



A Brighter Workday...Coming Soon

Keeping the NSC Community Informed

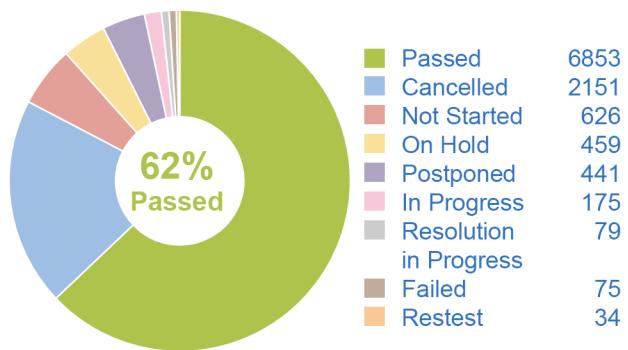
June 2017

## June Project Update

### End to End Testing Concluded

End to End testing has finally concluded. Staff from across NSHE tackled over **10,800** test scenarios to ensure that Workday is properly configured for NSHE business processes.

**Total Test Scenarios: 10893**



### Prototype 4 Build is Complete!

NSHE's prototype 4 (P4) Workday tenant has been built. P4 is the final prototype tenant before the go-live tenant is built. All User acceptance testing (UAT) will occur in this tenant, beginning the week of June 19th.

### User Acceptance Testing

UAT is the final round of intense testing before go-live. NSC's Finance and HR staff, full time IT 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.

During this testing phase, staff members will be asked to execute daily job tasks (currently done in HRMS and Advantage) in Workday. This process of testing common tasks using real-life scenarios in conjunction with click by click instructions is expected to build knowledge and familiarity quickly.

### Save the Date: Campus Training

Workday training will take place September 25-29 in NSE 255. All employees should plan to attend a session. Approvers and initiators - such as Managers and Administrative Assistants - should plan to attend a minimum of two sessions. Training curriculum is currently under development, and training will be delivered 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.



"I can't believe it's already time to work through lunch." - Al Hardimon

### In This Issue

#### Culture Shift

How certain processes will change in Workday

#### Support Model

How Workday support requests will be escalated

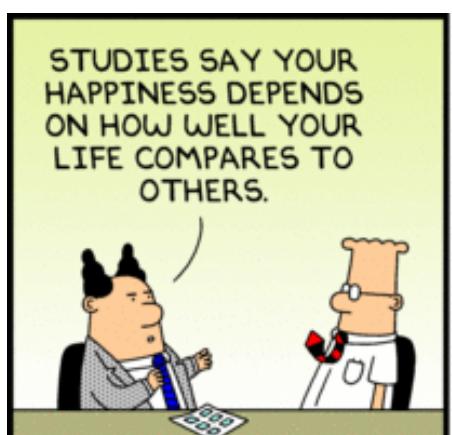
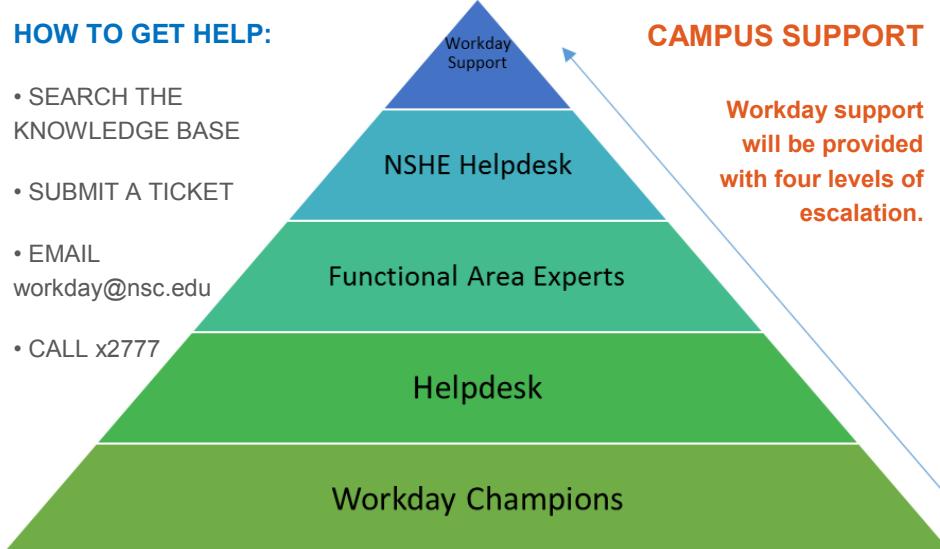
#### Project Update

The latest project update is available on the iNtegrate2 website

## Culture Shift

Workday will change the way we do some things. The table below highlights some notable changes you will see when Workday goes live in October.

What we do now	What we will do in Workday
Student workers turn in <b>paper timesheets</b> that are signed by their managers.	Student workers will <b>clock in and clock out in Workday</b> and submit their time to their managers for approval.
All paperwork has <b>account numbers</b> with <b>object and sub-object codes</b> .	All electronic forms will use <b>Worktags</b> instead of account numbers to tell Workday where funding comes from.
Departments <b>request AD accounts</b> & email addresses for their new hires via portal support requests or KBOX tickets.	Workday will notify ITS when someone is hired and the <b>account will be proactively created</b> around the time the Workday onboarding process begins.
Paperwork is routed from department to department for <b>wet signature approvals</b> . It gets lost or it sits on desks for days.	Hiring, travel, promotions, and purchasing will be routed for <b>electronic approvals</b> in Workday, eliminating most paper processes.



## Workday Countdown

June 5

User Acceptance Testing Begins

July - August  
Functional Staff Training

September 25-29  
NSC Campus Training

October 1  
Go-Live



workday®

Useful Links:

[iNtegrate2 Project Website](#)  
[Project Timeline](#)  
[Workday Community Sign Up](#)  
[What is Workday? \(video\)](#)