WORKDAY NEWS

January 2015

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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Project Update

- ♦ Three Open Houses were held in December with impressive participation by both Colleges and District Services. Response to Workday has been extremely positive.
- ♦ The Plan Stage is complete and the Workday team is now involved with the design/ architecture phase. This means that many of you will be asked to participate in various sessions.
- ♦ Four flex day presentations (two at each College) were offered during Professional Development week.

Security

Since day one, protecting the security and privacy of our customers' data has been a priority for Workday. Workday continually implements robust technical and organizational security controls to ensure your data is safe. Their global data protection program is founded on strict policies and procedures regarding access, use, disclosure, and transfer of customer data. Please reference the datasheet-workday-security.pdf on the Workday intranet site for more information.

Workday Terminology

With the Workday implementation project well underway, we continue to learn new concepts and words. Here are a few we have been introduced to:

- ♦ **Business Process** – A sequence of one or more tasks that accomplishes a desired business objective, such as hiring an employee or paying an invoice; a.k.a. workflow.
- ♦ **Search** – Use the **Search** window to locate any tasks, reports, and views within Workday, to which you have access.
- ♦ **Worker** – A person who is either an employee hired by GCCCD or a contingent worker contracted by GCCCD.

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

We had lots of questions at the Open Houses. As highlighted last month, we are maintaining a list of most frequently asked questions on the Workday GCCCD Intranet page. One common question has been:

Will Workday work with any browser and will I be able to use a Mac?
Yes, most current browsers such as Internet Explorer, Mozilla Firefox, Google Chrome, and Safari are supported by Workday. You will be able to access Workday from a PC or Mac.

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

♦ Benefits Fundamentals	12/2-5
♦ Benefits Design	12/8-10
♦ HCM Business Processes	12/16-18
♦ Financials Kick-off – Accounting/ Reconciliation/Grants	1/6-9
♦ Business Assets Configuration	1/12-13
♦ Procurement Configuration	1/14-15

Workday Flex Day Presentations

Flex Day presentations were held to showcase the Workday system:

- ♦ Cuyamaca on January 20 and 22
- ♦ Grossmont on January 20 and 21