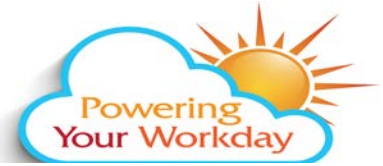**Workday Implementation Taskforce (WIT)**
Meeting Notes
Wednesday, January 7, 2015
3:00 – 4:00 PM
District Office Training Room

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

Information Items	Led By	Notes
1. Workday Training (Pleasanton/Chicago) • 1/20 – 1/23 Absence Management • 2/3 – 2/6 – Time Tracking • TBD – Procure-to-Pay	Tim, Vi, Kim Kim, Vi	Confirmed Confirmed
2. On-site sessions • 1/8 – Bank Reconciliation • 1/9 – Grants • 1/9 – BPA type session on Faculty Load • 1/12 – 1/13 – Business Assets • 1/14 – 1/15 – Purchasing • 1/22 – Preparing for Life in PROD (10-11) • 1/26 – 1/27 – Suppliers • 1/28 – 1/29 – Customer Accounts • 1/26 – 1/30 – Payroll • 2/9 – 2/10 – Expenses • 2/9 = 2/10 – Time Tracking Configuration • 2/11 – 2/12 – Position Budgeting • 2/11 – 2/12 – Absence Configuration	Tim, Kim, Vi, College Reps Linda B Linda B Linda J? Kim Sue Tim, Kim Vi Sue Tim, Kim, Vi	IS staff; others if interested
3. Payroll demo	Kim, Vi	January 7 at 1:00 p.m.
Discussion Items	**Led By**	**Notes**
4. Introduction of Shari Waters	Sheri, Brian	Will transition as PM
5. Professional development sessions in January	All	GC – 1/20 @ 2; 1/21 @ 11 CC – 1/20 @ 9; 1/22 @ 3 Will update PowerPoint from Open Houses and use AMU tenant
6. Review of Financials sessions this week	Sue	

7. P0 status update	Nancy, Richard	P0 has HCM data loaded from migration but can't be accessed yet; Vi/Jeff to review data within the next week; limited and sample Finance data has been manually loaded by Minnie/Ed to facilitate finance sessions; more will be loaded from spreadsheets
8. Where are we with Integrations?	Nancy, Vi	Sue to make "intro" call to County so that Vi and others can contact County about integration specifics
9. Brief demo of Sharepoint	Nancy	Demo of "calendar"; Sheri will send out log ins and passwords
10. Next Meeting - Wednesday, 1/14/15 3:00 – 4:00 p.m.		