

Workday Demo Agenda



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Rev: 01/03/2014

Monday - February 3		Demo- Day 1		Location: Cuyamaca College I-207	
Team	Session	Topic	Time	Duration	
All Teams	1	General Session- Overview, General Navigation	1:00 PM- 2:30 PM	1.5 HR	
Break		Break	2:30 PM- 2:45 PM	15 MIN	
Finance	2	Chart of Accts. & General Ledger	2:45 PM-4:45 PM	2 HR	
Tuesday - February 4		Demo- Day 2		Location: Cuyamaca College I-207	
Team	Session	Topic	Time	Duration	
Finance	3	Journal Entries, Accounts Receivables, Cash Mgmt , Close of Fiscal Year	8:30 AM- 10:30 AM	2 HR	
Break			10:30 AM- 10:45 AM	15 MIN	
Finance	4	Journal Entries, Accounts Receivables, Cash Mgmt , Close of Fiscal Year	10:45 AM- 12:00 PM	1.25 HR	
Lunch			12:00 PM- 1:00 PM	1 HR	
Finance	5	Budget Management	1:00 PM- 2:30 PM	1.5 HR	
Break			2:30 PM- 2:45 PM	15 MIN	
Finance	6	Requisitions, Purchasing, Accounts Payable, Fixed Assets, Invoicing, Receiving	2:45 PM - 4:45 PM	2 HR	
Wednesday - February 5		Demo- Day 3		Location: Cuyamaca College I-207	
Team	Session	Topic	Time	Duration	
Finance	6	Requisitions, Purchasing, Accounts Payable, Fixed Assets, Invoicing, Receiving (continued)	8:30 AM - 10:30 AM	2 HR	
Break			10:30 AM- 10:45 AM	15 MIN	
Finance	7	Travel and Expense Management	10:45 AM- 12:00 AM	1.25 HR	
Lunch			12:00 PM- 1:00 PM	15 MIN	
Finance	8	Grant Accounting	1:00 PM- 2:45 PM	1.75 HR	
Break			2:45 PM- 3:00 PM	15 MIN	
HR/ Payroll	9	Applicant Tracking and Processing	3:00 PM- 5:00 PM	2.0 HR	
Thursday - February 6		Demo- Day 4		Location: Cuyamaca College I-207	
Team	Session	Topic	Time	Duration	
HR/ Payroll	10	Position Control and Position Management	8:00 AM- 10:00 AM	2.0 HR	
Break			10:00 AM- 10:15 AM	15 MIN	
HR/ Payroll	11	Salary and Benefits Management	10:15 AM- 12:00 PM	1.75 HR	
Lunch			12:00 PM- 1:00 PM	1 HR	
HR/ Payroll	12	Time and Leave Accounting, Payroll	1:00 PM- 3:30 PM	2.5 HR	
Break			3:30 PM- 3:45 PM	15 MIN	
HR/Payroll	13	Employee Performance Review	3:45 PM - 4:45 PM	1 HR	
Friday - February 7		Demo- Day 5		Location: Cuyamaca College I-207	
Team	Session	Topic	Time	Duration	
All Teams	14	General Reporting Strategy	8:30 AM - 10:30 AM	2.0 HR	
Break			10:30 AM- 10:45 AM	15 MIN	
All Teams	15	Self-Service and Web Portal	10:45 AM- 12:15 PM	1.5 HR	
Lunch			12:15 PM- 1:00 PM	45 MIN	
All Teams	16	General Session- Implementation Planning and Strategy	1:00 PM- 3:00 PM	2 HR	