

# THE SPOTLIGHT

## BRIGHTER WORKDAY

### ERP IMPLEMENTATION UPDATE

Issue Date: September 2024

## What's Been Happening?

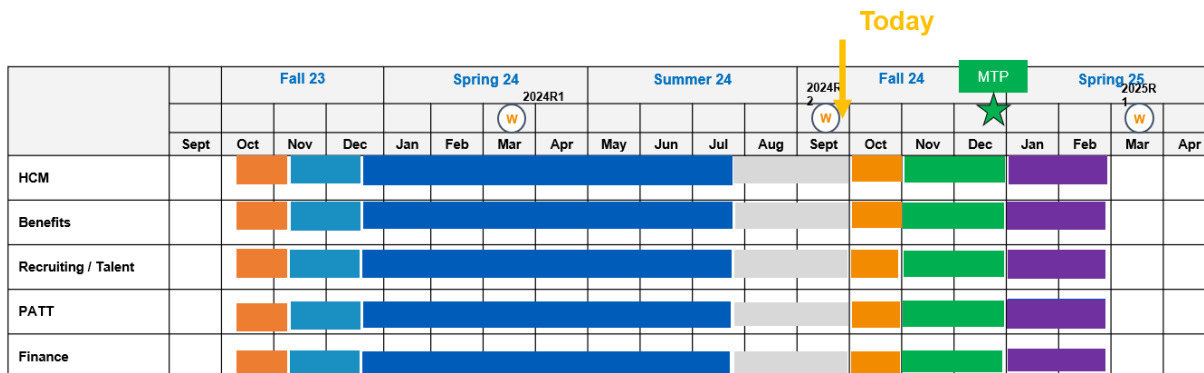
The team has reached **93% testing** completion! Workday and PTG consultants are holding cross-functional meetings with STC leads aiming to complete the remaining testing, mainly related to integrations.

As mentioned last month, STC leads will be conducting **URR (User Readiness Reviews)** from 10/4/24 – 10/17/24. The main purpose of these reviews is to navigate the system, get familiarized, provide user experience, and obtain feedback from the group.

Aside from the testing and URR sessions, the team has been reviewing the business processes and making modifications accordingly before the **“Freeze Period”** begins on November 1, 2024. No additional configuration changes will be made to the Workday tenant after **November 1, 2024**. This system configuration (settings, rules, and workflows) will be the settings that will be migrated and used in production when going live in January.



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

### Deployment Stages

# What's Happening Now?

## Payroll Parallel Testing

**Payroll Parallel testing** will be performed between 9/30/24 - 11/1/24. The purpose of parallel testing is to **duplicate a selected prior pay period** (from our Banner system) in Workday and to confirm that the pay totals in Workday align with our actual results from Banner.

The following two **Pay Periods** will be used for testing:

- 5/5/24 – 5/15/24 – Pay date 5/31/24
- 5/16/24 – 5/31/24 – Pay date 6/14/24

The goal of this testing is to obtain identical or nearly identical pay results for all employees. The **Exit Criteria** for this testing phase are both 1) a 99-100% accuracy in pay totals, and 2) the identification and explanation of any variances between the two systems. Typically, any variances that exist between the two systems are due to Workday being very precise and allowing extremely accurate control of both benefit contributions, payment elections and tax calculations.

## Training Development Plan

- **A landing page is being developed that will serve as a one-stop resource for information on the project.** This is where you will go to find training materials and to find the answers you need to any questions you have about Workday. Don't worry about the details yet. Just be aware that site is coming. You will be notified when it's live and ready to go.
- **Speaking of training, you'll have ample opportunity to learn how to use Workday before the system goes live.** A project of this scope requires thoughtful planning, and that includes not expecting everyone to figure it out on their own.
- Each department is creating training materials which will show you how to use Workday and are also working on the schedule for end-user training for STC employees. Training will be provided both in-person and/or online. Booklets, videos, FAQs, and quick-step guides will be used to provide you with the knowledge and skills you need to use the new Workday system, comfortably, when it goes live in **January 1, 2025!**
- Once the training schedule is completed, it will be shared with the STC community. The team is aiming to start the first wave of Workday training events in October and November. Training will continue on a variety of Workday topics in the first few of weeks in January and February 2025.

*Stay tuned for more information about Workday training in next month's edition of Spotlight.*



# Meet the Team

Below are Human Resources Staffing and Recruiting Manager, Laura Casas, and Business Office Accounting Group Manager, Dalinda Gamboa, who are providing valuable insights into the final stages of this important transition.

*“As we approach the final Workday testing phase, our HR Recruiting team has been working diligently to validate the entire recruiting process from creating job requisitions to hiring and onboarding candidates. The testing phases have been a critical part of the implementation process and ensure the recruiting workflows and integrations work correctly. By thoroughly testing each step of the recruiting process, we can certify that workday recruiting is fully functional, user-friendly and ready to support South Texas College’s hiring needs. We look forward to sharing the streamlined hiring process soon.”*

**Laura Casas**  
Human Resources  
Staffing and Recruiting  
Manager

**Dalinda Gamboa**  
Business Office  
Accounting Group  
Manager

*“The ERP implementation team has reached the final testing phase (E2E testing). We have tested scenarios ranging from creating initial budgets to printing checks and everything in between. We’ve also adjusted to Workday terms such as cost centers, work tags, spend categories, and business processes. Naturally, challenges are inherent in any ambitious implementation, and we’ve encountered some challenges, but working through them has only helped us strengthen our processes. This is an exciting time to be part of South Texas College – an institution that recognizes the critical need to remain relevant and offer the best advances in technology.”*

## Process Enhancements

### **Recruiting - No more paper applications!**

Workday uses leading technology to enhance the recruiting process. The new system will eliminate paper applications and manual processes!

## Benefits

Automated Hiring Process	Improve Candidate Experience	Time efficient for both candidates and hiring manager	Mobile application and approvals	Access anytime/anywhere
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## Employment Recruitment Process



## Words of the Month

**Exit Criteria:** Exit criteria are conditions that must be met for a task, such as Testing, to be marked as “Complete”. They are pre-determined requirements that define the end of any activity or process. In software testing, they ensure that testing has been completed. They are also used to describe critical quality metrics, such as performance, stability, security, and usability.

**Pay Period:** A pay period represents the period of time where an employee actually earns wages and typically ends a few days before the pay date.

**Freeze Period:** In the realm of Workday, a configuration freeze period refers to a specific time frame during which changes or updates to the system’s configuration—think settings, rules, and other behind-the-scenes magic—are temporarily not permitted. Imagine it as a digital hibernation for our Workday system settings, where they cozy up in a warm blanket and take a break from evolving just before we launch the Workday system at STC.

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

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