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Project Update

Workday implementation has five stages, and the District has just begun the Configure and Prototype stage, the third step. In this stage, the District validates how the system has been set up to determine if it will meet our needs.

In addition, we will be working on creating integrations between Workday and other systems, such as financial institutions, vendors, and benefit providers. We are also creating a comprehensive testing plan. This stage is expected to last until mid-summer.

“Punch out” with Workday



We are working on configuring the Procurement functionality in Workday to allow customers to use the process to easily make some of their purchases. When the Workday system is in place, someone who wants to requisition certain items will be able to go through Workday and “punch out” to a vendor’s website, where they can select the items, add them to a shopping cart, and then integrate the cart items back into the Workday requisition. You’ll save time by being able to “add to cart” without typing the description for the item.

This works well for vendors, such as Dell Computer, that have specific items that the District uses and have set contract pricing. We will have a District-authorized catalog to select items for purchase. Eight vendors have been identified at this point that we would like to be a part of this process. We are determining whether the vendors are interested and can provide the “punch out” capability. This will be a new feature for the District and we’re excited about it!

Direct Deposit for expense reimbursements

As part of the implementation of the integrated HR/Payroll/Finance system under Workday, employees will have the ability to have their expense reimbursements directly deposited into their bank accounts. About 80% of District employees already have their paychecks directly deposited. If you haven’t already set up direct deposit, you can do so by going to the Payroll Department page on the www.gcccd.edu website and filling out the Direct Deposit form.

Workday Frequently Asked Questions

Will my personal data be safe?

Protecting the security and privacy of customer data is a high priority for Workday. Workday continually implements robust technical and organizational security controls to ensure that 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.

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 Implementation pages on the GCCCD Intranet at <http://intranet.gcccd.edu/workday/frequently-asked-questions.html>.

Workday Training/Design Sessions Completed

In the past few months, numerous design sessions have been conducted with our implementation partner, SCI. These include customers (Accounts Receivable), expenses, financial data model (chart of accounts), compensation, suppliers (vendors), supplier accounts (Accounts Payable) and procurement.

Workday Implementation Task Force

These are the people to ask if you have questions about Workday.

Linda Bertolucci
Tim Corcoran
Kim Frost
Linda Jensen
Pat Jordan
Anne Krueger
Nancy Krogh

Alla Lyulkin
Brian Nath
Vi Rapuano
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