

# THE SPOTLIGHT

## BRIGHTER WORKDAY

ERP IMPLEMENTATION UPDATE

Issue Date: October 2024

### What's Been Happening?

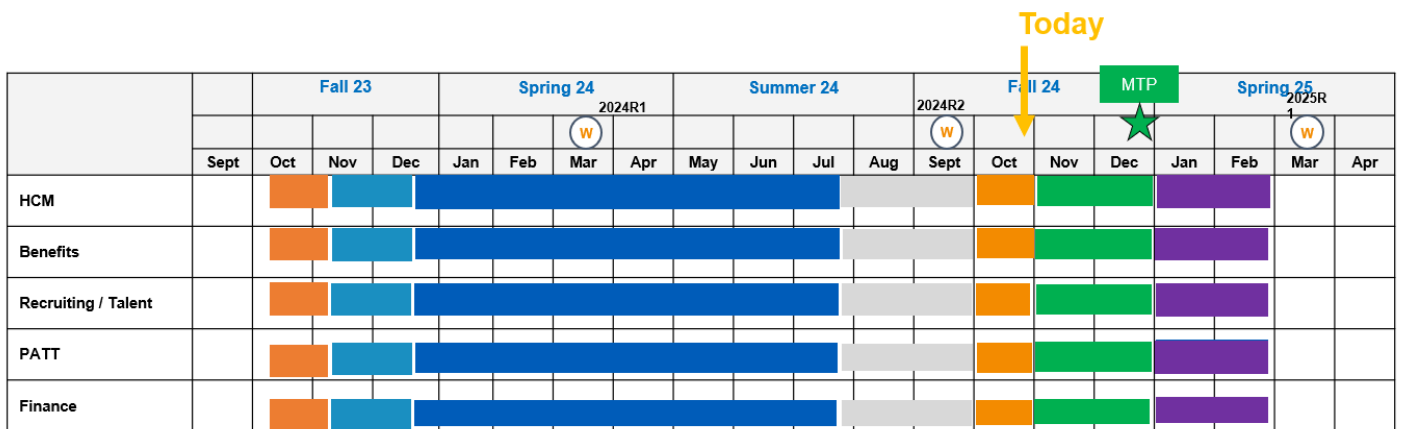
Welcome to the October edition of the Spotlight! The team is currently finalizing the business process changes needed for the go-live date as the deadline for configuration changes is **November 1, 2024**.

Workday and PTG consultants were on-site the last two weeks assisting the team with:

- Testing payroll parallel to ensure payroll information migrated successfully into Workday.
- Completing integrations along with team members from IT, Financial Aid, Admissions and Records, Finance, and Human Resources.



SOUTH TEXAS COLLEGE



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

Deployment Stages

# What's Been Happening? Cont.

## Payroll Parallel Testing

As mentioned in last month's edition, **the goal of Payroll 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 pay periods were used for testing:

- Parallel Run 1 --- Payroll dates: 5/1/24 – 5/15/24 --- Status: Successfully completed on 10/22/24
- Parallel Run 2 --- Payroll dates: 5/16/24 – 5/31/24 --- Status: In Progress.

## Workday Migration – Cut Over Deadlines

The following are the cut-over deadlines for the Workday Migration. These **deadlines are critical** to accurately recording financial transactions in Workday, thereby reducing discrepancies. Adhering to these timelines also supports the integrity of financial data in alignment with Workday's processes while minimizing the risk of errors or delays.

### Finance

The Cutover plan was shared via Faculty/News on 10/10/24. The deadlines are as follows:

11/01/24	<ul style="list-style-type: none"><li>● <b>Purchasing</b> - Requisitions (including student clubs) must be completed and approved by the Financial Manager</li><li>● <b>Budget</b> - Budget Transfers must be completed and approved</li><li>● <b>Cash Management</b> – Requests to create or change fund/organization codes must be submitted</li></ul>
11/22/24	<ul style="list-style-type: none"><li>● <b>Purchasing</b> - Purchase orders will be issued for requisitions received on or before 11/01</li><li>● <b>Fixed Assets/Receiving</b>—The Fixed Assets Workflow system will no longer be available after 11/22. This includes employee moves, removal of surplus, and updating asset information (custodial, location, etc.). Please run your Financial Managers' inventory report on or before 11/22.</li><li>● <b>Travel</b> - Expense reports (including student clubs) must be fully approved</li><li>● <b>Travel</b> – Chrome River Access will be closed at the end of the business day</li><li>● <b>Travel</b> – Expense reports approved by the deadline will be processed in Workday by the Traveler</li><li>● <b>Travel</b> – December and January travel authorization (including student clubs) must be completely approved by 11/22 to be paid out on 12/10 – last AP check cycle</li><li>● <b>Travel</b> – If deadlines are not met – traveler will pay out of pocket after obtaining required approvals in writing from their corresponding area (In-State travel – Supervisor, Financial Manager, Out-of-State travel – Supervisor, Financial Manager, Division Vice President)</li></ul>
11/27/24	<ul style="list-style-type: none"><li>● <b>Purchasing</b> – The HEB, Walmart, and Hobby Lobby credit cards will not be available after 11/27</li></ul>
12/02/24	<ul style="list-style-type: none"><li>● <b>Purchasing</b> – All remaining balances for open purchase orders will be disencumbered.</li></ul>
12/05/24	<ul style="list-style-type: none"><li>● <b>Accounts Payable</b> - Invoices (Paper and IPS) must be <b>fully approved</b> and accepted at Accounts Payable to ensure they are processed before year-end close</li></ul>
12/06/24	<ul style="list-style-type: none"><li>● <b>Receiving</b> – All key receiving forms must be completed, signed, and posted in Banner for all goods received on or before 12/06</li><li>● <b>Purchasing</b> –All change order requests must be completed on or before 12/06</li></ul>
12/10/24	<ul style="list-style-type: none"><li>● <b>Accounts Payable</b> – Last AP check cycle</li></ul>
DECEMBER	<ul style="list-style-type: none"><li>● <b>Payroll</b> – Time cards must be reviewed and verified by employees and Supervisors before leaving for Winter Break.</li></ul>

## Human Resources

The deadlines are as follows:

10/15/2024	Freeze on all New Position Request Postings within PeopleAdmin and South Texas College Careers website
11/11/2024	Final 2024 New Hire Orientation
11/15/2024	Freeze on all New Hiring for 2024 (Exception of Emergency Faculty, Adjuncts, and Trainers)
12/13/2024	Final day to complete outstanding New Hire Proposals within PeopleAdmin (January 16, 2025; effective start date)
1/6/2025	Posting of New Positions begins within the Brighter Workday system
1/16/2025	All New Onboarding/Hiring begins

# What's Happening Now?

## Training

The Training team is hard at work developing materials for end-users to learn and become familiar with Workday. Training sessions will begin this month and continue through November, December and January. The team put together a complete training library to deliver Workday training including:

- Step-by-step written Job Aids
- On Demand Videos and Clips and
- Live training sessions hosted in-person and online (schedules vary)

Led by College subject matter experts, Workday Live Training sessions (both remote and in-person) provide a complete walk-through of tasks on a variety of Workday topics – from getting started to more complex Workday functions and roles. The live format allows users to walk through a series of connected processes while learning related context such as associated policies and tips for success.

The first live training sessions began this month. The Procurement team began teaching “How to Enter a Requisition” on October 22, 2024.

# What's Happening Now? Cont.

## Training Development Plan

### Procurement Training Sessions

The Procurement team has been conducting training for Administrative Assistants and Secretaries collegewide! Stay tuned for more training dates!

Date	Time	Location
October 22, 2024	1:30 p.m.	Technology Campus
October 24, 2024	1:00 p.m.	Nursing Allied Health Campus Bldg. B
October 28, 2024	9:00 a.m.	Pecan Campus Bldg. N – Purchasing Training Room
October 28, 2024	1:30 a.m.	Pecan Campus Bldg. N – Purchasing Training Room
October 29, 2024	8:30 a.m.	Pecan Campus Bldg. N – Purchasing Training Room
October 29, 2024	10:30 a.m.	Pecan Campus Bldg. N – Purchasing Training Room
October 30, 2024	8:30 a.m.	Pecan Campus Bldg. N – Purchasing Training Room

### Payroll Training Sessions

The Payroll team is hard at work for you too. They will begin delivering Semi-Monthly Payroll informational sessions on November 6, 2024. The complete list of Semi-Monthly Payroll session dates can be found below:

Day	Time	Location	Registration
November 6, 2024	10:00 am to 11:00 am	NAH	<a href="#">#343294</a>
November 7, 2024	10:00 am to 11:00 am	Mid-Valley	<a href="#">#343295</a>
November 8, 2024	10:00 am to 11:00 am	Pecan	<a href="#">#343297</a>
November 11, 2024	10:00 am to 11:00 am	Technology	<a href="#">#343300</a>
November 12, 2024	10:00 am to 11:00 am	Starr	<a href="#">#343301</a>

### Time Tracking Training Sessions

The Business Office invites all Employees and Supervisors to sign up for one of our upcoming training Sessions on using the new Workday Time Tracking system, which will go live on January 1, 2025. These sessions will cover key topics such as clocking in / out, submitting and entering time adjustments, reviewing and submitting time, and other essential system functions. Please register for one of the upcoming sessions that apply to your role using the links below.

## EMPLOYEE TRAINING – TIME TRACKING

Date	Time	Location	Link
November 5, 2024	9:00 am to 10:00 am	Tech Auditorium Rm B193	<a href="#">346737</a>
November 13, 2024	9:00 am to 10:00 am	Starr Campus Bldg. L Rm 2.210	<a href="#">346740</a> 1 spot left
November 14, 2024	9:00 am to 10:00 am	Mid Valley Campus Bldg. G Rm 104	<a href="#">346745</a> Full/Closed
November 15, 2024	9:00 am to 10:00 am	NAH campus Bldg. B Rm 2-102	<a href="#">346749</a>
November 18, 2024	9:00 am to 10:00 am	Pecan campus Bldg. T Rm 1-406	<a href="#">346750</a> Full/Closed
November 19, 2024	2:00 pm to 3:00 pm	Pecan campus Bldg. M Rm 1-156	<a href="#">346751</a> Full/Closed
November 20, 2024	9:00 am to 10:00 am	Pecan campus Bldg. J Rm 1-404	<a href="#">346753</a> Full/Closed
November 25, 2024	9:00 am to 10:00 am	Remote	<a href="#">346754</a> Full/Closed
November 26, 2024	9:00 am to 10:00 am	Remote	<a href="#">346755</a> Full/Closed

## SUPERVISOR TRAINING – TIME TRACKING

Date	Time	Location	Link
November 5, 2024	11:00 am to 12:00 pm	Tech Auditorium Rm B193	<a href="#">346756</a>
November 13, 2024	11:00 am to 12:00 pm	Starr campus Bldg. L Rm 2.210	<a href="#">346757</a>
November 14, 2024	11:00 am to 12:00 pm	Mid Valley campus Bldg. G Rm 104	<a href="#">346759</a>
November 15, 2024	11:00 am to 12:00 pm	NAH campus Bldg. B Rm 2-102	<a href="#">346760</a>
November 18, 2024	11:00 am to 12:00 pm	Pecan campus Bldg. T Rm 1-406	<a href="#">346761</a> Full/Closed
November 19, 2024	4:00 pm to 5:00 pm	Pecan campus Bldg. M Rm 1-156	<a href="#">346762</a>
November 20, 2024	11:00 am to 12:00 pm	Pecan campus Bldg. J Rm 1-404	<a href="#">346763</a>
November 25, 2024	11:00 am to 12:00 pm	Remote	<a href="#">346764</a>
November 26, 2024	11:00 am to 12:00 pm	Remote	<a href="#">346765</a>

The **Digital Learning Center Department** has been working with our trainers to create a platform that includes all our internal Workday trainings! Staff will be able to access videos at their own convenience and revisit when necessary! We will provide more details as they become available.



## Meet the Team

Below are Human Resources Employee Relations Officer, Jim Navarro, and Business Office Budget Manager, Nicole Perez, who are providing valuable insights into the final stages of this important transition.

*“Workday will be a significant, but welcome change and will serve to incorporate HR functions more effectively and efficiently. From clocking into performance appraisals to managing your team, Workday will make great strides in making our day-to-day functions brighter!”*

### Jim Navarro

*Human Resources  
Employee Relations  
Officer*

### Nicole Perez

*Business Office  
Budget Manager*

*“The team has been working tirelessly to finalize setups and conduct comprehensive testing, ensuring that we are prepared to go live. As we approach the deadline, our focus has intensified, and we are diligently working on mapping data over to Workday as part of the transition process. We are particularly excited about the transformative capabilities this system will offer. By streamlining our processes and enhancing automation, we expect to see improvements in efficiency across the College. This is a pivotal moment, and we are committed to making the most of it as we move forward.”*

## Process Enhancements

### Real-time Leave Balances and Forecasting!

Workday will provide employees with the functionality to access their time off balances at real time. Employees will also be able to forecast their time off plans by entering future requests in the absence system. This will assist both employees and supervisor with managing time off balances and requests. The introduction of this new feature will enhance the overall business process for absence management.

# Words of the Month

## **Worklet**

Worklets are quick access “buttons” on the Workday home page that provide users with quick access to tasks and data. Worklets display as an Icon, either as a tile or as a bubble, on your Workday Homepage.

Some examples of worklets that you may use include Personal Information, Your Profile and My Tasks / Inbox.



### **My Tasks (aka Inbox)**

My Tasks / Inbox is a central location in Workday where you will find action steps and Tasks that require your action. When you receive a task in your Inbox, you need to do something, such as Review, Approve or Submit.

## **... Related Actions**

A clickable icon that displays next to an object in Workday and enables you to perform additional relevant actions. For example, the Related Actions next to your name could allow you to view your current benefit elections, edit your contact information, or request time off.



### **Notification(s)**

Notifications provide information about a business process that you should know. These alerts may not require your direct action. E.g., when a business process has been successfully completed, and no further action is needed, you would receive a *Notification* that the process is complete, rather than an action to complete in *My Tasks*.

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## **Stay tuned for the next update in November!**

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