Workday Support Network Meeting

March 2017
Agenda

- Finance & Procurement Timeline
- Phase II Communication Update
- Things You Need to Know and Share
- Workday Budget Demonstration
- Brainstorm Session: Financial Reporting and Dashboards
  - Derek Richey 11:30am Downtown and 2:30pm EPC
- CMSD Cyber Security Initiative *(Afternoon session only)*
  - Robert Zellers, 2:00pm at EPC
2017 Workday Financial Management Timeline

- **Feb**: System Build, Testing, Development and Planning
- **Mar**: Training Material Development and User Testing
- **Apr**:
- **May**:
- **Jun**:
- **Jul 1**: Go Live
- **Jul 1**: Support
- **Jul**: Training Delivery
- **Aug**: Support

**We are here**
What is End-to-End Testing?

- **End-to-End testing:** The process of testing an integrated system to verify that it meets specified requirements.
- Testing the flow of end-to-end processes between multiple functions and integrations.

**Bottom line**
- Does the system work?
- Can I do my job?
Test Stage | Objectives

- Successful Completion of all Test Scenarios (“Pass” status)
- Validate End to End process flow
- Validate FDM & Worktag values
- Validate Configuration
- Validate Business Processes & Approval Routings
- Validate Converted data
- Finalize Security access & User assignment
- Execute Integration Test
- Test Reports

Test flow of end-to-end processes between multiple functions and 3rd party integrations
## Finance & Procurement - Test Schedule

### Week 1 – Jan 30th-Feb 3rd
- Budget Loads
- Supplier & Catalog Setup
- Grant Setup
- Project Setup
- Requisitions/Purchasing/Receiving
- Budget Check / Amendments

### Week 2 – Feb 6th-10th
- Requisitions/Purchasing/Receiving
- Budget Check / Amendments
- Internal Service Orders
- Assets
- Expenses
- Supplier Maintenance

### Week 3 - Feb 1th-17th
- Supplier Accounts
- Customer Accounts
- Banking Settlements
- PO Change Orders
- Contract Amendments
- Financial Reporting
- Asset Reporting / Disposal

### Week 4 – Feb 20th-24th
- Sponsor Invoicing
- Financial Reporting
- Financial Accounting
- Journal Entries
- Banking Reconciliations
- Grants
Feedback from Testing Participants

- There’s a lot of clicks but I think the process will be easier.
- I’ll no longer need to chase paper or start over because paperwork was lost.
- Workday will help with the internal process, but not much with external [government and agency] requirements.
- I like that everything is in one system.
- It’s nice to be able to see where things are in the process.
Phase II – Communication & Enablement
Multi-layered communications via: email, Q&As, website updates, meetings, 1:1, newsletters, etc.

**Monthly WDSN Meetings**
Information sharing, Workday updates, feedback, Q&As, etc.
- Mar 1, 2017
- Apr 12, 2017
- May 16, 2017

**Biweekly Phase II Updates - Feb-Apr**
- High level updates
- Phase II progress, timeline, etc.

**Weekly updates - May – Jun**
- Detailed Phase II information specific to finance and procurement business processes, functionality and work activities

**Daily - Jun 19th – Jul**
- Go-live preparation
- What employees need to know to prepare for go-live
- Where to go for support
- Training updates

**Training Prep and Training Delivery**
- **Apr/May 2017** - Training material user testing
- **Jun 2017** - Pre Go-Live Q&A/Webinar (last week in June)
- **Jun & Jul 2017** – Finance & Procurement Training (Classroom training for select roles and online training for everyone)
Things You Need to Know and Share
What’s New With the Workday Website

NEW

- Now only accessible via the Workday home page

- Document updates are now flagged with update dates in red font

**Time**

**Job Aids**

- Enter Time & Time Off - Exempt
- Enter Time & Time Off - Non-Exempt
- Enter Time & Time Off - Teachers, Paras & RSPs - updated 2/13/17
- Enter Time & Time Off - Sub Teachers, Sub Paras & Sub Secretaries - updated 2/9/17
- Enter Time Worked - Split Job-Teacher
- Inclement Weather Fast Facts - updated 2/9/17
- SmartFindExpress Fact Sheet (ppsx)
- Submitting Time - All Employees
- Time Entry Reference
Workday Time Entry Tip — Run Calculation Function

Why Run Calculation is important:
- Enables each employee to recalculate his/her time after each change.
- Ensures all time entry updates are accepted by the system and correctly included in each payroll.
- To ensure that your pay is correct each payday.

Who Should Use the Run Calculation function:
- Every CMSD employee - every time changes are made on the time entry calendar.

How to Use the Run Calculation function:
- Click on the Time Worklet.
- Scroll down and click Enter Time on the bottom left corner of the screen.
- Click Run Calculations.
- Click Confirm in the middle of the screen.
- Click OK at the bottom of the screen.
- Message at the top of the screen: Your changes have been saved.
Refer to handout
We are working with CMSD Enterprise Applications to develop easy to use timekeeping reports for timekeepers, approvers, and managers.

Sample reports currently under development:

- **Status Reports**
  - CMSD Employee Time Status for Timekeepers
  - CMSD Employee Time Status for Time Approvers Direct Reports Only
  - CMSD Employee Time Status for Time Approvers Direct and Indirect Employees

- **No Time Entry Reports**
  - CMSD Employees with No Time Entered for Timekeepers
  - CMSD Employees with No Time Entered Direct Reports Only
  - CMSD Employees with No Time Entered Direct and Indirect Reports
  - CMSD Employees with No Time Entered for Steering Committee
Workday Budget & Grants Demo

Derek Richie – Executive Director, Budgets & Grants
Great Teachers • Great Leaders • Great Schools

Highlights - Workday Budgets and Grants

- Budget balances should be available on-demand to end users.
- End users will enter budget amendment requests directly into Workday.
- Workday will check available balances during the requisition process (same as today in AS400)
  - Checking will occur at the object hierarchy (400s, 500s, 600s) in the general fund rather than the detail level.
  - This should decrease the number of budget amendments required.
- Grant and general fund budgets will be attributed to the same cost centers rather than utilizing different cost centers (SCCs) like they do today.
- Workday enables us to attribute expenses to applicable cost centers and leverage a “program” worktag to distinguish between control of resources.
Workday Budgets

- Brainstorm and Feedback Session
- Financial Reporting and Dashboards
Your Role in Deploying Workday

- **Workday Support Model**
What We Ask of You

- Give us feedback from the district and about the WDSN meetings.  wdworkdayinfo@clevelandmetroschools.org

- Continue to review the Workday website for updates and new information.

- Continue to support the members of your network and share this important information.

- Share the 2017 Payroll calendar with everyone in your network.

- Remind your network to always use the Run Calculation function when making time entry adjustments in Workday.