

# THE SPOTLIGHT

## *BRIGHTER WORKDAY*

ERP IMPLEMENTATION UPDATE

Issue Date: December 2024

### What's Been Happening?

Welcome to the December edition of The Spotlight!

Great news! On Sunday, December 15, 2024, South Texas College was granted access to the Workday cloud environment! Kudos to all team members and support staff that collaborated during the weekend to make this possible!



#### **Catch-up Transactions – 12/16/24-12/31/24**

Now with the Workday URL's, the team can log into production and upload the 'catch-up transactions'. Meaning that, they will manually migrate any transaction (new hires, compensation changes, new supplier, invoices, etc.) that occurred in Banner after the freeze date on September 30, 2024. That is over two months of new information to be completed in just two weeks!

#### **Getting Ready for Workday Go-live, 13 days left!**



In parallel, our IT colleagues will be assisting with disabling the Human Resources, Finance and Position Control modules on our legacy system and ensuring the flow of the applications continues in Workday, as well as safeguarding the security for our systems.

Public Relations is also working on updating the Brighter Workday website with the latest news, FAQ's, videos, links, and other resources to keep our community informed. Our team from Digital Learning Center is assisting our trainers to upload videos related to Workday on Blackboard, and IT Service Desk is getting ready with the service ticket for Workday questions!

**As you can see, there's still a lot of activities happening over the break.**

## Workday Training Timeline

Thank you for attending the training sessions held on campuses and/or remote during the last couple of months. Your feedback and support are valuable to improve the training materials. A summary of the trainings are listed below and the upcoming trainings will be released once available.

### Workday Training Timeline

<b>October</b>	<ul style="list-style-type: none"><li>• Procurement: Oct 22 - 30</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Payroll Semi-Monthly Informational Sessions: Nov 6, 7, 8, 11, &amp; 12</li><li>• Time Tracking: Nov 5, 13, 14, 15, 18, 19, 20, 25, &amp; 26</li><li>• Supplier Invoice Approvals and Expenses: Nov 19, 20, &amp; 21</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• Absence: Dec 3, 4, 5, &amp; 6</li><li>• Requisitions – Hands-on-training (AA/Secretaries ONLY)- Nov 26, Dec 3, 4, 6, 9, 10, 11, 12, &amp; 13</li></ul>
<b>January</b>	<ul style="list-style-type: none"><li>• Introduction to Workday – Access and Navigation: Jan 1 - 10 (Self-paced)</li><li>• Payroll Training Sessions: January - TBD</li></ul>
<b>February</b>	<ul style="list-style-type: none"><li>• Payroll Training: Feb TBD</li></ul>



## Meet the Team

Accounting Group Supervisor, Soledad Ortiz, and Human Resources Executive Director of Human Resources and Talent Development, Zachary Suarez, are providing valuable insights into the final stages of this important transition.

*“The Sponsored Program Accounting and Student Accounts team is incredibly excited about Workday's process improvements. This powerful tool will streamline manual processes, boosting efficiency and enhancing productivity. The team anticipates the positive impact that these improvements will bring!”*

**Soledad Ortiz**  
Accounting Group  
Supervisor  
Accounts Receivable

## Zachary Suarez

Human Resources  
Executive Director of  
Human Resources  
and Talent  
Development

*Workday will improve daily operations for STC employees through its user-friendly interface, which will make it easier for employees to navigate the system, access information, and complete tasks without extensive training. The feature that I find particularly beneficial within the Workday system is the access to real-time data. With this as a resource, employees can access real-time metrics and analytics. This, in turn, enables the college community to make informed decisions quickly, whether it's for budgeting, hiring, or resource allocation.*

*While the Brighter Workday project has been a college-wide undertaking, I'm particularly proud of our Human Resources (HR) and Finance team members for their ownership of this project and their success in maintaining the project's condensed 12-month timeline. Typically, very large organizations the size of our college undertake this complex project over a 2-year timeline. Our HR and Finance teams have exemplified our college's core value of "excellence" in this work and that is something that is worthy of celebrating. This Brighter Workday ERP system will promote growth for our campus community; therefore, we should embrace this change as an opportunity for college-wide improvements rather than a hurdle.*

## Resources Available on January 1, 2025

To support the transition, the Project Team developed resources for employees to use when navigating through Workday. The [Brighter Workday webpage](#) displays key time-tracking deadlines and FAQs from across multiple functional areas such as Payroll, Time Tracking, Absence, Recruiting and Onboarding, and Purchase Requisitions.

**Training materials**, including video tutorials and user guides, will be available on Blackboard. Employees are encouraged to log in to Workday, familiarize themselves with the home page, and review their personal information and make necessary updates as appropriate.

For any Workday Finance or HR questions, please contact the **Workday/IT Service Desk support team** at 956-872-2111 or [isphep@southtexascollege.edu](mailto:isphep@southtexascollege.edu). Questions may also be submitted to [workdayinquiries@southtexascollege.edu](mailto:workdayinquiries@southtexascollege.edu).

We appreciate your cooperation and enthusiasm as we implement the Workday system. Your engagement is essential for a successful transition.

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