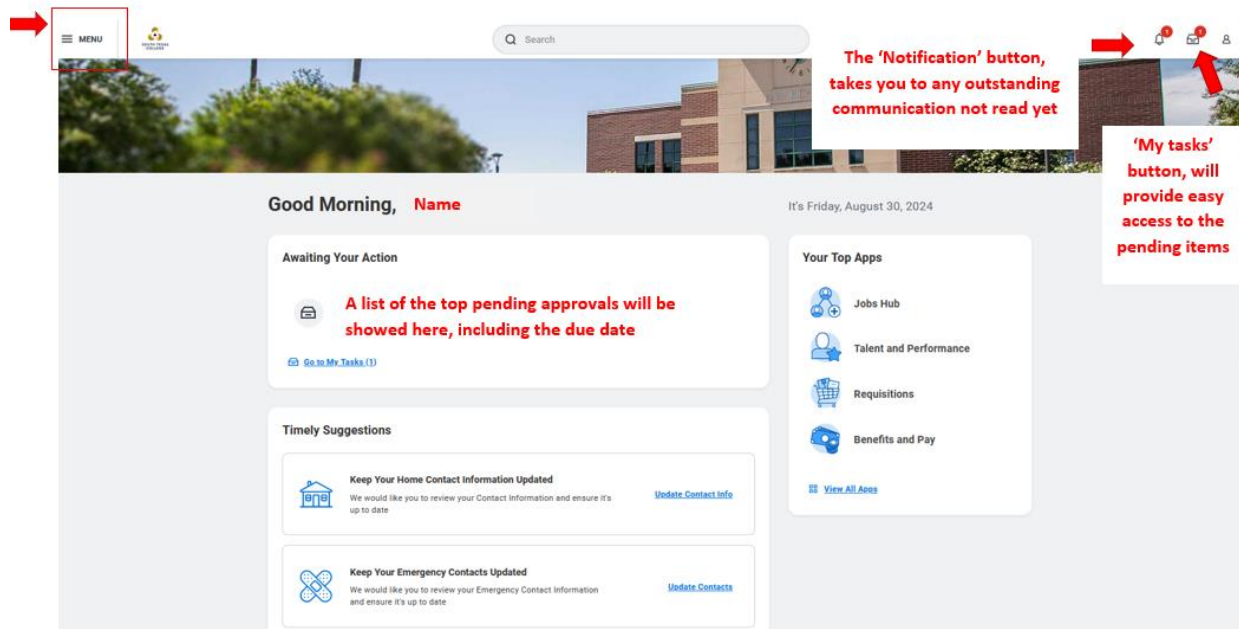
All these features in a single system!

📅 Words of the Month

Payroll Parallel Testing (PPT) - is the penultimate phase of implementing the core Workday system. This phase focuses on running payroll in Workday and analyzing the resulting payroll that is produced by our Workday tenant.

User Readiness Reviews (URR) - to provide an opportunity for select users to familiarize themselves with the Workday system and provide user experience feedback.

Stay tuned for the next update in September!

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