# Project Status Report

**Status as of May 26, 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 delays in the Financials area, Integrations (NSHE and Campus) and Financials Reporting.  Please refer to the detailed status below. Workday continues to develop the Payroll Accrual solution product update which is on track for delivery in mid-July 2017. The NSHE team will begin testing the Payroll Accrual solution on July 17th. |
| ❖ **Overall Status – Functional Lanes** | Green | Green | **HCM** |
| | Green | Green | **Payroll** |
| | Green | Green | **Time Tracking** |
| | Yellow | Yellow | **Financials:** Overall Status remains Yellow based on i) status of Budgeting; ii) status of reporting; iii) PCard implementation, and iv) SREG. Other functional areas remain green. The focus for the following week is on JIRA disposition, report development, PCard configuration, and a decision on a interim SREG solution. |
| | Green | Green | **Audit** |
| ❖ **Overall Status – Technical Team** | Yellow | Yellow | **Integrations (NSHE):**  A few NSHE integrations are behind schedule but are being finalized and unit tested as part of P3. Full end-to-end testing will continue in P4. |
| | Yellow | Yellow | **Integrations (Campus):**  Several 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 | **Conversion (Financials)** |
| | Yellow | Yellow | **Reporting:**  Several baseline financial reports have been developed.  The reporting team is better positioned to complete the body of work remaining for critical and high priority reports. |

| Item | Current Status | Prior Status | Status Notes |
|---|---|---|---|
| | Green | Green | **Security** |
| ❖ **Overall Status – Training & Outreach** | Green | Green | **Training** |
| | Green | Green | **Change Management/Communication** |
| | Green | Green | **Testing** |
| **Schedule** | Yellow | Yellow | Status remains Yellow based on the status of Financials. |
| ❖ **Schedule** | Green | Green | **HCM** |
| | Green | Green | **Time Tracking** |
| | Green | Green | **Payroll** |
| | Yellow | Yellow | **Financials:** Status remains Yellow based on the status of Budget configuration, PCard implementation, SREG, and reporting. |
| | Green | Green | **Technical Team** |
| | Green | Green | **Change Management/Outreach** |
| | Green | Green | **Audit** |
| **Budget** | Green | Green | As of 4/30: SCI Hours % Complete: 79% of budget Project Plan % Complete: 83% 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** |
| | Green | Green | **Change Management/Outreach** |
| **Project Risk** | Yellow | Yellow | The status of Project Risk remains at Yellow due to Technical Integrations.  Please refer to the detailed status below. |
| ❖ **Project Risk** | Green | Green | **HCM** |
| | Green | Green | **Payroll** |
| | Green | Green | **Time Tracking** |

| Item | Current Status | Prior Status | Status Notes |
|------|---------------|--------------|--------------|
|  | Green | Green | **Financials:** We continue to monitor several specific risks & issues: 1) WAX Support - Based on recent discussion, post-go-live plan will be adjusted. 2) PCard Configuration - Meetings will be held this week to address open issues. 4) SReg implementation. |
|  | 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** |

| 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 | 1. Core HCM<br>   a. Configuration: Addressed the following tickets: Create new step for Employee as Self and Pre-Employee as Self to require Payment Elections for employees, however, make the step optional for Contingent as Self and Pre-Contingent as Self (WCR-372), Added Institution Classification Partner and Shared Services Classification Partner as initiators to the Edit Position business process (WCR-381), Added Government IDs and Personal Information steps to allow the by-pass of recruiting for job management (WCR-209), Added the ability for HR Partners, Recruiter, and Recruiting Manager's the ability to see job information for everyone in the tenant (WCR-287/ WCR-261). The details can be found in JIRA. Tickets addressed that didn't result in design changes: WCR-367 and WCR-365.<br>   b. Configuration: Generated and Staged EIB Templates to aid Catch Up Transaction Discussion at HRAC.<br>   c. Conversion: Reviewed all HCM files for the P4 build. All HCM files have been placed in the P4 folder.<br>   d. Conversion: Mike and Jeff are working through Error Report Issues.<br>   e. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 64 conversion tickets. We are closing the week with 50 tickets.<br>2. Benefits<br>   a. Configuration: Addressed the following tickets: Added 89106-4124 zip code to Southern Nevada Home Location or location (postal code) = 89102, 89154, 89106, 89106-4124 eligibility rule (WCR-260). The details can be found in JIRA.<br>   b. Conversion: Reviewed Benefit Files for the P4 build. All Benefit Files for the P4 build have been placed in the final folder.<br>3. Recruiting<br>   a. Configuration: Addressed the following tickets: Created custom report - Period Activity Pay Offer Letter - to pull out all fields in Period Activity Pay, with eventual goal of integrating offer letter solution directly into Period Activity Pay BP for LOAs (HCM-277), Added questionnaire, calculated fields and condition rules for questionnaire answers for Decentralized Institutions; updated Offer BP to include Decentralized configurations for Post Doc; linked BIRT doc to begin testing of custom layouts (just CSN for now) (HCM-295), Added questionnaires, calculated fields and condition rules for questionnaire answers for Decentralized Institutions; added addendums; updated Offer BP to include Decentralized configurations for AC/AD Faculty; and updated all condition ruled involving UNR/UNLV Medical School (HCM-296), Updated Dynamic Action Labels to override "Rejected" Candidate Stage for internal candidates (WCR-265). The details can be found in Jira. Tickets that did not involve configuration: Described functionality of Manage Job Interests - within the Succession Planning functional area, which is disabled in the tenant (WCR-113). |

| Area | Accomplishment /Activity |
|---|---|
| | b. Configuration: Molly is working with Mike Smith to design Offer Letter templates for each institution using Workday Design Studio and BIRT. Once configured, Molly will link to existing Offer Letter solutions in NSHE3 to finalize layout. Currently Mike has a report in NSHE4 to view test layout, and Molly has edited the Document Layout for Post Doc (CSN only) to test as soon as a layout has been finalized. <br> 4. Absence <br> a. Configuration: Continue work on proration of accruals while on leave of absence; will test calculations. <br> b. Knowledge Transfer: Heather and Jim worked with the Submit Absence EIB in preparation for cutover planning and testing. <br> c. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning. <br> d. Meeting with Absence SMEs: Discussed cutover planning. Leaves of Absences and Time Off Requests processed after 8/31 will be manually entered into Workday once it is available on 10/2. Accruals for Salaried employees will begin in Workday as of Go Live, with a start date of September 1. Classified Hourly employee accruals for 9/1 to 9/15 will either be manually entered or loaded via EIB. Classified Hourly accruals will begin 9/16. |
| Time Tracking | 1. Time Clocks: End to End Testing (Drago/UNLV & Denise Madole/UNR) of time clocks completed in NSHE4. Drago continues to work with AccuTime to develop performance testing of biometric logins. Discussions with AccuTime surrounding performance testing of the integration to Workday. <br> 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 & FAILED scenario tickets; Completing open tickets from End to End testing. <br> 3. Training/Knowledge Transfer: Process of overriding costing allocations through Time Entry of hours. <br> 4. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint. <br> 5. EIBs: Discussed new Time Block Import EIB now available in WD28. Heather and Audra will work to get this EIB loaded into the EIB library on OwnCloud. |
| Payroll | 1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. <br> 2. Payroll Parallel: The team distributed the Payroll Compare tool and variance research has begun. Parallel Checkpoints occurring on Monday and Wednesdays. Continued researching net amount variances on BCN monthly file then loaded all findings to ownCloud to be incorporated to updated files. <br> 3. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Completing open tickets from End to End testing. |

| Area | Accomplishment /Activity |
|------|--------------------------|
| | 4. End to End JIRA Tickets: Began cleaning up not completed testing tickets; Evaluation of On Hold, Not Started and In Progress not completed tickets; Cancelled tickets that have been previously tested, rerouted those still needing to be tested to P4 Residual.<br>5. Training Session (ADP): Process of logging into SmartCompliance ADP website for the purpose of obtaining reports and other ADP resources.<br>6. Integrations E2E: Ran T2 UNR Parking integration to test for "stop" deductions to prepare for end of fiscal year rate changes.<br>7. Configuration: Created new Earning Code: Medical Faculty Clinical/Practice; Changed Calculation and Compensation Element for Athletic Endorsements earning code; Advanced the pay periods (2mos) in NSHE3 for Benefits Integration testing.<br>8. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting. |
| Financials | 1. Banking & Cash Settlement<br>    a. P3 End-to-End Testing support.<br>    b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process.<br>    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.<br>    d. Test scripts for P3 created for ACH and Positive Pay integrations.<br>    e. Banking SMEs continue to stale date their old outstanding checks.<br>    f. Developed "Touch Point Banking" for end to end testing.<br>    g. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts.<br>    h. Added notification to the Cashier Manager when the additional worker comments on the bank statement line to the Review Bank Statement Line business process.<br>    i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NSHE5 and NSHE3.<br>    j. Working with campus for insight for use case of WD27 "Return Payments" report.<br>2. FDM<br>    a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates.<br>    b. Coordinated conversion data validations in P3 for beginning balances & journals.<br>    c. WAX updated with most recent Advantage data and has been reopened for ongoing updates - prep for P4.<br>    d. Working to set up new values approved by FDM Governance committee.<br>    e. Discussion about WAX and use to capture additional security roles allowed by WD28.<br>3. Financial Accounting<br>    a. Demo of options for Worktag balancing presented.<br>    b. Updated and customized reports are in progress and will be available for P4. |

| Area | Accomplishment /Activity |
|------|--------------------------|
| |     c.  Outstanding JIRAs have been grouped and work is on JIRAs is in progress. <br>     d.  Change requests: inbox search capabilities is pending. <br>     e.  Created/edited Financial Accounting Security roles for P4 collection process. <br>     f.  Ongoing data validation for integrations. <br> 4.  Budgets <br>     a.  Held cross-functional Fringe Rate work session with UNR and UNLV to develop NSHE configuration options. Proposed approach and rates to be presented to other institutions. <br>     b.  Presented Worktag balancing options to UNR/UNLV. Proposed configuration to be presented to other institutions. <br>     c.  Continued development and testing of prototype Manager Balance and Activity reports. <br>     d.  SCI developed preliminary fringe rate analysis report to assist rate development. <br> 5.  Business Assets <br>     a.  UAT Test scenarios completed. <br>     b.  Notification for Grant Asset disposal was completed and tested. Works on all assets with a Grant Worktag attached. Must have a Grant Accountant assigned. <br>     c.  Asset Type & Class Definitions submitted by UNLV - Out to SME's for review. <br>     d.  Asset Edit EIB Testing Completed. <br> 6.  Projects <br>     a.  UAT Test Scenarios completed with Mary. Plan in place for UAT Project Testing. <br>     b.  Tested and Confirmed Project\ Security on Requisitions. <br> 7.  Customer Accounts <br>     a.  Moved TST-31398 (BIRT Customer Invoice) and TST-31399 (BIRT Customer Statement) to 'Postponed' status as they will be retested in NSHE4. These relate to INTF-S090I and INTF-S090J respectively. <br>     b.  Resolved FIN-2227 (Report Customer Payments Requiring Action is not broadly available to manager) and successfully tested FIN-1468 (Attachment option for Customer Payments) and closed it. Re-categorized FIN-1242 to FIN: P4 Freeze (6/20-8/25). <br> 8.  Expenses <br>     a.  Completed Expense Report on Behalf of External Committee Member. - Need to Write test scenarios. <br>     b.  Worked on PCard Process with Procurement team. <br>     c.  Worked on Reports Expense reports that need to be completed. <br>     d.  Worked on clearing FIN-Projects - Expense Jira Tickets. <br>     e.  Attended Meetings. <br> 9.  Grant and Effort <br>     a.  Updated Grant Role workbook. <br>     b.  Grants training session was held at DRI. <br>     c.  Continued to work on the Award Validation for P4. |

| Area | Accomplishment /Activity |
|---|---|
| | 10. Procurement<br>    a. PCard documentation is being created alongside a demo to be able to hold a working session for PCard Admins next week.<br>    b. Kick-off meeting with Amazon for Punch-out functionality.<br>11. Suppliers<br>    a. P4 Supplier Accounts Test Scenarios complete.<br>    b. All FIN's and TCH have been reviewed.<br>    c. No Change orders. |
| CM/Outreach | 1. CM-Communication<br>    a. Central Training Repository site installation completed. Proceeding to design phase.<br>    b. Planning for UAT with SA, SCS and EPSCOR office.<br>    c. UAT Planning Team Session.<br>    d. Change Management Strategy Sessions with Institutions' liaisons.<br>2. Training<br>    a. WAT Toolkit # 5 released.<br>    b. Help Desk planning sessions with CM/Outreach team.<br>    c. TLG meetings are now weekly combining with UAT update meetings with Testing Coordinators.<br>    d. Curriculum job aid development continues. 82% of job aids are in progress or complete Priority is to ensure all priority BPs for UAT will have a job aid.<br>    e. Grants training class were held in Reno at DRI and in LV at SCS. One more class is scheduled at CSN next week.<br>    f. Getting Started Guide for UAT was completed and put on Google Drive in UAT testing folder.<br>    g. Several navigation videos have been completed and put on Own Cloud curriculum library folder.<br>    h. DRAFT ILT Agenda developed and in review.<br>3. Testing<br>    a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, TLGs and PoCs.<br>    b. Team Support: Worked with the consultants, designees, and BAs for upcoming testing. Meeting with teams in preparing for UAT.<br>    c. Campus Support: Worked with campus testing coordinators in preparing for UAT. Made campus visits to discuss UAT. Provided JIRA training. Provide weekly updates on UAT progress.<br>    d. Began loading UAT scenarios. |
| Technical | 1. Integrations<br>    a. Completed configuration of the CDW-G and Grainger Punch outs.  These integrations are ready for functional testing.<br>    b. Resolved an issue with the SFTP for MetLife, sent another test file from E2E after completing bug fixes. |

| Area | Accomplishment /Activity |
|---|---|
| | c. Troubleshooting discrepancy between the Journals and Adhoc Bank Transactions extracts from PeopleSoft.<br>d. Knowledge sharing session on Punch-out configuration. |

## Upcoming Activities

| Area | Dates | Upcoming Activities |
|---|---|---|
| Core HCM | On-Going | Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-127, HCM-242, HCM-86, WCR-269, HCM-288 and HCM-275. |
| Benefits | On-Going | Complete 2 Feedback / Design Enhancements Changes. Working on tickets: WCR-202, HCM-195 (Pending Requirements), HCM-189, HCM-245, and HCM-60. |
| Recruiting | On-Going | Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-277, WCR-265, WCR-199, WCR-113, WCR-88, and HCM-70. |
| Absence | 3/20/2017-3/25/2017 | 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 | 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 | ongoing | B of A is working internally to assign internal team to PayMode implementation for other campuses. |
| | Ongoing | Gathering transaction information to update the Worktags of first notice rules specific to each institution. Waiting for Controllers to determine #1012 vs #1000. |
| | Ongoing | TCH-1911 - Unit Testing - PS Check detail will be brought into WD so auto reconciliation will incorporate the PS student checks. |
| | Ongoing | TCH-1901 Troy Check Printing - pending IT support to move forward, Michael Bakker is researching. |
| | ongoing | FIN-2054 Make sure that BCS is able to print checks from BCN payroll - put input in from group - pending next steps. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| | 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 - gaining understanding of process/calculation - Tazeen and I are to discuss this week (5/23). |
| | ongoing | FIN-2053 Notification of Wire Specialist when wire settlement is processed - waiting for testing and integration to be done. We will discuss with Tazeen the week of 6/5. |
| | ongoing | FIN-2067 Order serialize deposit slips for cashiers - summarizing deposit slip details to send to BofA - working with group to gather final details 5/23. |
| | ongoing | FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration. |
| | ongoing | FIN-1717 Return payments - need to wait till PeopleSoft data are imported into WD. |
| | ongoing | FIN-804 System admin cash for pooled cashed - Tazeen and I to discuss this week 5/23. |
| | can be closed | WCR-346 - Bank Recon Report and Bank Recon Detail report with a time and date stamp of approval - Tad was able to produce a customizable report for UNR, the ticket can be closed. |
| | soon | WCR-325 - Bank Statement event business process needs a restriction update to the process. |
| FDM | TBD | Develop plan for updated and verifying crosswalk mapping between P3 and P4. |
| | | Develop plan for FDM new value requests post go live. |
| | 15-May | Develop plan for cutover and process for deactivating accounts at FYE in Advantage and consequences in WD. |
| | | Establish Governance committee; selection still pending for one member. |
| Financial Accounting | | Continue review of reports and provide ideal examples to consultants. |
| | | Work on campus Allocations and JV Loads for testing. |
| | | Continue to develop use cases and test ISP functionality. |
| | | Reaching out to campuses to follow-up and improve month end and year end close. |
| | | Test new functionality for Accounting Adjustments to Operational transactions. |
| | TBD | Pending policy/procedure decision on REGIA and workaround requirements (Michele Meador drafting document for CEC review). |
| Budgets | TBD | Finalize institution decision on Fringe rates and load for P4. |
| | TBD | Finalize Worktag balancing options and itemize the workarounds that may be needed. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| | TBD | Work with Financial Accounting on Manager budget report development. |
| | TBD | Begin testing prototype Budget reports and develop specifications for additional budget reports. |
| | TBD | Configure and test budget year-end rollover configuration. |
| | TBD | Configure and test budget sweep allocations - will need to be custom report and EIB combination. Current budget does not support allocations. |
| | TBD | Test PERS reduced wages new compensation plan solution for Budget encumbrance and reporting. |
| Business Assets | 30-Jun | Test JV for cutover plan ledger balance movement - Need to process this by fund with Worktags. |
| | 16-Jun | Testing Asset Load with Depreciation Start Date in Prior Month for Cut Over Plan underway. |
| | 26-May | Overview on Asset Validation process for WNC Scheduled. |
| | 26-May | Creation of Default Cost Center for legacy asset conversion in process. |
| | 16-Jun | Processing requests from UNLV for customizations and reports requested for Integration. |
| | 30-Jun | Finalization of cut-over planning. |
| Projects | 6/15 | Gathering feedback SME's regarding Project Phases and templates for all NSHE Institutions - only received feedback from UNLV at this point. |
| | 5/31 | 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. |
| | 6/15 | Reviewing and compiling Project Reporting needs/requests - Met with Cynthia and waiting to see her finalized reports. |
| | Ongoing | Project Configuration Documentation updated. |
| Customer Accounts | Ongoing until go-live | Prepare for Cutover, pull data to estimate invoice quantity for conversion and create Revenue Category mapped to 1270C. Having issues compiling Access query for open invoices as of 12/31/2016 in Advantage. |
| | 19-Jun | Prepare for P4 Testing, revisit Cash Sale EIB to get familiar with processes, reports, etc.. |
| | TBD | Configure and test Receivable aging worklet. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| Expenses | Ongoing | Open Jira Tickets<br>• Travel Card- FIN-2230 / Will be implemented Post go Live - A discussion needs to be had with NSHE Leadership regarding the time and implementation process for the Travel Card Post-Go-Live.<br>• FAA Creating an Expense Report on Behalf of a Terminated Employee.<br>• Reporting.<br>• Spend Authorization Roll-Over (not available- I voted on community, but we need to figure out what we are going to do post go live for cash advances). |
| | 26-May | WD 27 - Expense Report on Behalf of External Committee Member Non-Worker – I need to write test scenarios. |
| | TBD | Payment Election - After going live - Audra Kane created a Jira ticket on HCM side for On-boarding. |
| | on going | Expense Reports. - I.e. Outstanding Spend Authorizations/Cash Advances for Cost Centers, Department Accountant or Financial Administrative Assistant Role. |
| | Post Go Live | Travel Card Business Process FIN-2230- Will continue to work on business process, but will be implemented post go live. |
| | 19-May | Change Request -1 open - need to write a brainstorm - Will work with Taryn on 5-18. |
| Grant & Effort | 2-Jun | 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. |
| | 15-Jun | Continue to work on award conversion activities. Write up documentation for fixed price and prepaid awards. |
| | 31-May | Reviewed reports that have not been started or have not been completed with Glenda. Need to research and get more information. |
| | 26-May | Award Extract Files. |
| | 15-Jun | Completion of outstanding JIRA tasks. |
| Procurement | ongoing | Continue working on open JIRA tasks. |
| | ongoing | Update Procurement Process Documentation. |
| | 2-Jun | Continued Discussion of PCard requirements. |
| | 30-Jun | Report Requirements. |
| | 30-Jun | Procurement and Supplier Accts continue work with SReg team. |
| | 30-Jun | Cutover (go live) Planning. |
| Suppliers | 99% complete | 1099 Process - Shawn created a JIRA for the Project team to approve a name change to the System Administration Company that is the "single legal entity" that the 1099 rolls up to. The name change is required as the legal reporting agency. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| | | Cut over process in discussion - tentative dates of last settlements and open items that may need converting or closed in advantage and re-entered in WD, last settlement run 9/27, clearing advances, petty cash and scheduled cleared out of advantage and start over in workday. Discussed urgent pays during this period that may require PCard vs transactions in advantage so that financial/banking data is not impacted. |
| | | Create How to Do help text for job aids - continue to work with Caleb to develop. |
| FIN  Conversion | Ongoing | Reviewing and working conversion JIRA issues. |
| | 26-May | Security data gathering Workbooks due - In Progress. |
| | 1-Jun | Grant/Award security extracts due. |
| | 1-Jun | Crosswalk and WAX updates due for June Validation cycle. |
| | 6/8 - 6/9 | Complete catch up configurations in P4 tenant (BAs/Consultants). |
| | 6/12 - 6/13 | P4 smoke testing (BAs/Consultants). |
| | 6/14 - 6/16 | Tenant Validation (BAs/Designees). |
| | 6/14 - 6/16 | Conversion Validation (Campus Validation teams). |
| | 6/19-6/27 | Validation of June data conversion Extracts. |
| Integrations | May | End to End testing support and issues corrections. |
| | May/June | Design and coding of the Student Worker/Work Study integration in time for P4 testing. |
| | May/June | Complete Development of BIRT Reports and Form Layout. |
| | May/June | Complete configuration of remaining Punch-out's (Grainger, Amazon, Office Depot). |
| | May | Complete Development on the PERS Employee Contributions Integration. |
| | May | Complete development on the OASDI Update. |
| | week of June 12 | Migrate integrations to P4. |
| | May - July | Finish Build DA reviews on SCI developed integrations. |
| Reporting | May | FIN reports review from NSHE standard reports list with Designees is scheduled to finish 5/26. |
| | May/June | (In Progress) 45% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (14% in progress, 31% in review).<br><br>Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions. |
| | 30-May | IPEDs reporting in Workday (weekly). |
| | 31-May | Bi-weekly Reporting lane meeting with the campuses. |
| | 5-Jun | Data Governance Meeting. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| CM-Communication | thru October 2017 | Weekly Project Update. |
| | ongoing | Central Training repository development. |
| | ongoing | Custom Workday Training worklet development for WD homepage. |
| | 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 June 2017 | Continued Planning for UAT with PoCs. |
| | 1-Jun | UAT information kit communication to UAT coordinators. |
| | 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. |
| Training | on-going | Continue job aid assignment and review in preparation for UAT testing. |
| | on-going | Campus Delivery Plans are on Google Drive for each campus. As discussions continue the conversations are captured on each campus workbook. |
| | 22-May | Linda to complete NSHE training proposed schedule. |
| | 5/22-5/25 | Linda to Vegas to meet with Kim Whiting. |
| Testing | 5/29-6/2 | Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads, Campus Testing Coordinators and PoCs. Work with designees on scenarios for UAT and P4 End to End testing. |
| | 5/29-6/2 | Load scenarios for testing. |
| | 5/29-6/2 | Participate in functional team, TLG, UAT, POC, reporting and integration meetings. |
| | 5/29-6/2 | Close out End to End Testing. |
| | 5/29-6/2 | Finalize names for UAT testers to prepare tenant/Okta access. Obtain list of campus support team for proxy access in UAT. |

## Planned Time Away

| Dates | Team Member |
|---|---|
| May 25 – 31 | Andrew Ayala |
| May 26 | Tom Davis Audra Kanae |
| May 30-31 | Michael Bakker |
| May 30 – June 1 | Jane Kober |
| June 1-6 | John Tully |

| Dates | Team Member |
|---|---|
| June 2 | Lauren DeVera |
| June 5 | Jane Kober |
| June 5 – 7 | Michael Bakker |
| June 6-9 | Roberta Roth |
| June 9 | Ken Bialobrzeski<br>Lauren DeVera |
| June 12-14 | Linda Moore |
| June 15-21 | Matt Garland |
| June 21-23 | Audra Kanae |
| June 26 – 30 | Michelle Briggs |
| Fridays through 6/30 | Mike Smith |
| July 3-7 | Michele Meador<br>Ursula Price |
| July 3-5 | Yvette Walton |
| Through July 5 | Donna Cruzado |
| July 13-14 | Katrina Pitts |
| July 17-21 | Mary Stoltz<br>Leslie Obourn<br>Chris Mercer |
| July 24 – 28 | Nancy Kelly |
| July 31-August 4 | Kim Beers |
| Aug 14 – 23 | Michael Bakker |
| Aug 14 – 25 | Pat LaPutt |
| Aug 21-23 | Mike Smith |

iNtegrate 2

**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-1912 | Academic Pay calculations for mid-contract start/end dates | High | Marianne Bealles | 9-Jun-17 | SCI has configured this and successfully tested NSHE's provided scenarios.  NSHE is testing in P3. |
| HCM-8 | Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking | Highest | John Doetch | 2-Jun-17 | Workday will deliver the related/allowable Worktag functionality in WD30.  The team is has configured and shared the go-live solution. |
| TCH-1929 | Student Employment/Work Study | High | Matt Garland | 2-Jun-17 | The Payroll consultant is configuring the 12 programs needed for Work Study.  Development and testing can be completed once the configuration is finished. |
| TCH-2015 | SReg is behind Schedule | High | Steve Creswell | 9-Jun-17 | A decision was made to deploy a UNLV version of SREG rebranded for NSHE.  This is a stop-gap measure until the NSHE SREG can be completed and deployed.<br><br>The team is working on a transition plan to move from the temporary to the NSHE version of SREG.<br><br>The team is prioritizing the items necessary for the NSHE version of the application to go live. |
| HCM-297 | Payroll Parallel Testing is Behind Schedule | Highest | Leslie Obourn | 16-Jun-17 | The P3 Parallel Testing is slow-going and at risk for completion in May. The following actions have been taken:<br>1) Daily checkpoints have been scheduled.<br>2) Specific assignments will be made for items yet to be researched. |

| # | Key Issue | Criticality | Owner | Resolution Target Date | Resolution Plan |
|---|---|---|---|---|---|
| | | | | | 3) Variance reports will be updated nightly. |
| TCH-2074 | Loading of Worker Locations is needed for testing OKTA Identify Management | High | Michael Bakker | 19-Jun-17 | For identity management, most campuses would need to segment users based on location. This means that worker location within Workday needs to be assigned to test out these processes. Today, workers are defaulted to a particular location. As a project, we need to determine when we can get worker location information into Workday to support ancillary processes that rely on this information. |
| FIN-1732 | Payroll Accrual | Highest | Leslie Obourn | 21-Jul-17 | Workday has confirmed the product updates to be delivered in mid-July 2017 and the project team has been briefed.  Next steps are to complete configuration, a new PERS Reduction integration, and testing plans for the go-live solution. |

## 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 | Yellow | May 5, 2017 | 75% | |
| Begin P4 Build | Green | May 15, 2017 | 100% | 5/15/2017 |
| User Acceptance Testing (P4) Begins | Green | June 19, 2017 | 50% | |
| 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) | | |

iNtegrate 2