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A Brighter Workday...Coming Soon

**Keeping the NSC Community Informed**   **May 2017**

May Project Update

End to End Testing is Nearly Complete!

End to End testing is nearly complete. Staff from across NSHE have completed over **10,800** test scenarios to ensure that Workday is properly configured for NSHE business processes.

Total Test Scenarios: 10892

57% Passed

Passed	6270
Cancelled	1814
Not Started	982
On Hold	949
Postponed	410
In Progress	275
Resolution in Progress	80
Failed	71
Restest	41
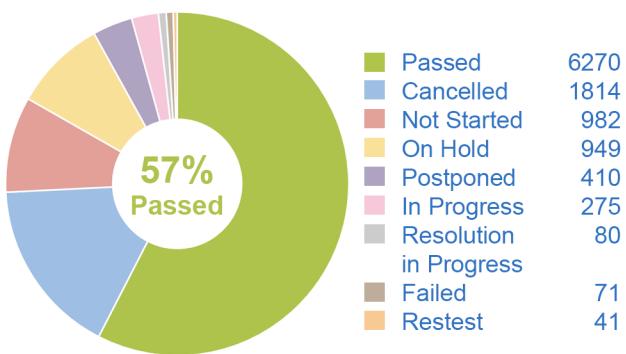
Prototype 4 Build

NSHE project staff and its team of implementation consultants are hard at work building prototype 4 (P4), the final prototype tenant before the go-live tenant is built. All User acceptance testing (UAT) will occur in this tenant.

User Acceptance Testing

UAT is the final round of intense testing before go-live. NSC's Finance and HR staff and the Workday Champions will be participating in UAT as part of their early Workday training. UAT is scheduled to begin the first week of June and continue through August.

Save the Date: Campus Training

Workday training will take place September 25-29 in NSE 255. All employees should plan to attend a session (or five). Training curriculum is currently under development, and training will be designed based on job function.

The NSC project team has contacted departments to verify employee job functions versus assigned Workday roles. This data is being used to ensure security is assigned properly and it will also determine who will need to attend each training session in the fall.

Champions Demos

NSC Workday Champions have been attending Workday demo sessions for the past month. They are getting hands on experience in Workday that will prepare them for UAT. Thank you for your dedication!
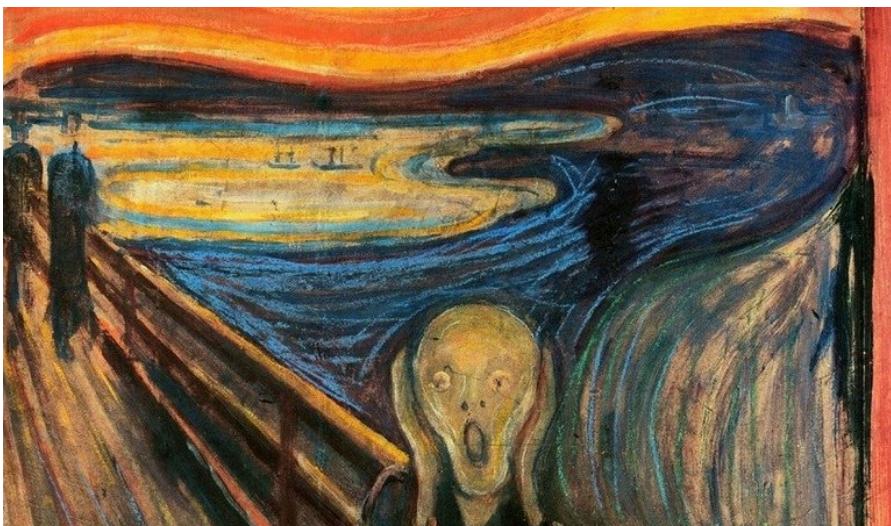
"I completely stand behind our decision to panic."- Kat Mulvey

In This Issue

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How students will be paid in Workday

Online Onboarding
New hires will no longer be given a giant stack of paper forms

Project Update
The latest project update is available on the iNtegrate2 website

Time Tracking

Hourly employees (student workers and 1000-hour employees) will need to log their time in Workday using the Time Tracking feature. When an hourly employee comes to work, he/she will login to Workday, click the Time worklet, and click "Check In" to log a start time. Upon leaving for a meal or for the day, the employee will go back to the Time worklet and click "Check Out." Payroll will pay these hourly employees based on the timestamps created during check in and check out.

This process is the ONLY method by which these employees can enter their time. If past work hours need to be entered or corrected, the manager will need to do this.

Now is the time to start talking to your student workers about this significant change that will begin in October when we go live with Workday. They will need to come to work a few minutes early to clock in on time.

Managers must approve all time submitted by their hourly employees. Managers can make changes to the hours submitted and enter time on behalf of an employee if he/she forgot to clock in or out. Once a manager approves time for an hourly employee, the timesheet routes *directly to payroll*. Managers MUST verify all timesheet entries before approving.

Employee Onboarding

Workday provides a digital process for onboarding new employees. Once a candidate accepts an offer, the onboarding process begins and the candidate can fill out nearly every required form in Workday. There are just a few exceptions:

- The I-9 form will be submitted in Workday by new hires. Department staff must verify identification documents in person, as they do now. After verification has occurred, department staff may complete the I-9 section 2 in Workday.

- Faculty will need to sign the oath, have it notarized, and upload it into Workday due to Nevada Constitutional law (Article 11, Section 5 & Article 15, Section 2).

- Benefits-eligible faculty and staff must provide a wet signature for PEBP enrollment.

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Useful Links:

iNtegrate2 Project Website
Project Timeline
Workday Community Sign Up
What is Workday? (video)