

WORKDAY NEWS



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

October 2014

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This is the second in a series of monthly Workday Project updates.

Workday is a state-of-the-art cloud-based system that will transform our HR, Payroll and Finance functionality. It's a user-friendly secure system that will allow the District to improve services, reduce paper processing, help the environment and provide employees greater access to information. It will provide a single data source, eliminating the need to make duplicate entries on multiple systems. It will take about 18 months to make the transition to Workday, but the end result will be a system that benefits all staff, faculty and students.

Workday HR/Payroll/Finance Implementation Guiding Principles

The Workday Implementation Taskforce (WIT) developed Guiding Principles, to help ensure implementation efforts remain focused on the overall goals of the project. The Guiding Principles are listed below and are available on the District intranet website under Committees, Councils and Taskforces on the Workday Implementation Taskforce link.

- ◆ Ideal – Strive for the ideal process and ask if there is a better way
- ◆ End-User – Implement from the “consumer” perspective
- ◆ Simplify and Streamline
 - ◆ Reduce steps and approval layers
 - ◆ Shorten time from start to finish
 - ◆ Clear and easy to follow
 - ◆ Intuitive
 - ◆ Consistent, clear terminology
- ◆ 80/20 – Avoid designing around the exception
- ◆ Enter Once – Enter data once and eliminate “shadow” systems
- ◆ Visible – Make sure all information is visible and accessible in Workday
- ◆ Paperless – Minimize copies and “wet” signatures
- ◆ District-wide – Design to work District- and College-wide
- ◆ Reality – Ensure the system reflects reality (no awkward workarounds)
- ◆ Challenge – Question “we have always done it this way”
- ◆ Lead Forward – Provide clear, consistent and frequent communication

Project Logo

We have a logo for our Workday project:



Workday Training/Design Sessions Completed

- ◆ Compensation Fundamentals 9/16-19
- ◆ Financial Fundamentals 9/23-26
- ◆ Integration Systems Fundamentals 10/2-3
- ◆ HR Core Organization Design 10/20-22

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
- Stay tuned for more details.

Project Time Line

The chart below shows our progress and indicates time frames for the remainder of the project. Any questions, contact your WIT representative.

