



## Project Status Report

Status as of April 21, 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 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 is behind schedule - 62% complete vs. 80% planned. 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 P3 E2E testing, 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>
	Green	Green	<b>Financials</b>
	Green	Green	<b>Technical Team</b>

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	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: Academic Appointments Guided Tours is now available - created Jira ticket for Kim and then will need to be to assign to Nancy once requirements are complete. Added Academic Appointment tab to Guided Tours.xls and created JIRA HCM-281.</li> <li>b. Configuration: Addressed the following tickets: Job Interest on Job Posting (WCR-113), Oath condition rule on document step in Add Addl Job (WCR-308), Configured a new Edit Position reason of Sabbatical, Added a Condition Rule to Skip Manager's Manager Approval, Request Compensation Change, and Organization Assignments if the Sabbatical Reason is Used (WCR-262), Create Position Funding Clause step changed to Initiator (WCR-286), New Classified Hourly Job Families updates (HCM-88), Western Enrollment File (TST-16211), EIB's for Catch-up Transaction - Jim (HCM-129), Liberty Mutual Integration (TCH-2064) and Profile Group configuration (HCM-48). The details can be found in JIRA. Tickets that did not involve configuration:                                     <ol style="list-style-type: none"> <li>c. Conversion: Conducted and Participated in bi-weekly P2 conversion calls.</li> <li>d. Testing: Supporting End to End testing. The support activities include the following: Supporting Testing Room, Running Integrations, Answering Tickets, etc.</li> <li>e. DA Review Preparation: Completed running of audit reports, fixing errors and filling in the DA Configuration Review Template - Talent, HCM, and Compensation.</li> <li>f. Conversion: Reviewed issues for Academic Appointments file. Academic Unit Crosswalk update will be provided to Mike once institution updates are complete in WD. One issue was a proگرامing issue assigned to Mike and a second issue, Elora will research.</li> <li>g. 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>h. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 58 conversion tickets. We are closing the week with 58 tickets.</li> </ol> </li> </ol> </li> <li>2. Benefits                             <ol style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: Updated Voluntary Spouse Life - Guardian - MedRes (Spouse/DP) rate to look at employee Age instead of dependents age (WCR-290 / CNV-71). 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: Added Recruitment Manager security group to the Job Requisition business process. Now the Recruitment</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<p>Manager can initiate the business processes (HCM-278). The details can be found in JIRA.</p> <ul style="list-style-type: none"> <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. We have configured and tested the Classified Offer Solution. We are working through testing feedback from Michelle (HCM-276). Molly has configured and now running through all the test on the following offer letters Academic Faculty (9 / 12 Month), Administrative Faculty, Post Doc, GA, LOA, and Technologist. The configuration details are in NSHE2.</li> </ul> <p>4. Absence</p> <ul style="list-style-type: none"> <li>a. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations</li> <li>b. Configuration: Completed WCR-277 - 15 day maximum military paid leave. Reviewed with Absence SMEs and moved from NSHE5 to NSHE3. Closed HCM- 228 Coordination of FMLA Entitlements.</li> <li>c. Testing: Worked JIRA test tickets TST-19475, TST-17738, TST-30938, TST-19894, and TST-17703 . The details can be found in Jira.</li> <li>d. Meetings: Project Checkpoint, Cross Functional, NSHE and SCI Conversion Meetings, Absence SME Weekly Meeting</li> </ul>
Time Tracking	<ul style="list-style-type: none"> <li>1. Time Clocks: Testing of time clocks continues in NSHE4. Drago continues to work with AccuTime to develop performance testing of biometric logins. AccuTime to provide 1000 templates to the time clocks to do stress testing. 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 5th 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: Continued work on HCM-8 - developed validations for worktags in NSHE3</li> <li>5. Meetings: Project Checkpoint, HCM Conversion, Time Tracking Weekly, AccuTime Weekly, Cross Functional Meetings, Work Study</li> </ul>
Payroll	<ul 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. Payroll Parallel: The team distributed the Payroll Compare tool and variance research has begun. Parallel Checkpoints occurring on Monday and Wednesdays.</li> <li>4. 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> </ul>

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	<ol style="list-style-type: none"> <li>5. 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>6. 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>7. 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 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</li> <li>8. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting</li> </ol>
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. Continue to configure First Notice Rules in P3 for auto-reconciliation of bank statements.</li> <li>c. Integration "INTF-S035D: ACH for Expense Reimbursement" successfully tested in P3 and two ACH Expense files were delivered to SFTP for B of A review and feedback.</li> <li>d. Test scripts for P3 created for ACH and Positive Pay integrations.</li> <li>e. Consensus obtained from campuses on how best to process/handle monies that come into the bank with netted numbers.</li> <li>f. Banking SMEs continue to stale date their old outstanding checks.</li> <li>g. Developed "Touch Point Banking" for end to end testing.</li> <li>h. Another ACH test file was run and adjustments were made.</li> <li>i. Created custom report "Find Escheatment Items - NSHE" in P3 for change request WCR-122.</li> <li>j. 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. FDM Governance committee met to approve new values for FDM</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. Follow up meeting to Reporting Workshop was held to keep development process moving.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>c. Review of outstanding JIRAs to assess where we are and assign follow up</li> <li>d. Ongoing test support is provided. Reaching out to tester to provide clarity to resolve failed JIRAs. 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> <li>g. Finance is meeting with HR/Payroll to discuss activity pay.</li> </ul> <p>4. Budgets</p> <ul style="list-style-type: none"> <li>a. New virtual budget structure loaded in NSHE3 and over 500 test scenarios updated for the change. About 25% of on hold will be cancelled.</li> <li>b. Initial requirements for the encumbrance calculation integration developed for SCI review.</li> <li>c. Testing support for HR/Finance Coordinator cross-functional testing.</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. How does the team want to accomplish this?</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. Completed updating and testing bp: billing schedule for DRI central process in NSHE5. Test scenario failed - JIRA TST-27656</li> <li>e. UNLV Medical School test scenarios will be completed by EOD 4-20-2017.</li> <li>f. Provided role assignment verification spreadsheet for Customer Accounts billing roles due to recent scope changes (DRI and UNLV Med School).</li> </ul> <p>7. Expenses</p> <ul style="list-style-type: none"> <li>a. Supporting Testers</li> <li>b. Submitted new test to testers to test creating a Spend Authorization and Expense Report for Another Worker</li> <li>c. Worked on clearing FIN-Projects Jira Tickets</li> </ul> <p>8. Grant &amp; Effort Reporting</p> <ul style="list-style-type: none"> <li>a. P3 Testing support</li> </ul>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>b. Successfully tested EIB load of award budget in NSHE5.</li> <li>c. Dry run of Award/Grants training with training team</li> </ul> <p>9. Procurement</p> <ul style="list-style-type: none"> <li>a. P3 Tester support</li> <li>b. PO Layout has been provided to UNLV for approval. BCN and CSN have accepted the layout.</li> <li>c. All Business Center URL's for standardized T&amp;Cs have been provided</li> <li>d. Campus validators working on validating loaded transactions</li> <li>e. Continue working sessions to review pcard functions and validate/test loaded transactions within the project team</li> <li>f. Tested punchout to CDW-G for the 1st time</li> <li>g. Tested auto issue of POs - all POs in approved status issued overnight</li> </ul>
CM/Outreach	<p>1. Training</p> <ul style="list-style-type: none"> <li>a. Linda and Kim Whiting in Vegas.</li> <li>b. Linda met with NSC, CSN, and UNLV and reviewed their campus Curriculum Delivery Plan.</li> <li>c. Curriculum job aid development continues. 82% of job aids are in progress or complete.</li> <li>d. Tom and Kelley Downs conducted Grants training review with SMEs, Designees, and trainers in Vegas in preparation for training in May</li> <li>e. Began work on designing Instructor Led Training for MSS classes.</li> <li>f. Continued Training Tenant development</li> <li>g. Opened ticket with SCS System for an instance of Wordpress for the Centralized database(Roth)</li> <li>h. 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 and scenarios ready for testing. 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. Extracted testing scenarios from JIRA and began organizing them for UAT.</li> </ul> <p>3. CM-Communication</p> <ul style="list-style-type: none"> <li>a. Onsite P3 Testing Support</li> </ul>



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	<ul style="list-style-type: none"> <li>b. Central Training Repository site installation completed. Proceeding to design phase.</li> <li>c. Planning for UAT with Campus Points of Contact</li> <li>d. 2-day strategic planning with SCS leadership. Customer support for iNtegrate 2 was significant topic</li> <li>e. Weeklong strategic planning sessions covering Workday launch announcements, central training repository site, 'training documentation' worklet development</li> <li>f. Revised Workday Icon Glossary Shared with CM</li> </ul>
Technical	<ul style="list-style-type: none"> <li>1. FIN Conversion               <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> </li> <li>2. Integrations               <ul style="list-style-type: none"> <li>a. Functional Review of the Pcard/Travel card expense loads has been completed. We have a follow up item for JP Morgan about the 'Sales Tax Collected'. Its set by the tag &lt;TaxAmountIndicator&gt; in the input file</li> <li>b. Corrected an issue with the Hometown Health Enrollment integration to properly map domestic partner coverage to Employee + Spouse coverage target.</li> <li>c. Moved DETR integration into Unit testing</li> <li>d. Completed configuration the Catalog and PO Punchouts for CDW-G</li> </ul> </li> <li>3. Reporting               <ul style="list-style-type: none"> <li>a. Financial Reports Workshop next steps meeting conducted April 18th</li> <li>b. EEO/AAP reports, and other HCM related Jira report tickets worked on week of 4/17.</li> <li>c. Grant report review &amp; next steps meeting conducted April 18th</li> </ul> </li> </ul>

### Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	4/24-4/28	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-127, HCM-223 (WD case#602440 from another client), HCM-243, HCM-242, HCM-86, HCM-48, FIN-1935, WCR-299, WCR-265, HCM-280, WCR-129, WCR-284, WCR-269 and HCM-275.
	3/6-3/10 (Delayed)	Manually Enter HCM Fallout Records
	3/20-5/1	Conduct End to End Testing
Benefits	4/24-4/28	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

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Area	Dates	Upcoming Activities
	3/20-5/1	Conduct End to End Testing
Recruiting	4/24-4/28	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
Absence	3/20-5/1	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.
	Ongoing	Continue testing proposed solution for Worker's Comp buyback with Payroll.
Time Tracking	Ongoing	Continued work on determining and solutioning Workstudy requirements.
	3/20-5/1	End to End Testing
	Ongoing	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.
	5-May	Mid-Term Academic Pay Testing
	4/24 - 5/15	Payroll Parallel Complete Monthly Variance research and begin Semi-Monthly compare.
Banking & Cash Settlement	ongoing	B of A is working internally to craft.
	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 cks from BCN payroll

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	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
	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 - held first meeting
Budgets	TBD	Issue of double approval by HR/Fin Coord 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

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	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 configure P3 for asset disposal item to alert OSP when gain on sale of Grant asset exists-Need Tazeen'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
	<b>21-Apr</b>	Test Issue asset to employee in NSHE5
Projects	4/14/2017	Meeting with SME's regarding Project Phases and templates for all NSHE Institutions
	4/14/2017	Further discussion required for Project roles having adequate access to invoice detail. ie: 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	25-Apr	Continue building out Customer Accounts for UNLV Med Center.
	5-May	Testing support for Customer Accounts (DRI and UNR Medical School).
	17-Apr	Developing 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
	28-Apr	Travel Card Business Process
	28-Apr	Change Request - 1 waiting on response from Leigh, 1 need info from requestor, 1- need to write a brainstorm.
Grants & Effort Reporting	22-Apr	Test F & A allocation with larger sample. F & A posted 2/1.
	22-Apr	Exploring option to create Budget Template via EIB in order to load award budgets. Currently, this has to be done one-by-one through the user interface.

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	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 Matt on changes to grants reports. Had status meeting with reporting team 4/18. Will use another role, Contract Analyst II, to assign at award level to allow view access by award for roles such as grant manager. Contract Analyst will be used for roles to view all awards.
	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
Suppliers	99% complete	1099 Process - Shawn will correct hierarchy from System Admin to NSHE
	Fin-2111	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.
	25-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	April/May	Complete configuration of remaining Punchouts
	Apr/May	End to End testing support and issues corrections.
	April/May	Design and coding of the Student Worker/Work Study integration
	April/Mid-May	Complete Development of BIRT Reports and Form Layout.

Project Status Report

Area	Dates	Upcoming Activities
	April/Mid-May	Complete configuration of remaining Punchouts (Grainger, Amazon, Office Depot)
	April	Complete Development on the PERS Employee Contributions Integration
	April/May	Complete development on the OASDI Update
	April/May	Design and Code of Encumbrance integration
	May - July	Finish Build DA reviews on SCI developed integrations
Reporting	April/May	Continued preparation for reports to be used in E2E testing via Jira communications.
	April/May	16% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (16% in progress, 26% in review)
	30-Apr	Run temporary
	3-May	Bi-weekly Reporting lane meeting with the campuses
	1-May	Data Governance Meeting
Training	on-going	Continue job aid assignment and review in preparation for UAT testing
	24-Apr	Campus Delivery Plans to be published on Google Drive for each campus
	5/1-5/4	Linda to Vegas
	5/16 to 5/24	Grants training in preparation grants conversion efforts - in North and South
	on going	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	4/24-5/31	Complete documentation to support Unit and System Testing sign-off.
	4/24-4/28	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.
	4/28-5/31	Participate in functional team, E2E, UAT, reporting and integration meetings.
	4/28-5/5	Monitor and support testing.
CM-Communication	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

Area	Dates	Upcoming Activities
	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 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	28-Apr-17	The Payroll Accrual solution requires Workday product enhancements and a custom integration to generate Payroll Encumbrances. The team is working to identify the designs and timelines for the implementation of the Workday product updates and Encumbrance Integration.
TCH-1929	Student Employment/Work Study	High	Matt Garland	21-Apr-17	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.
TCH-2015	SReg is behind Schedule	High	Steve Creswell	01-May-17	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.

## 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 15, 2017		
User Acceptance Testing (P4) Begins	Green	June 12, 2017		
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)		