



## Project Status Report

Status as of April 14, 2017

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### Summary

Item	Current Status	Prior Status	Status Notes
<b>Overall Status</b>	Yellow	Yellow	The overall status for the project remains Yellow due to Financials, Integrations (NSHE and Campus) and Financials Reporting. Please refer to the detailed status below. We continue to work on the Payroll Accrual Solution. The feedback provided by the campuses was discussed in a working session on 4/10 with NSHE, Workday, and SCI. The result of this working session was a re-architected solution that was presented to the CEC on 4/11 and the Controllers on 4/12. The new solution requires Workday product enhancements and a custom integration to generate Payroll Encumbrances. The team is working the week of 4/17 to identify the designs and timelines for the implementation of the Workday product updates and Encumbrance Integration.
❖ <b>Overall Status – Functional Lanes</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Yellow	Yellow	<b>Financials:</b> Overall Status remains Yellow based on i) status of Budgeting; ii) status of Payroll Accrual implementation; iii) status of reporting; iv) status of testing. Other functional areas remain green. P3 testing continued this week in Expenses, Procurement, and Grants. The focus for the following week is on P3 testing progress, report development, budget configuration, and PCard configuration.
	Green	Green	<b>Audit</b>
❖ <b>Overall Status –</b>	Yellow	Yellow	<b>Integrations (NSHE):</b> 2 NSHE integrations are behind schedule and we have taken steps to fast track the development to meet our P3 test cycle.

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<b>Technical Team</b>	Yellow	Yellow	<b>Integrations (Campus):</b> Three campuses current have integrations at risk. The PMO is monitoring the status weekly and will continue to work with the campuses until resolved.
	Green	Green	<b>Conversion (Financials)</b>
	Yellow	Yellow	<b>Reporting:</b> A financials reporting workshop was conducted with the team. The body of work left to complete critical and high priority reports remains a concern, but the reporting team is better positioned for remaining work.
	Green	Green	<b>Security</b>
❖ <b>Overall Status – Training &amp; Outreach</b>	Green	Green	<b>Training</b>
	Green	Green	<b>Change Management/Communication</b>
	Green	Green	<b>Testing</b>
<b>Schedule</b>	Yellow	Yellow	Status remains Yellow based on the status of Budget configuration, implementation of the Payroll accrual approach, and reporting.
❖ <b>Schedule</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Payroll</b>
	Yellow	Yellow	<b>Financials:</b> Status remains Yellow based on the status of Budget configuration, implementation of the Payroll accrual approach, and reporting.
	Green	Green	<b>Technical Team</b>
	Green	Green	<b>Change Management/Outreach</b>
	Green	Green	<b>Audit</b>
<b>Budget</b>	Green	Green	As of 3/31: SCI Hours % Complete: 76% of budget Project Plan % Complete: 79% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ <b>Personnel</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>

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	Green	Green	<b>Financials.</b> Status stays at Green. The Procurement area could be at risk with the Sharon Thygesen resignation and Donna Cruzado out on Maternity starting 4/22/17. The PMO has reached an agreement and will retain Sharon on the project.
	Green	Green	<b>Technical Team</b>
	Green	Green	<b>Change Management/Outreach</b>
<b>Project Risk</b>	Yellow	Yellow	The status of Project Risk remains at Yellow due to Technical Integrations. Please refer to the detailed status below.
❖ <b>Project Risk</b>	Green	Green	<b>HCM</b>
	Green	Green	<b>Payroll</b>
	Green	Green	<b>Time Tracking</b>
	Green	Green	<b>Financials:</b> We continue to monitor the Payroll Accrual risk.
	Yellow	Yellow	<b>Technical Team:</b> 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	<b>Change Management/Outreach</b>

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"> <li>1. Core HCM               <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: Update SSA-1945 document (WCR-245), Move Benefits steps in Onboarding (WCR-276), Updated security for Document Library (HCM-274), Created new Document Category and Security (WCR-221), To Do step in Contact Change bp for Benefits (HCM-245) , BP Add Retiree notifications (HCM-168), BP Remove Retiree notifications (HCM-165), Period Activity Pay - Number of Payments Displays Incorrectly (TST-165633). The details can be found in JIRA. Tickets that did not involve configuration: WCR-206, WCR-114, and HCM-123.</li> <li>b. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> <li>c. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>d. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation.</li> <li>e. Conversion: Mike and Jeff are working through the Programmatic issues and Error Report Issues. The conversion team is working hard at validating NSHE data files for the P4 build.</li> <li>f. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 68 conversion tickets. We are closing the week with 58 tickets.</li> </ol> </li> <li>2. Benefits               <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: Updated MedRes Enrollment Event Rule (HCM-189). The details can be found in JIRA.</li> <li>b. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>c. Conversion: Working Conversion JIRA tickets reported by the SME Validation team.</li> </ol> </li> <li>3. Recruiting               <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: The details can be found in JIRA.</li> <li>b. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc..</li> <li>c. Configuration: Working on Offer Letter solution. The configuration details are in NSHE2.</li> </ol> </li> <li>4. Absence               <ol style="list-style-type: none"> <li>a. Configuration: WCR-73 changed document review configuration for FMLA documents, WCR-249 Added To-Do on Return from Leave of Absence to prompt employee to review time off requests if they return from leave earlier than expected.</li> <li>b. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations.</li> <li>c. Configuration: Reviewing WCR-277 - 15 day maximum military paid leave - with Absence SMEs for input.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>d. Testing: Worked JIRA test tickets TST-17703, TST-17725, TST-18919, TST-19433, TST-19504. The details can be found in Jira.</li> <li>e. Meetings: Project Checkpoint, Cross Functional, NSHE and SCI Conversion Meetings, Absence SME Weekly Meeting.</li> </ul>
Time Tracking	<ol style="list-style-type: none"> <li>1. Time Clocks: Testing of time clocks continues in NSHE4 after the tenant refresh from NSHE3. Drago continues to work with AccuTime to develop performance testing of biometric logins. Drago is also developing test scenarios to end to end test the time clocks - which will need to be done in NSHE4.</li> <li>2. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets &amp; FAILED scenario tickets.</li> <li>3. E2E Testing: Completed 4th week of End to End testing, provided Time Tracking support to testers on a daily basis; attend daily meeting with Testers to provide any updates that impact testing.</li> <li>4. Configuration: Completed WCR-306, Configuration for Hourly LOAs to use Time Tracking In/Out on the Time Entry Calendar.</li> <li>5. Meetings: Project Checkpoint, HCM Conversion, Time Tracking Weekly, AccuTime Weekly, Cross Functional Meetings.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. E2E Testing: Provided Payroll support to testers on a daily basis, attend daily morning meetings with all Testers North and South to discuss any updates or answer any questions pertaining to scenarios.</li> <li>2. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting.</li> <li>3. SCI configured mid-term academic pay and it was available for demonstration during Playbacks. SCI has confirmed we can reproduce the calculations from NSHE's test cases. Additional testing continues.</li> <li>4. Payroll Parallel: The team has run an initial compare and is now refining variances for the team to research.</li> <li>5. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned &amp; FAILED scenario tickets.</li> <li>6. Integrations E2E (Training/Knowledge Transfer): Ran Thomas and Mack test Integration file. Minor configuration changes are being made to some Job Profiles that were omitted from the filtering process; Ran 2nd test of UNR T2 Parking Integration. Met again with the Parking Services Representative to validate the Input file for accuracy; Retested ePay Integration for both Monthly and Semi-Monthly and assisted the North Payroll Office with validation for accuracy.</li> <li>7. Working Session (w/Steven): Configuration of adding Leave proration to all allowance earnings; Configuration of SUI being withheld to Annual Time Paid Off earnings; Worked on solving multiple FAILED tickets and sending them back for retesting.</li> <li>8. Payroll Calculations: Nightly Pay Calculations run for both pay cycles and will continue through End to End testing so testers will check Pay Results for accuracy. Held training</li> </ol>

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	<p>session w/Michelle Hooper on how to run Pay Complete;                      For End to End testing, she will Complete Payroll for cycles: 1/16-1/31/17 &amp; 1/1-1/31/17.                      9. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.</p>
Financials	<ol style="list-style-type: none"> <li>1. Banking &amp; Cash Settlement                             <ol style="list-style-type: none"> <li>a. P3 End-to-End Testing support.</li> <li>b. First Notice Rules configured for all institutions.</li> <li>c. Test scripts for P3 created for ACH and Positive Pay integrations.</li> <li>d. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers.</li> <li>e. Banking SMEs continue to stale date their old outstanding checks.</li> <li>f. Developed "Touch Point Banking" for end to end testing.</li> <li>g. Another ACH test file was run and adjustments were made.</li> <li>h. Custom report "Find Escheatment Items - NSHE" created in P3 for change request WCR-122.</li> <li>i. Working with campus for insight for use case of WD27 "Return Payments" report.</li> </ol> </li> <li>2. FDM                             <ol style="list-style-type: none"> <li>a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates.</li> <li>b. Coordinated conversion data validations in P3 for beginning balances &amp; journals.</li> <li>c. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4.</li> <li>d. Formation of FDM Governance committee reviewed with controllers.</li> <li>e. Met to further define process for adding new FDM values using WAX, BAs, and FDM Governance committee.</li> </ol> </li> <li>3. Financial Accounting                             <ol style="list-style-type: none"> <li>a. Set up and test UNLV Admin OH Allocation.</li> <li>b. Workshop to review, prioritize, and discuss requirements for financial reports was held.</li> <li>c. Review of outstanding JIRAs to assess where we are and assign follow up.</li> <li>d. Ongoing test support is provided. There is currently one failed scenario due to additional reporting desires. A # of scenarios are awaiting testers.</li> <li>e. Ongoing review of financial accounting security roles and need for additional roles vs changes to current roles.</li> <li>f. Ongoing data validation for integrations.</li> </ol> </li> <li>4. Budgets                             <ol style="list-style-type: none"> <li>a. SCI presented the revised Payroll Accrual solution to the Budget Officers on 4/12.</li> <li>b. A new integration will need to be developed to calculate encumbrances each day, which will solve the PERS Reduction issue.</li> <li>c. HCM budget checking will not be turned on with the new solution, but will rely on reporting to reflect decision making.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>d. Institutions agreed to move to Virtual Parent/Child budget structure.</li> <li>e. Issue HR/Finance Coordinator input of worker cost allocations resolved-double approval issue still outstanding.</li> <li>f. Received and loaded Sample Position budget data form institutions.</li> <li>g. Virtual parent/child and Foster Parent structures setup in Workday and budget data loaded.</li> </ul> <p>5. Business Assets</p> <ul style="list-style-type: none"> <li>a. Testing Support.</li> <li>b. Two cut-over plan submitted to campuses. Working on proposal with documentation for next week's asset conversion meeting.</li> <li>c. Asset Validation in Progress for April files at the campuses.</li> <li>d. We need a new balance sheet account for our GL2050 Ledger. Validating the journals and balances during cut over plan will be too difficult without it.</li> <li>e. Need a custom report or our roll-over report. Confirmed that the Asset Activity Report would work if we can get it to roll into the ledger accounts. It is currently by spend category.</li> <li>f. Business Asset Accountant role must have journal entry ability. The team is working on a solution.</li> <li>g. Ongoing coordination with FDM to Create default Worktags for old Advantage accounts not mapped in Workday.</li> </ul> <p>6. Projects</p> <ul style="list-style-type: none"> <li>a. P3 Testing Support.</li> <li>b. One Change request for validation at Project Setup.</li> <li>c. Customer Accounts &amp; Contracts.</li> <li>d. Approved BIRT layout for both Customer Invoice and Customer Statement.</li> <li>e. Completed testing of decentralized customer accounts invoice process. Worked with BA and consultant to configure customer segments.</li> </ul> <p>7. Expenses</p> <ul style="list-style-type: none"> <li>a. Supporting Testers.</li> <li>b. Completed one 1 Change Request.</li> <li>c. Worked on clearing FIN-Projects Jira Tickets.</li> </ul> <p>8. Grants &amp; Effort</p> <ul style="list-style-type: none"> <li>a. P3 Testing support.</li> <li>b. Met with NSHE trainer to develop training session and review of job aids.</li> </ul> <p>9. Procurement</p> <ul style="list-style-type: none"> <li>a. P3 Tester support.</li> <li>b. Final PO Layout has been accepted by CSN and BCN.</li> <li>c. URL for standard T&amp;Cs provided by CSN and BCN.</li> <li>d. Working sessions to review PCard functions and validate/test loaded transactions within the project team.</li> </ul>
CM/Outreach	<p>1. Training</p> <ul style="list-style-type: none"> <li>a. Linda met with TMCC and DRI and reviewed their campus Curriculum Delivery Plan. Campus meetings will continue next week.</li> </ul>

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	<ul style="list-style-type: none"> <li>b. Curriculum job aid development continues with the focus on job aid design in support of User Acceptance testing.</li> <li>c. Completed second draft of 'Getting Started Guide'.</li> <li>d. Opened ticket with SCS System for an instance of WordPress for the Centralized database(Roth).</li> <li>e. Met with SCS OMT Leadership to discuss strategy for ensuring 'intranet' only access to Training materials from Workday/Campuses; per Workday Ts&amp;Cs. (Roth).</li> </ul> <p>2. Testing</p> <ul style="list-style-type: none"> <li>a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, and PoCs.</li> <li>b. Team Support: Worked with the consultants, designees, BAs and the POCs during testing. Reached out to BAs regarding integration progress. Reached out to testers and PoCs to keep scenarios on track to meet deadlines. Provided requested JIRA reports to the team.</li> <li>c. Tester Support: Continued to communicate to testers regarding the weekly test schedule and location. Answered various questions received from the testers. Provided tester support in the labs.</li> <li>d. Close-out of System Test: Close out continues for On hold, Not Started, and In Progress items.</li> <li>e. Continued discussions on User Acceptance Testing. Set up UAT test version and UAT dashboards in JIRA. Sent email to POCs with the BPs identified for UAT.</li> </ul> <p>3. CM-Communications</p> <ul style="list-style-type: none"> <li>a. Onsite support P3 Testing Support.</li> <li>b. Supervisory Organization Explainer distributed to Change Mgmt. Liaisons.</li> <li>c. Supervisory Organization Quick Ref distributed to Change Mgmt. Liaisons.</li> <li>d. Planning for UAT with Campus Points of Contact.</li> <li>e. 2-day strategic planning with SCS leadership. Customer support for iNtegrate 2 was significant topic.</li> </ul>
Technical	<p>1. FIN Conversion</p> <ul style="list-style-type: none"> <li>a. Distributed instructions and due dates to the Campus Validation teams for the April extract cycle.</li> <li>b. Determined that Virtual Parent/Child Budget structures will be used going forward.</li> </ul> <p>2. Integrations</p> <ul style="list-style-type: none"> <li>a. BIRT for Customer Statements is ready for End to End testing.</li> <li>b. Loaded all PeopleSoft input files into the P2 tenant for 1/12/2017 and reviewed the loads with the Campuses on 4/13. Coding is complete for the PeopleSoft extracts Of JV, Student Refunds, and Adhoc Bank Transactions and the corresponding integrations to load the data into Workday.</li> <li>c. Made programmatic fixes in the integration which loads PCard/Travel Card and reloaded Nov/Dec transactions files into P2 for campus testing.</li> <li>d. Confirmed file naming convention on MasterCard files with JP Morgan.</li> </ul>



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	<ul style="list-style-type: none"> <li>e. Successfully loaded the Liberty Mutual deductions, and Parking deductions for UNR and UNLV for February into Payroll Input for End to End testing. Also loaded TMC Payroll input for 2/1 - 2/15 pay period for event staff workers.</li> <li>f. Periodic and Quarterly Test files were sent to ADP from End to End testing on 4/14.</li> <li>g. Other integrations successfully run in End to End testing: Hometown Health PPO and HMO Enrollments, Guardian Dental, EyeMed, Sierra Health and Life Enrollments, MetLife enrollments.</li> <li>h. Received SFTP information from Sierra Health and tested connectivity today (4/14).</li> <li>i. Project given to campuses with the SQL and related objects for extracting Journals, Student Refunds and all banking transactions.</li> <li>j. Grant in Aid Solution was submitted to Campuses.</li> <li>k. Role Assignments for Security Initiator, Security Partners and Security Approvers were loaded into NSHE3.</li> </ul> <p>3. Reporting</p> <ul style="list-style-type: none"> <li>a. Financial Reports Workshop conducted on April 12<sup>th</sup>.</li> <li>b. Two EEO/AAP reports prepared for unit testing.</li> <li>c. Leave liability calculations for reporting clarified in Data Governance meeting and development underway.</li> </ul>

### Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	4/17-4/21	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-46, HCM-229, HCM-198, HCM-127, HCM-171, HCM-167, HCM-178, HCM-223, HCM-169, HCM-243, HCM-242, HCM-86, HCM-235, HCM-143, HCM-88, HCM-48, and FIN-1935.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records.
	3/20-5/1	Conduct End to End Testing.
Benefits	4/17-4/21	Complete 2 Feedback / Design Enhancements Changes. Working on tickets: WCR-202, HCM-195 (Pending Requirements), HCM-189, HCM-245, and HCM-60.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records.
	3/20-5/5	Conduct End to End Testing.
Recruiting	4/17-4/21	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: WCR-138, WCR-88, WCR-124, WCR-143, and HCM-70.
	3/20-5/1	Conduct End to End Testing.
Absences	3/20-5/5	E2E Testing.
	3/20-3/25	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.

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	Ongoing	Continue testing proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	Ongoing	Continued work on determining and solutioning Work Study requirements.
	3/20-5/5	End to End Testing.
	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	TBD	Configure Work Study. SCI is prototyping a calculation to determine the award for a student from a generic time entry code.
	Week of 3/20	Payroll Parallel Initial Compare to begin Variance Research.
Banking & Cash Settlement	done 3/20/17	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	Gathering transaction information to update the Worktags of 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).
	5/5/2017	P3 Testing - moving along well (110 passed 39%, 75 cancelled 26%, and 72 not started 25% and 9% in misc. items (lot of people are working on month end items currently and will get back to testing next week).
	ongoing	WCR-122 Escheatment Process - we need to wait to see how the data comes over from PeopleSoft.
	5/5/17	Integrations - Waiting for Settlement runs to be completed by Supplier Accounts and Expenses prior to running integrations for PayMode, Troy, Positive Pay, etc..
	5/5/2017	FIN-2167 Ck Reissue - Rhonda and Yvette are to complete testing in P3 for Expenses and Supplier Accounts - followed up 4/5/17.
	ongoing	FIN-21059 Balancing Worktag - working with group to resolve/answer.
	ongoing	FIN-2054 Make sure that BCS is able to print checks from BCN payroll.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - no posting of I/C entries by SA.
	ongoing	FIN-2053 Notification of Wire Specialist when wire settlement is processed - waiting for testing and integration to be done.
	ongoing	FIN-2067 Order serialize deposit slips for cashiers – reminder.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - are exploring in P3 testing.
	5/5/2017	FIN-2178 NSF Ck & Bad bank accounts - creating negative test scenarios now, positive test scenarios are in P3 currently.

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	ongoing	FIN-1717 Return payments - need to wait till PeopleSoft data are imported into WD.
	ongoing	FIN-804 System admin cash for pooled cashed - pending meeting next week.
	ongoing	FIN-1556 Update BP for Training prep - not sure if there is still value in updating this.
FDM	TBD	Develop plan for updated and verifying crosswalk mapping between P3 and P4.
	14-Apr	Consolidate FDM new value requests and submit to FDM Governance committee.
		Establish Governance committee; selection still pending for one member.
Financial Accounting		Continue review of reports and security roles.
		Work on campus Allocations and JV Loads for testing.
		Continue to develop use cases and test ISP functionality.
	30-Apr	Continue to refine month end close based on testing, and develop year end close.
		Shared Governance continuity plan presented to controllers - awaiting feedback.
Budgets	TBD	Issue of double approval by HR/Fin Coordinator on worker cost allocation posted on Community for clarification.
	TBD	Develop updated configuration test scenarios for P3 Budget SME and DRI fringe.
	TBD	Gather requirements for custom Payroll encumbrances - fringe rates, other details.
	TBD	Support DRI testing of fringe rate accounting after payroll posting-Matt L developing initial reconciliation report.
	TBD	Configure and test budget year-end rollover configuration.
	TBD	Develop update procedure for Virtual Foster parent.
	TBD	Configure and test budget sweep allocations - will need to be custom report and EIB combination. Current budget does not support allocations.
Business Assets	14-Apr	JIRA Started to configure P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists-Need SCI's input.
	21-Apr	Need to create/Plan EIB load of Responsible Person, and correct Asset Acquisition and Asset Class conversions. FIN-2110.
	21-Apr	Coordination and development of cut-over plan for assets. Need to address a ledger account for Sensitive Items at year end. Two new ledger accounts are needed for this conversion. FIN-2146.
	21-Apr	Test Issue asset to employee in NSHE5.
Projects	4/14/2017	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions.

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	4/14/2017	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.
	4/14/2017	Reviewing and compiling Project Reporting needs/requests.
	Ongoing	Started to update Project Configuration Documentation.
Customer Accounts & Contracts	Ongoing	Continue building out Customer Accounts for UNLV Med Center.
	5-May	Testing support for Customer Accounts (DRI and UNR Medical School).
	17-Apr	Develop test scenarios for UNLV Medical School.
	TBD	Configure and test Receivable aging worklet.
Expenses	Ongoing	Open Jira Tickets.
	21-Apr	WD 27 - Expense Report on Behalf of Committee Member Non-Worker - In Progress.
	TBD	Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	on going	Expense Reports. - i.e. for Cost Centers, Department Accountant or Financial Administrative Assistant Role-Hari is working on this one.
	21-Apr	Travel Card Business Process.
Grants & Effort	on going	WD 28 - Review new functionality.
	22-Apr	Test F & A allocation with larger sample. F & A posted 2/1.
	22-Apr	Need to upload sample award budget.
	30-Apr	Validate beginning balances with finance. 4/5 Had meeting with Karla, Matt and finance in regards to the accounting of the beginning balance activities. 4/7 Matt to develop documentation showing entries that need to take place.
	30-Apr	Resolve P3 testing issues. Worked with SCI on changes to grants reports. R57 Grant and Contract Balances security domain updated - will change to retest today. Started to reformat other reports. Need to rethink how roles are assigned to PI and grant manager in order to allow those groups access to some of the reports.
	30-Apr	Completion of outstanding JIRA tasks.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	28-Apr	Continued Discussion of PCard requirements.
	28-Apr	Report Requirements.
	1-May	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
	1-May	Cutover (go live) Planning.
	1-May	Procurement and Supplier Accts continue work with SReg team.
Supplier Accounts	4/13	1099 Process - Need meeting with the North to discuss the process.

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Area	Dates	Upcoming Activities
	Awaiting results	Create Suppliers and transactions for bank file transfer process.
	TBD	It has been discussed with Rhonda and David T. that we will need two spend categories set up. One called "Patient Refunds" and another called "Miscellaneous Refunds". We also need two GL Clearing Accounts, one for "Patient Refunds Clearing" and the other "Miscellaneous Refunds Clearing". The reason we need these is because we cannot use a revenue category on a "Ad-hoc Payment" or "Supplier Invoice" or "Supplier Invoice Request".
		Created help text for job aids - continue to work with Caleb to develop.
Fin Conversion	4/10 - 4/21	Campus Validation teams are reviewing April data extracts.
	Ongoing	Reviewing and working conversion JIRA issues.
	21-Apr	Coordination and development of cut-over plan for assets. Need to address a ledger account for Sensitive Items at year end. Possibly a new ledger account is need for this conversion.
	18-Apr	Continue coordination between the Beginning Balances and Grants teams to gain agreement of what gets included in the conversion of Inception to Date balances for Grants.
Integrations	May	Finish Build DA reviews on SCI developed integrations.
	Apr/May	End to End testing support and issues corrections.
	April	Design and coding of the Student Worker/Work Study integration.
	April	Complete Development of BIRT Reports and Form Layout.
	April	Continue Development on the DETR Integration.
	April	Complete Development on the PERS Employee Contributions Integration.
	April/May	Complete development on the OASDI Update.
Reporting	April/May	Continued preparation for reports to be used in E2E testing via Jira communications.
	April/May	44% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (17% in progress, 27% in review).
	13-Apr	R013 requirements and review meeting.
	19-Apr	Bi-weekly Reporting lane meeting with the campuses.
	24-Apr	Data Governance Meeting.
Training	on-going	Continue job aid assignment and review in preparation for E2E testing.
	3/13 - 4/14	Review Curriculum Deliver Plan with designees.
	03/27-04/21	Review Curriculum Deliver Plan with campus TLG member(s).
	3/20 - 3/27	Prepare project plan/checklist for implementation of the Centralized Training Server.
	3/27-4/3	Meet with NS, Systems to discuss server hardware/network requirements for Training Server.
	Early to mid-April	Meet with Customer Service team to plan for readying classrooms (40 and 104) for training needs.
Testing	4/17-5/31	Complete documentation to support Unit and System Testing sign-off.

Area	Dates	Upcoming Activities
	4/17/17-4/21/17	Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads and PoCs. Draft an initial UAT test plan for the POCs. Identify scenarios for UAT testing.
	4/17/17-5/31/17	Participate in functional team, E2E, UAT, reporting and integration meetings.
	4/17/17-5/5/17	Monitor and support testing.
CM-Communications	thru October 2017	Weekly Project Update.
	ongoing	Central Training repository development.
	Thru mid-April	Support P3 Testing labs.
	ongoing	Custom Workday Training worklet development for WD homepage.
	Thru mid-April	P3 Testing daily recaps to Project.
	Early to mid-April	Meet with Customer Service team to plan for SCS's Office 365 implementation to ensure no impact to iNtegrate 2 project.
	thru April 2017	Continued Planning for UAT with PoCs.
	ongoing	Workday Exposure on Campuses Communication in development.
	ongoing	Workday Training real populations of power users and everyone else communication in development.
	ongoing	Workday launch campaign discussions have started.

**Planned Time Away**

Dates	Team Member	Planned Time Away
April 17-21	Brooke Thrasher	PTO
April 20-21	Daly Costanza	PTO
April 21	Roberta Roth	PTO
April 27-28	Kim Beers Chris Mercer	PTO
April 28	Audra Kanae Roberta Roth	PTO
April 28 – May 1	Nancy Kelly	PTO
May 1- 14	Elora Paik	PTO
May 5	Roberta Roth	PTO
May 12	Roberta Roth Audra Kanae	PTO
May 12-15	Ken Bialobrzkeski	PTO
May 15 – 26	Mike Johnson	PTO
May 18-22	Roberta Roth	PTO
May 25 – 31	Andrew Ayala	PTO
May 26	Tom Davis Audra Kanae	PTO
June 6-9	Roberta Roth	PTO
June 9	Ken Bialobrzkeski	PTO
June 12-14	Linda Moore	PTO
June 15-21	Matt Garland	PTO
June 21-23	Audra Kanae	PTO
July 3-7	Michele Meador Ursula Price	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
TCH-1930	Grant in Aid Solution	High	Chris Mercer	28-Apr-17	<p>A conceptual design has been completed for GIA. The next steps are:</p> <ol style="list-style-type: none"> <li>1) Confirm requirements with HRAC for online form and eligibility. Completed – Agreed to proceed with existing online form as a starting point.</li> <li>2) Discuss technical options for the online form. Completed – Discussed various access challenges with Employee and Student Access.</li> <li>3) Review integration options within Workday. Completed – Conceptual design revised.</li> </ol> <p>The conceptual design was reviewed with the campuses. There were concerns expressed by both UNLV and UNR IT areas. Additional follow-up conversations have occurred with several of the campuses. The campuses were asked to identify contacts for on-going communications. Chris will follow-up with each of the campuses and present to the CEC for review.</p>
TCH-1912	Academic Pay calculations for mid-contract start/end dates	High	Marianne Bealles	28-Apr-17	<p>SCI has configured this and successfully tested NSHE’s provided scenarios. NSHE is testing in P3.</p>
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	21-Apr-17	<p>Workday will deliver the related/allowable Worktag functionality in WD30. The team is working on the custom validation for the go-live solution.</p>



#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	21-Apr-17	<p>The feedback provided by the campuses was discussed in a working session on 4/10 with NSHE, Workday, and SCI. The result of this working session was a re-architected solution that was presented to the CEC on 4/11 and the Controllers on 4/12.</p> <p>The new solution requires Workday product enhancements and a custom integration to generate Payroll Encumbrances. The team is working the week of 4/17 to identify the designs and timelines for the implementation of the Workday product updates and Encumbrance Integration.</p>
TCH-1929	Student Employment/Work Study	High	Matt Garland	21-Apr-17	<p>The Technical team has the design guidance needed to begin development. We are concerned about the development schedule and are working through options to be ready for P3.</p>
TCH-2015	SReg is behind Schedule	High	Steve Creswell	01-May-17	<p>Go-live date is set for the week of 5/1 and this will remain an issue to monitor until we have achieved the go-live.</p>

**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
Begin Build of P3	Green	February 6, 2017	100%	2/6/2017
P3 Playbacks	Green	March 13, 2017	100%	3/16/2017
E2E Testing (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Ends	Green	May 5, 2017	25%	
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)		