

iNtegrate2 Ad-hoc Committee Report

Workday software implementation for Human Resources & Finance

February 2018

- GBC team met on 1/17. The team discussed current issues and future trainings.
- Human Resources still working through new issues that arise. Leave requests will generate an email to GBC Gmail accounts for Managers to receive a notification they have to sign into Workday and process leave request.
- Finance is still working through October close.
- Grant award data was updated & validated. Each award (grant) has multiple tasks that have to be entered. More training is coming from NSHE. There was a job aid for a person to report effort certification but no job aid to assist the manager.
- Grant reporting training for GBC was held on Friday 2/16.
- GBC team's next scheduled meeting is 02/21.
- Workday Wednesday trainings continue. The trainings and topics are led by NSHE. All of these are recorded for users to go back and review. NSHE training is also developing Grants reporting training that will be scheduled at a later date.
- Workday 30 will be in production, live environment on 3/10 and the preview tenant was released on 2/3. NSHE is reviewing impacts to our users.
- Communications have been sent to all employees and employees with earning in 2017 about W2s.
- Governance structure started in November with meetings scheduled for various working and governance groups. Regularly scheduled meetings are held (see list) as well as Ad hoc meetings. Some meeting were pre-existing groups. Other meetings are new commitments.