



**Workday Implementation Taskforce (WIT)
 Agenda
 Wednesday, January 28, 2015
 3:00 – 4:00 PM
 District Office Training Room**

Members

Guests

Linda Bertolucci		Pat Jordan	
Tim Corcoran		Richard Beres	
Kim Frost			
Linda Jensen			
Kerry Kilber Rebman			
Anne Krueger			
Brian Nath			
Vi Rapuano			
Sue Rearic			
Sheri Waters			
Nancy Krogh			

Information Items	Led By	Notes
1. Workday Training (Pleasanton/Chicago) <ul style="list-style-type: none"> • 1/20 – 1/23 Absence Management (Chicago) • 2/3 – 2/6 – Time Tracking (Pleasanton) 	Tim, Vi, Kim Kim, Vi	
2. On-site sessions <ul style="list-style-type: none"> • 1/26 – 1/27 – Suppliers* • 1/28 – 1/29 – Customer Accounts* • 1/26 – 1/30 – Payroll* • 2/9 – 2/10 – Absence Configuration 8:30-4 • 2/9 – 2/10 – Expenses 9:30-5 • 2/11 - 2/12 – Time Tracking Configuration 8:30-4 • 2/11 – 2/12 – Position Budgeting 9:30-5 • 	Linda B Finance Kim Tim, Kim, Vi Sue Kim Vi Sue	
Discussion Items	Led By	Notes
3. Professional development sessions Tuesday and Wednesday Any additional discussion?	All	Cuyamaca had about 8 people. Grossmont had about 20. Is our data secure? Who do we contact at the college level if we have questions or comments? Can we adjust 403b Can we still get a physical check? Will this be use for procurement cards reconciliation/reporting? Questions about errors on paychecks.



4.	Richard will show us the finance demo from the Flex Day session	Richard	
5.	P0 status update	Vi, Richard, SCI	
6.	Integrations – Letters of introduction	Vi, Kim, Wendy, Pat	Gathering contact information
7.	HCM calendar	Nancy	Finalized, should be in Sharepoint this week
8.	Sharepoint: https://cs.sierra-cedar.com/sites/GCCCD	Nancy/Shari	Show Calendar, search, libraries
9.	Security Document	Shari/Sue	
10.	Feb. 11 Meeting 3:00-5:00 April Grommo, SCI AM and Linda Lennox will join us for a discussion on the Workday implementation methodology.	Nancy	
11.	Next Meeting Wednesday, 2/4/15 3:00 – 4:00 p.m.		