



Project Status Report

Status as of February 3, 2017

Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Leslie Obourn, SCI Engagement Manager

Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to Integrations (NSHE and Campus). Please refer to the detailed status below.
❖ Overall Status – Functional Lanes	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking: Accu-Time has been selected as the time clock vendor and configuration of the Pilot test clock is underway. The team is identifying Time Clock populations and security configuration.
	Green	Green	Financials: P3 testing preparation underway including delivery of P3 conversion files. Progress made on P2 change requests. There are only a couple of outstanding conversion items scheduled for next week. The focus for the following week is on P3 preparation activities including remaining functional configuration in several areas, consolidation of security information, and P3 testing preparation. The team continued unit testing in the Budget area and is working on several issues that have been identified.
	Green	Green	Audit
❖ Overall Status – Technical Team	Yellow	Yellow	Integrations (NSHE): 2 NSHE integrations are behind schedule and we have taken steps to fast track the development to meet our P3 test cycle.
	Yellow	Yellow	Integrations (Campus): The campuses have now been given requirements for updating the project’s JIRA system to allow for more timely updates and easier assistance with developing mitigation strategies. Only two campuses current have integrations at risk. The PMO will continue to work with them until resolved.

Item	Current Status	Prior Status	Status Notes
	Green	Green	Conversion (Financials)
	Green	Green	Reporting
	Green	Green	Security
❖ Overall Status – Training & Outreach	Green	Green	Training: Overall status of Training is Green. Current Development Plan by process and roles in progress. NSHE team continues campus demos. Thirteen demos completed to-date.
	Green	Green	Change Management/Communication
	Green	Green	Testing: Overall status of Testing is green. System Testing has ended. The close-out of System Testing continues. End to End Testing preparation efforts are underway.
Schedule	Green	Green	The status for Schedule is Green. Please refer to the detailed status below.
❖ Schedule	Green	Green	HCM
	Green	Green	Time Tracking: The overall schedule for Workday Time Tracking and Time Clocks is on track.
	Green	Green	Payroll
	Green	Green	Financials
	Green	Green	Technical Team
	Green	Green	Change Management/Outreach
	Green	Green	Audit
Budget	Green	Green	As of 1/31: SCI Hours % Complete: 68% of budget Project Plan % Complete: 76% complete
Personnel	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ Personnel	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Green	Green	Financials
	Green	Green	Technical Team: We are in the process of scheduling interviews for our open Reporting position. A new job description is being drafted for the original position slated as a Security Administrator.
	Green	Green	Change Management/Outreach

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Project Risk	Yellow	Yellow	The status of Project Risk remains at Yellow due to the Technical Integrations. Please refer to the detailed status below.
❖ Project Risk	Green	Green	HCM
	Green	Green	Payroll
	Green	Yellow	Time Tracking: The Time Clock implementation is on track given the recent activities with Accu-Time.
	Green	Green	We continue to monitor several specific risks & issues: 1) WAX Support - Internal meeting held and an SLA is being drafted. 2) PERS Reduction design 3) Payroll Accrual - this issue affects HCM testing of Budgets.
	Yellow	Yellow	Technical Team: We have some key risks with several NSHE and campus owned integrations that have impact on this pillar. These risks are being monitored closely to prevent any impact on the timeline. All risks are documented in JIRA.
	Green	Green	Change Management/Outreach: Continuing to assess Campus engagement and team preparedness.

Color Key	
Red	Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks.
Yellow	Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks.
Green	Project plans and activities are on schedule and issues and risks are being managed. Delays are less than 2 weeks for any critical tasks.

Key Accomplishments

Area	Accomplishment /Activity
HCM	<ol style="list-style-type: none"> 1. Core HCM/Comp <ol style="list-style-type: none"> a. Configuration: Worked with NSHE to prototype Security Partner configuration options. Presented the options to the team on Thursday, January 18th. The team approved Security Partner Option 3 on January 26th. NSHE configured the solution. SCI reviewed the configuration and made a few slight adjustments. The only item pending with this task is updating the security group descriptions. The ticket tracking this work is HCM-148. b. Configuration: Addressed the following testing tickets: Updated Administrative Faculty Job Profiles (HCM-149) and Created Academic Years (HCM-127). The details can be found in JIRA. c. Configuration: Updated the Implementation Checklist tabs (Business Process, Implementation Checklist, Domain Security, & Custom Objects). d. Conversion: Conducted and Participated in bi-weekly P2 conversion calls. e. Conversion: NSHE is working through the Programmatic issues and Error Report Issues. The conversion team is working hard at validating NSHE data files for the P3 build. The team has signed off on all files except 5 files. f. Conversion: Reviewed Service Dates file, Personal Info file, Education file and User Accounts file. Supported the Campus SupOrg Validation tool. g. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 2. Benefits <ol style="list-style-type: none"> a. Configuration: Removed MetLife Plans from Benefit Year Definition (HCM-121), Updated Child Reaches Age Limit 18 setup (HCM-121), Removed Aflac Plan Setup (HCM-150), and Updated Critical Illness Benefit Coverage Types (HCM-128). b. Configuration: Updated the Implementation Checklist tabs (Business Process, Implementation Checklist, Domain Security, & Custom Objects). c. Conversion: All of the Benefit Files have been signed off for the P3 build. d. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. 3. Recruiting <ol style="list-style-type: none"> a. Configuration: Working on Offer Letter solution. Reviewed the offer letter solution configuration in NSHE3. b. Configuration: Updated the Implementation Checklist tabs (Business Process, Implementation Checklist, Domain Security, & Custom Objects). 4. Absence <ol style="list-style-type: none"> a. Testing/Configuration: Continued to make configuration updates based on testing, and address any system testing tickets. b. Conversion: Completed review and update of P3 Implementation Checklist. c. Delivery Assurance: Conducted first meeting with Workday DA, NSHE meeting scheduled for next week. d. Meetings: Conducted and/or Participated in Absence Management Weekly, Cross Functional, Conversion, and Project Checkpoint Meetings. e. Testing: Completed P2 System Testing.

Area	Accomplishment /Activity
	<p>f. Configuration: Continued work on updating the sick accrual for Residents. Moved from NSHE5 to NSHE2. Proration solution needed is being tested by Payroll and once it is confirmed we should be able to use in Absence as well.</p>
Time Tracking	<ol style="list-style-type: none"> 1. Time Clocks: Configured custom Worktag and locations needed for Accu-Time integration. Decided to use manager and timekeeper roles for managers at the clock. NSHE team continues to determine population of employees that will be using clocks. 2. Testing: Continued work on tickets resulting from P2 testing. 3. Meetings: Conducted and/or Participated in Time Tracking Weekly, Cross Functional, Conversion, and Project Checkpoint Meetings. 4. Configuration: Continued work on rules surrounding employees who terminate mid period. 5. Conversion: Completed review and update of P3 Implementation Checklist. 6. Working Session: Tested Mass Time Entry (inquiry for Lawlor) - advised not best practice (HCM-133); Corrected Comp Time Alert validation typo; Daily monitoring for JIRA tickets (troubleshooting, reconfiguration, retesting, closing when complete); solved two security issues. 7. Meeting with Workday: Had follow-up meeting with Workday to further define and design needs for Time Tracking Worktag Brainstorm. Workday to reach out to schedule follow-up meeting.
Payroll	<ol style="list-style-type: none"> 1. Modifications to salary base pay earnings, time off earnings, and stipends were moved into NSHE2. Removed calculations for PERS created in the past and no longer needed. This was completed before the configuration freeze so all changes will be included in the P3 build. 2. SCI cleaned up some non-PERS related items – typos, bad descriptions, duplicate calculations before the configuration freeze. 3. Verified pay calculations for the earnings that were modified for PERS reporting and accuracy of pay calculation according to NSHE’s salary tables. 4. The team discussed and identified a Workday-delivered solution for OASDI exemption. Testing is occurring to confirm it. 5. Completed several iterations of P3 file validations. Final files will be available 2/10. 6. Pay Cycle Advance (for Integration Team testing) – 100 Processes; Several rounds of data extract validation (Pay History, Pay Input, Academic Pay Balances) for accuracy; Parking T2 Flex integration planning (discussed Pay Input file load requirements, how to load parking fines with multiple end dates based on irregular repayment cycles, discussed how to end all deductions for new load into new fiscal year). 7. Working Session: Configuration to fix cell phone allowance scheduling to only primary job – deduction was being withheld from all jobs, deduction Split for P3 data load – decided to have monthly amount loaded via Pay Input then Payroll to configure split on Workday side; monitored weekly JIRA tickets. 8. Meetings: HCM Conversion Meetings (daily), Project Checkpoint, Integration Testing in NSHE2, iNtegrate2 Data Governance, Cross Functional 2x per week, Workday Higher Ed Project Managers Bi-Weekly Call, Payroll Working Session, Time Tracking Working Session,

Area	Accomplishment /Activity
	<p>HCM Integrations Weekly, Epic Development 2x per week, Workday Time Tracking Brainstorm, Deduction register w/UNR IT, HCM Team Meeting.</p>
Financials	<ol style="list-style-type: none"> 1. Banking & Cash Settlement <ol style="list-style-type: none"> a. Updated account posting rule so that Cash moves to Stale Date account prior to Unclaimed Cash ledger account. Will be tested in P4. b. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers. c. Banking SMEs continue to stale date their old outstanding checks. d. Developed "Touch Point Banking" for end to end testing. e. Another ACH test file was run and adjustments were made. f. First notice rules are being configured for bank statement reconciliation (on-going effort). g. Working with campus for insight for use case of WD27 "Return Payments" report. 2. FDM <ol style="list-style-type: none"> a. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4. b. Data validation for P3 underway. 3. Financial Accounting <ol style="list-style-type: none"> a. Completed financial role JIRAs for reports. b. Review and configure generic ISP Prototype. c. New Funds added to WAX and mapping spreadsheet to accommodate year-end adjustments. These funds and adjustment method will be compared against an alternative WD method in early January. d. Capital asset flow and intercompany discussion took place on 1/9. FU memo will be provided to Assets Designee. e. GASB reporting by book instead of fund was presented to controllers. Controllers elected to keep YE ADJ fund. f. Testing of allocation were delayed due to proxy issues. g. All beginning balance conversion files were created and distributed to campus validation teams. 4. Budgets <ol style="list-style-type: none"> a. NSHE6 standard budgets testing by designees begun. Balance Control on hold. To begin HCM unit testing on Thursday. b. Refining budget level of detail (ledger accounts) and fringe rates based on compensation plans to more closely align Workday payroll posting with budget. c. Identified issue with encumbrances for reduced PERS salaries: Issue - budget is at reduced level that is actually paid but encumbrances are at the maximum salary plan level. Result will cause budget control errors. 5. Business Assets <ol style="list-style-type: none"> a. Testing Multibook in NSHE8 with budget enabled. b. Completed Role assignment review for TSH:NSHE REPORTING. c. Alternative book code documentation prep on hold while testing multi book. d. Customer Accounts and Contracts.

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	<ul style="list-style-type: none"> e. EIB for Cash Sale approved. f. DA Review completed on 2-1-17. g. Reviewed and closed change request from P2 testing. One request for On-Hold warning that cannot be done currently has been added to brainstorm list. <p>6. Expenses</p> <ul style="list-style-type: none"> a. Spend Authorization Configured to include additional attributes- I have tested all attributes and they have passed. b. Conducted Expense Budget Testing. c. DA Review Completed. d. Worked on outstanding Jira Tickets. e. Worked on EPIC Prep - not quite complete. f. Uploaded 1042S Sample files required for Extract to load data in a third party application for IRS reporting. <p>7. Projects</p> <ul style="list-style-type: none"> a. Change requests reviewed. b. Grants & Effort Reporting. c. Gathering security roles for awards and grants. d. Created epics for P3 testing. e. Updated security access for custom reports. <p>8. Procurement</p> <ul style="list-style-type: none"> a. Review of 1st draft of Epics for P3. b. Completed WD Data Audit Meeting on 1/26/17. c. Validation of Supplier Files Extracted from SReg. d. RFP business process removed from NSHE2. e. Conducted Budget Testing. <p>9. Suppliers</p> <ul style="list-style-type: none"> a. All P2 test Change Request Review and Complete. b. 1099 Validation complete 1/30/17. c. Full Delivery Assurance Review of BP for Suppliers in relation to SREG and Cleanup of process complete 1/25/17. d. TCH:NSHE Reporting complete 2/2/17.
CM/Outreach	<p>1. Training</p> <ul style="list-style-type: none"> a. Campus Demos successfully completed at DRI Reno, DRI LV and CSN Henderson. Response continues to be excited and positive. SA campus demos remain. b. Campus Demo survey responses continue to be received. 60% of responders to date had never seen Workday prior to demo - survey responses are overwhelmingly positive. c. DRI Effort Certification Demo given during DRI campus demos on 1/31 and 2/1. d. TLG Meeting held 1/31 with a demonstration of NSC's knowledgebase solution and larger discussions about the possibility of a centralized repository for job aids/curriculum. Roberta and Linda will move forward internally to understand what might be feasible for a centrally managed and authenticated document library. e. Curriculum plan development progressing modestly.

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	<ul style="list-style-type: none"> f. Attended CM Kickoff at UNLV. 2. Testing <ul style="list-style-type: none"> a. Meetings: Participated in functional team meetings. Reviewed E2E testing with the team at the checkpoint meeting. Held E2E epic development meetings. b. Team Support: Refined swim lane touch point spreadsheet to help support epic development for the teams. Met with team members to discuss E2E testers, reports and integrations. c. Continued planning of E2E testing. Dashboards created for E2E. d. Close-out of System Test: Close out continues. Fail, resolutions in progress and retests will be copied into the HCM JIRA project. 3. CM/ Communication <ul style="list-style-type: none"> a. Toolkit #3 Draft in Review. b. P3 End to End Testing Communication sent to PoCs. c. Lined up videographers for P3 Playbacks. d. Campus Demos at DRI Reno, DRI LV, and CSN Henderson. e. P2 System Testing post-testing Survey closed.
Technical	<ul style="list-style-type: none"> 1. FIN Conversion: Campus validation teams completed their review and sign-off on all P3 data extract files except: Suppliers and Supplier 1099 Adjustments. Sign-off on these two files is expected to come by 2/1. 2. Integrations <ul style="list-style-type: none"> a. Successful sFTP connectivity test with MasterCard for Travel Card and PCard integrations. b. Completed integration test case scenarios for the testing team. c. Conversated with Band of America about having student systems sending Positive Pay files directly to them. This is ok. Will need to work with campuses to configure this change for production. d. Successfully configured security option for campuses to request and approve security changes. This will be the solution going forward. e. Made significant strides in the development of the PeopleSoft student financials integration to Workday. f. Configured the ACH integration for Expense Payments in NSHE2. 3. Reporting: P2 freeze date communicated to campus report writers and strategy for report development after that date was implemented to capture report changes and new reports.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM/Comp	2/6-2/10	Complete 5 Feedback / Design Enhancements Changes.
	2/10	Configuring & disabling domains.
Benefits	2/6-2/10	Complete 2 Feedback / Design Enhancements Changes.
Recruiting	2/6-2/10	Complete 5 Feedback / Design Enhancements Changes.
Absence	Ongoing	Epic Development for P3 End to End Testing.
	2/16	Continue work on changes to Faculty Sick Accrual. Pat met with HRAC on 1/19, and a document is being developed for review and approval before the next HRAC meeting.
	Ongoing	Test proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	TBD	Knowledge Transfer - Architect Stage Assessment.
	2/9	Identify Timekeepers and their responsibilities.
	Ongoing	Epic Development for P3 End to End Testing.
	2/6	Complete DA Document and post to Workday.
	3/10/2017	Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines.
	TBD	John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal (HCM-40).
Payroll	20-Jan	Benefits to test Payroll Effect for LOA plans (recently configured). The testing can determine if ANY proration occurred for the LOA plans they've identified as Payroll Effected. The test is on the configuration of the interface between Leave of Abs plans and Payroll processing.
	1/16-2/10	Produce Payroll Training Agenda and materials for Payroll training in Vegas the week of 2/13/17.
	10-Feb	Prototype OASDI-exemption solution.
	10-Feb	Pay History - Discussed Pay History with John and team. SCI to provide a Workday Tax crosswalk.
	15-Feb	Configure Work Study. The campus representatives are completing a survey to inform standardized requirements. Federal Work Study configuration is in progress, State Work Study requirements are needed.
	28-Feb	PERS status codes in progress with the Reporting team.
	28-Feb	Academic Pay Fit/Gap document. This will also be shared with Workday to confirm the approach.
Banking and Cash Settlement	1/11	PayModeX integration assistance: Yvette is creating invoices for suppliers with a PayMode settlement type for each institution for further testing of the PayMode integration.
	Ongoing	Positive Pay, ACH integration testing to be expanded across all institutions.
	Ongoing	Gathering transaction information to start configuring first notice rules specific to each institution.
	Ongoing	PS Check detail will be brought into WD so auto reconciliation will incorporate the PS student checks. (JIRA TCH-1911).

Area	Dates	Upcoming Activities
	TBD	Is a separate bank account necessary for the separation of PS and WD checks? (JIRA FIN-2013). Not enough information yet to take to Controller's Meeting.
	10-Feb	Discussion needed on the most effective way to test ACH/Posi Pay integrations...who conducts the test? Functional testers will not be able to see the final result.
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.
Financial Accounting	16-Feb	Ongoing support of change requests for NSHE shared financial Worktags through P3 mapping target date.
	TBD	Testing F&A Lab UNLV use allocations utilizing location codes.
	2/10	Validation of data is ongoing.
	3/10	Continue to develop use cases and test ISP functionality.
	16-Feb	Develop month end checklist - involve staff for simulation of month end process.
	3-Feb	Thomas and Mack (UNLVAFS) will not be a separate company. Not in P3.
Budgets	TBD	Unit testing of summer school and balance controls.
	TBD	Develop SME unit test scenarios.
	TBD	SME unit test begins.
Business Assets	10-Feb	Completed initial Multi Book Testing in NSHE8 will confer with SCI next week.
	10-Feb	Need to configure P2 for asset disposal item to alert OSP when gain on sale of Grant asset exists.
	10-Feb	P3 Epic planning.
Customer Accounts and Contracts	TBD	Identify reports and screens to be customized for segment security and to separate grant/sponsors from customers.
	TBD	Development of P3 Test Scenarios.
Expense Reports	Ongoing	Open Jira Tickets.
	TBD	Testing Financial Admin Assistant Role.
	4-Feb	WD 27 - Spend Authorization Configuration- and possible expense report changes due to new functionality.
	4-Feb	Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	1/23-3/10	Begin Prep for P3 Playback.
	1/23-3/10	Begin Prep for P3 Testing.
	3-Feb	Change Request in Progress.
		Expense Reports.
Projects	Ongoing	Discussed the idea of expanding Project Groups to help with the funding on projects. IE: Capital Improvement-State Appropriation.
	10-Feb	Further discussion required for Project roles having adequate access to invoice detail. i.e.: Project Manager will need to see the invoice detail to be able to review the project in the level of detail necessary for a thorough review. This will be an issue for other functional areas also.

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	10-Feb	Meet with SCI to Validate project budget conversion for current FY and MY (part of the Fin Budget).
	10-Feb	Discussion on Hierarchy for all schools per UNLV request.
	10-Feb	P3 Epic planning.
Grants & Effort Reporting	2/28	Test Location Worktags - F & A Allocation. Tested general concept and correct amounts calculated. Will do more in depth testing. For the initial test for payroll, location Worktags for the 2 buildings did not appear on payroll transactions. SCI changed configuration to allow location Worktags to carry through on transaction. Payroll will run payroll for 3 employees and will see if location Worktags appear on transaction. 1/19 Tested payroll and grant Worktags appeared on transactions. In general will need to test a larger sample for F & A allocations. Checking with SCI to test larger sample by using EIB.
	1/23-3/10	P3 Testing Preparation.
	3-Feb	Correct and update award extract files.
	3-Feb	Updating the security roles for Award and Grant.
	10-Feb	Completion of outstanding JIRA tasks.
	ongoing	Continue working on open JIRA tasks.
Procurement	10-Feb	Discuss PCard configuration.
	17-Feb	Develop epics for playbacks.
	17-Feb	Provide BIRT layout for Contract.
	1-Mar	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	1-Mar	Procurement and Supplier Accts continue work with SReg team.
	17-Mar	Punch-out build for P3.
	17-Mar	Report Requirements.
Suppliers	On-going	Working with UNLV SME on cleaning up the outstanding checks in advantage.
	1-Feb	Began preparation of test for P3.
	In testing stage	SREG Development Meetings FIN-1895 file SREG-Workday required & optional fields for suppliers.
	30-Mar	Problem with control total on supplier invoice when calculating 1042S withholding tax- Shaun and Matt are logging it with Workday.
FIN Conversion	1/25 - 1/29	2nd round of validation (if necessary) - In Progress.
	1/30 - 1/31	Campuses sign off on P3 Extracts - In Progress.
	1-Feb	Provide FINAL P3 Extract files to SCI - In Progress.
	3-Feb	Rolling out 'maintenance mode' processes for conversion crosswalk updates. Developing a continuous process to incorporate new crosswalk into extract programs, running extracts, and validating extracts. Scheduling these activities.
Integrations	January	Finalize I-9/e-Verify process and integration requirements.
	January	Continue Development on the integration to load Parking deductions from the T2 system for UNLV.

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Area	Dates	Upcoming Activities
	January	Continue Development on the integration to load Time Entry data for Thomas and Mack into Payroll Input.
	January	Finalize the Student Employment process and integration requirements.
	January	Design and Coding of the PeopleSoft Student Financials integrations.
	January	Begin working with MetLife on the Enrollment and Payroll deduction integrations.
	January	Continue Development on integration to PayMode (Supplier Payments).
	January	Continue discussions on the PCard and Travel Card processes/integrations.
	Jan/Feb	End to End Testing Scenario preparation.
Reporting	Jan/Feb	44% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (10% in progress, 34% in review).
	1/17 - 2/3	Request to Designees – provide the roles(s)/security group(s) that need access to each report that is ready for testing.
	30-Jan	Data Governance Meeting (bi-weekly).
	8-Feb	Reporting lane meeting with campuses (bi-weekly).
Training	11/28 - 03/01	Continue job aid assignment and review in preparation for E2E testing.
	11/28 - 03/01	Continue curriculum plan - development: next step plan mode of training, analyze campus role profiles. Security roles assigned in P3 will assist in this analysis.
	1/24 - 2/8	Campus demos at SA Reno and SA Las Vegas next week 2/6-2/9, completing the series.
Testing	2/9/2017	ESC Presentation on CM/Training.
	2/6-2/10	Complete documentation to support Unit Testing sign-off.
	2/6-2/10	Close-out System Testing. Create final report from JIRA. Provide support to the teams as they close-out their areas.
	2/6-5/317	Participate in functional team, E2E and integration meetings.
	2/6-3/3	Continue planning for P3/End to End Testing.
CM/ Communication	thru October 2017	Weekly Project Update.
	1/12- 2/8	Campus Demonstrations.
	2/9	ESC Presentation on CM/Training.

Planned Time Away

Dates	Team Member	Planned Time Away
February 10-17	Jim Lowe	PTO
February 13 - 24	Lauren DeVera	PTO
February 17, 2017	Roberta Roth	PTO
February 20 - 27	Sharon Thygesen	PTO
February 20-24	Mark Sonntag Taryn Doetch	PTO
February 21	Michelle Gilbertson	PTO
February 23-24	Matt Luby	PTO
February 24	Daly Costanza Andrew Ayala	PTO
February 27-March 10	Pat LaPutt	PTO
March 17	Roberta Roth	PTO
March 20-24	Kim Beers	PTO
April 27-28	Kim Beers	PTO
May 1- 14	Elora Paik	PTO
May 15 – 26	Mike Johnson	PTO
June 6-9	Roberta Roth	PTO
June 15-21	Matt Garland	PTO
July 3-10	Michele Meador	PTO
July 31-August 4	Kim Beers	PTO

Key Issues <A systematic and comprehensive plan has been developed and will be put in place to address the issues, as well as the timeline that we are now be driving to>

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-109	Communicate Security information to Security Partners and Campus Points of Contact	Highest	Chris Mercer	03-Feb-17	The project team has created bi-weekly meetings with the Campus SROs, Controller's and HRIC. Project to communicate expectations of Campus Security Initiators and Security Partners next week. This should resolve the issue.
FIN-1974	WAX Support & Hosting	Highest	Steve Creswell	10-Feb-17	An additional meeting was held with UNR and the WAX development team to discuss long-term support. The details from that meeting are being documented and will be presented to SCS to facilitate a decision on developing a SLA. This should close the issue.
TCH-1928	Campus Integration: Archibus (Location to employee)	High	Jackie Hess	16-Feb-17	The UNLV team has identified questions and is working on resolution.
TCH-1919	PeopleSoft Student Financials To Workday integration is behind schedule	Highest	Leslie Obourn	17-Feb-17	Detailed design meetings have begun and are scheduled for 2x/week until the specifications are finalized and an implementation plan is confirmed.
TCH-1929	Student Employment/Work Study	High	Matt Garland	17-Feb-17	The Campuses have provided design input and are identifying a project team contact. Detailed design meetings will be scheduled for 1x/week until the specifications are finalized and an implementation plan is confirmed.
TCH-1930	Grant in Aid Solution	High	Chris Mercer	24-Feb-17	A conceptual design has been completed for GIA. The next steps are: 1) Confirm requirements with HRAC for online form and eligibility.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
					2) Discuss technical options for the online form. 3) Review integration options within Workday.
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	28-Feb-17	Discussed Fit/Gap issues surrounding Academic Pay. SCI is researching options to calculate academic days by semester for campus to calculate proration. Next steps are to write up the proposed Academic Pay solution and share with Workday for confirmation.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	10-Mar-17	Detailed design sessions are being conducted with Workday.
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	10-Mar-17	Detailed design sessions are being conducted with Workday.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	100%	2/3/2017
Run P3 Data Extracts & Validate	Green	January 31, 2017	100%	2/3/2017
Build P3	Green	February 6, 2017	75%	
P3 Playbacks	Green	March 13, 2017	25%	
E2E Testing (P3) Begins	Green	March 13, 2017	25%	
Payroll Parallel (P3) Round 1 Begins	Green	March 13, 2017		
Payroll Parallel (P3) Round 2 Begins	Green	April 3, 2017		
Build P4	Green	May 19, 2017 (Tentative)		
User Acceptance Testing (P4) Begins	Green	June 5, 2017 (Tentative)		
End-User Training Begins	Green	August 7, 2017 (Tentative)		
Build Production Tenant	Green	September 4, 2017 (Tentative)		
Move to Production (Go Live)	Green	October 2, 2017 (Tentative)		