



## In this issue:

- Project Update
- Project Charter
- Terminology
- Frequently Asked Questions
- Training/Design Sessions Completed
- Open Houses

## Project Update

- ◆ The Workday HR/Payroll/Finance Implementation project is on schedule and project milestones are being met, per Sierra-Cedar, Inc. (SCI) and Workday's delivery assurance audit.
- ◆ The planning phase of the project is being completed and the architecture phase has begun.
- ◆ Scheduled project activities have been confirmed through February.
- ◆ The Workday Implementation Taskforce (WIT) team members and other GCCCD IT staff have been involved in numerous training, design and development sessions.
- ◆ Subject Matter Experts (SME'S) from their respective functional areas have participated in many of the activities.
- ◆ Three Open Houses have been scheduled in December to showcase Workday (see below).

## Project Charter

The Workday Implementation Project Charter has been finalized. The charter is designed to define the scope, objectives and overall approach for the work to be completed. It lays out how work in the project is initiated, planned, executed, controlled and assessed. The charter also serves as a contract between the Project Team and Executive Sponsors stating what will be delivered according to time constraints, risks, resources and standards agreed upon for the project.

Members of the Workday Implementation Taskforce (WIT) and Sierra-Cedar, Inc. (SCI) staff participated in drafting and finalizing the Charter, which is now available on the Workday intranet site at <http://intranet.gcccd.edu/workday/charter.html>.

## Workday Terminology

Workday introduces us to new concepts and words. Here are a few to help you prepare for the Open House:

- ◆ **Landing Page** – this is the main page in Workday that you see when you log in.
- ◆ **Worklets** – these are the icons that allow you to easily access related tasks, reports and information within Workday.
- ◆ **Related Action Icon** – affectionately referred to as the “twinkie”, this allows you to take action or complete tasks related to the item or specified object you are reviewing.
- ◆ **HCM (Human Capital Management)** – within Workday, human resources is referred to as HCM.

For more on Workday-ology, please refer to the Workday folder on the GCCCD Intranet at <http://intranet.gcccd.edu/workday/workday-ology.html>.

## Workday Frequently Asked Questions

As with most big projects, such as the Workday Implementation, lots of questions always come up. A Frequently Asked Questions page is being maintained on the Workday GCCCD Intranet page. The list includes questions and answers, such as:

### Why is Workday being implemented?

The need for a new HR/Payroll and Finance system was identified in our Technology Master Plan. Workday will replace outdated systems in our District that we've had for more than 20 years. Our existing systems are disjointed, inefficient and inadequate, and expose the District to increasing challenges in reporting and compliance. This technology infrastructure is part of our *Proposition V* plan and the implementation costs will be paid for with our bond funds. The General Fund will fund ongoing subscription costs.

Questions and answers will be added to the list as inquiries are received. For a full list of current questions, please refer to the Workday folder on the GCCCD Intranet at <http://intranet.gcccd.edu/workday/frequently-asked-questions.html>.

## Workday Training/Design Sessions Completed

- ◆ Integration Design 10/27-28
- ◆ Compensation & Worker Data 10/29-30
- ◆ Financial Discovery 11/3-6
- ◆ Academic Business Decisions 11/10 & 12
- ◆ Payroll Fundamentals 11/18-21

## Workday Open Houses

The following open houses have been scheduled to showcase the Workday system:

- ◆ Cuyamaca - 12/10 (I207-I209) 2:00-4:00 PM
- ◆ District Services - 12/11 (District Annex) 9:00-11:00 AM
- ◆ Grossmont - 12/11 (Griffin Gate) 1:00-3:00 PM

Come see for yourself how the system will work. Light refreshments will be served. Everyone will receive a small gift for attending!