

Workday Support Network Meeting

March 2017



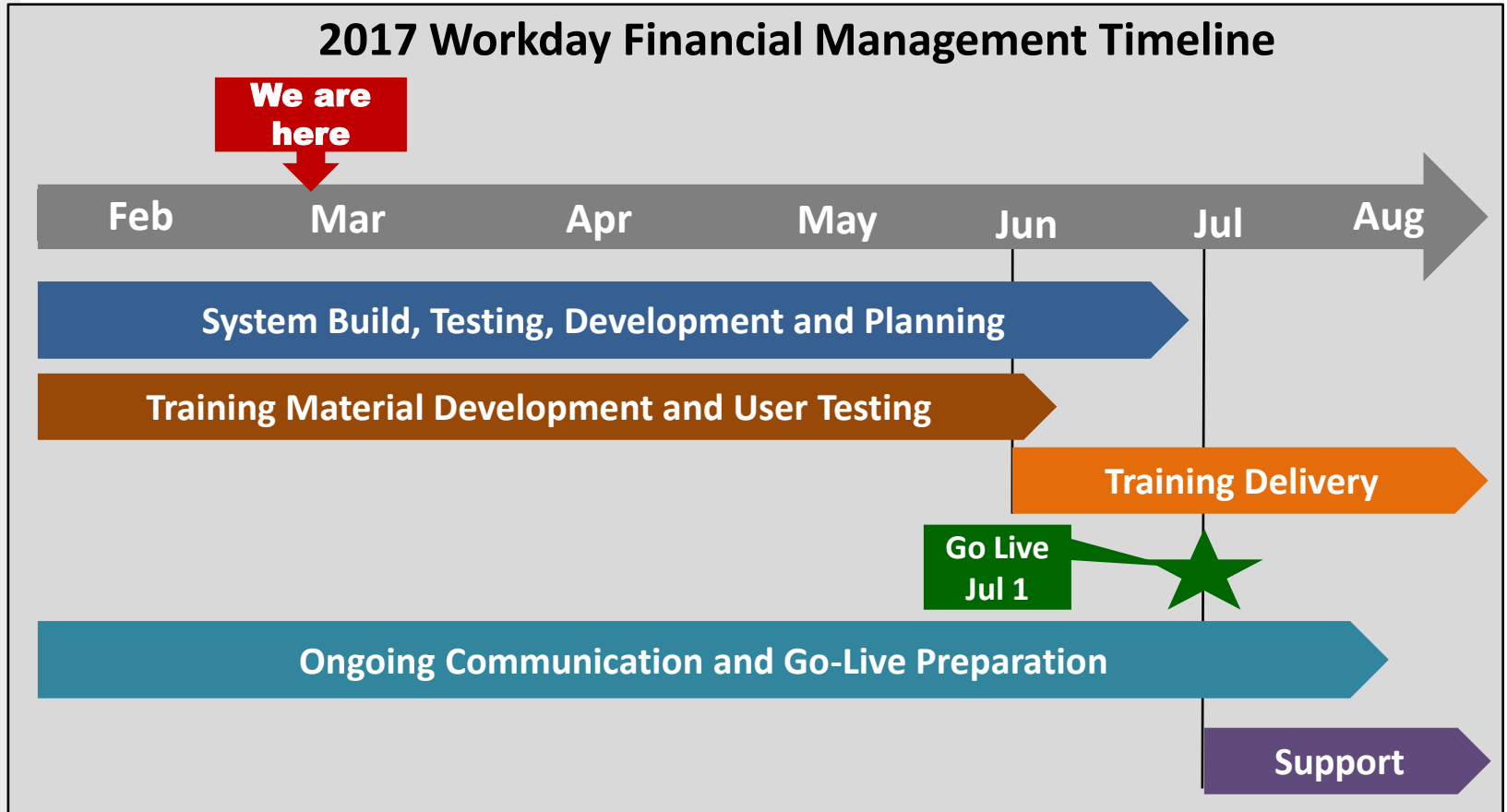


Agenda

- 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



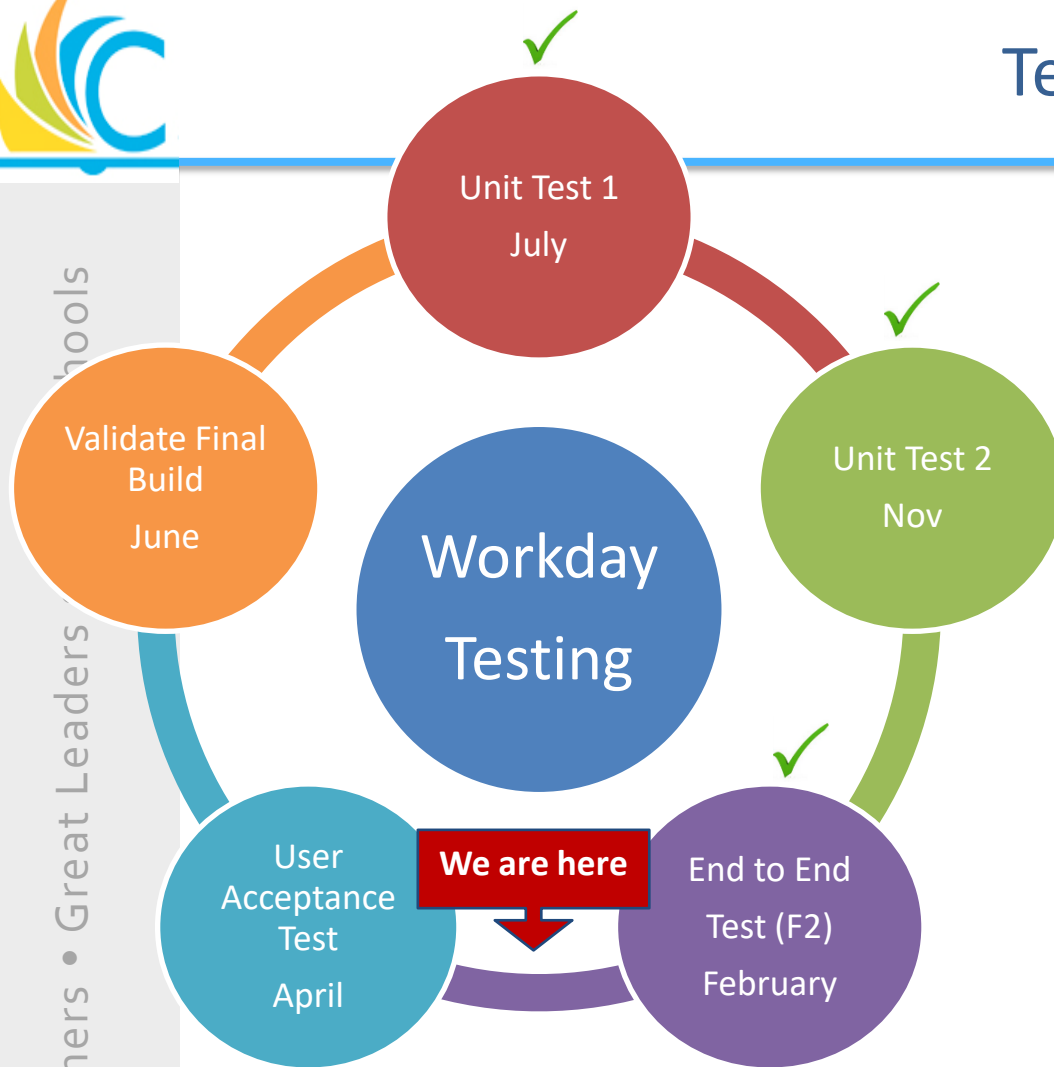
High Level Workday Timeline







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
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Week 3 - Feb 1th-17th

- Supplier Accounts
- Customer Accounts
- Banking Settlements
- PO Change Orders
- Contract Amendments
- Financial Reporting
- Asset Reporting / Disposal

Week 2 – Feb 6th-10th

- Requisitions/Purchasing/Receiving
- Budget Check / Amendments
- Internal Service Orders
- Assets
- Expenses
- Supplier Maintenance

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



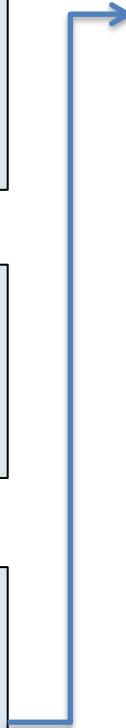
Biweekly Phase II Updates - Feb-Apr

- 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

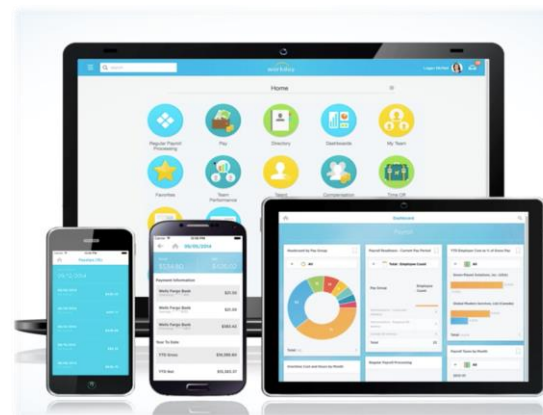
Training Prep and Training Delivery

- **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

NEW

COMING SOON

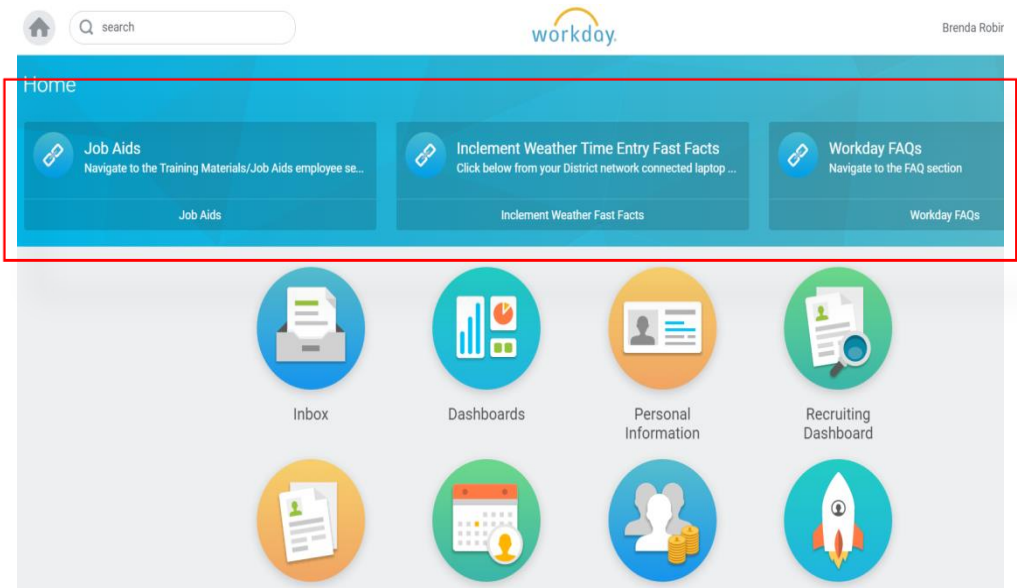




What's New With the Workday Website

NEW

- **Now only accessible via the Workday home page**



Time

Job Aids

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

NEW

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.**



NEW

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**

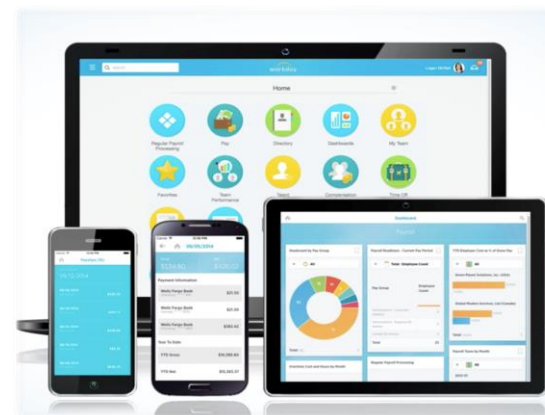
- CMSD Employee Time Status for Timekeepers
- CMSD Employee Time Status for Time Approvers Direct Reports Only
- CMSD Employee Time Status for Time Approvers Direct and Indirect Employees

■ **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*





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.



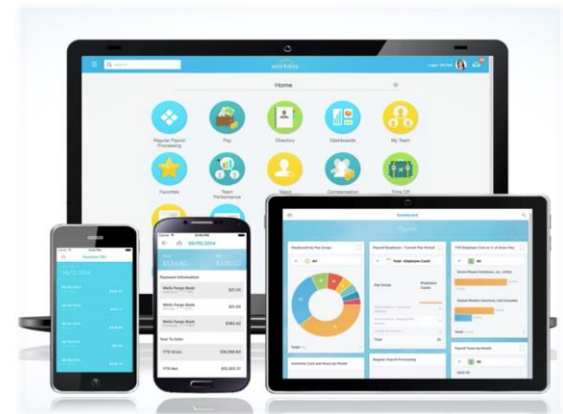
Workday Budgets

- 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.