



## Project Status Report

Status as of June 9, 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 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 17 <sup>th</sup> .
❖ <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 (due to Payroll Accrual solution); ii) status of reporting; iii) and PCard testing. Other functional areas remain green. The focus for the next week is on report development and confirmation of PCard configuration.
	Green	Green	<b>Audit</b>
❖ <b>Overall Status – Technical Team</b>	Yellow	Yellow	<b>Integrations (NSHE):</b> 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	<b>Integrations (Campus):</b> 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	<b>Conversion (Financials)</b>
	Yellow	Yellow	<b>Reporting:</b> 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	<b>Security</b>
❖ Overall Status – Training & Outreach	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 Financials.
❖ Schedule	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, PCard implementation, 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 5/31: SCI Hours % Complete: 83% of budget Project Plan % Complete: 84% complete
<b>Personnel</b>	Green	Green	The status of Personnel is Green. Please refer to the detailed status below.
❖ Personnel	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>
	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.
❖ Project Risk	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 several specific risks & issues: 1) PCard Configuration – Demonstration conducted on 6/9. 2) SReg implementation – new resources identified and starting to work on NSHE SReg.

Item	Current Status	Prior Status	Status Notes
	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: Added Supplemental Pay One-Time Payment Plan (WCR-310) and Configured Sequence Generator for Employee/Contingent Worker ID in NSHE2 (TCH-2077), Reconfigured Compensation Plans, Eligibility Rules, Updated Compensation Package, and Total Compensation Statement in NSHE3 to support Finance PERS Solution. Created condition rule in NSHE5 for default weekly hours (P) is 35 or 40 AND JF/JFG (P) is AC Faculty and Company is TMCC or WNC. After rounds of testing noticed that line item for Company wasn't working so had to remove it. Resulted in a condition rule in NSHE5 for default weekly hours (P) is 35 or 40 AND JF/JFG (P) is AC Faculty OR default weekly hours (P) is 40 AND JF/JFG (P) is all others (minus AC Faculty) in NSHE5. Tested in NSHE5 and confirmed condition rule worked (HCM-275). The details can be found in JIRA.</li> <li>b. Configuration: Created / Updated Additional Job, End Academic Appointment, Add Additional Job, and Effective-Date Employee Compensation EIBs.</li> <li>c. Build Activities: Configured Items the following items that do not migrate between builds: Job Posting Templates, Internal Career Sites, External Career Sites, Veteran Statuses for Candidates, Custom Organization Security Assignments, Membership Rules, Assigning Workers to Custom Organization's, Supervisory Organization Assignment Restrictions and Defaults, Tenant Setup, Change Job Consolidated Template Override, Bulletins Pictures, Localization Settings, and Proxy Policy.</li> <li>d. Configuration: Supported the Finance team with Payroll Commitment errors.</li> <li>e. Build Activities: Conducted HCM and Benefits Smoke Testing.</li> </ol> </li> </ol>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>f. Configuration: Successfully tested the Termination EIB in NSHE5. Added condition rule to Assign Roles BP step in Termination BPs to skip if initiated by web service and fire if initiated manually.</li> <li>g. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 57 conversion tickets. We are closing the week with 55 tickets.</li> <li>h. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues.</li> </ul> <p>2. Benefits</p> <ul style="list-style-type: none"> <li>a. Configuration: Addressed the following tickets: Configured the Voluntary Short-Term Disability (Critical Illness Rider) benefits plan and supporting setup for the plan (HCM-301). Details can be found in JIRA.</li> </ul> <p>3. Recruiting</p> <ul style="list-style-type: none"> <li>a. Configuration: Per Michelle Briggs instructions updated Classified and Technologist offer letter layouts. BIRT design layouts were added for each institution, differing from other JFGs because they state "Employment Offer" instead of "Employment Contract." This configuration was approved to this point by Michelle Briggs so that Jira test scenarios can be distributed to each institution (HCM-276 and HCM-292). Faculty and Post Doc were updated very similarly to add new BIRT layouts and edit existing fields. More specifically, questions and questionnaires were updated to delete unnecessary questions, take out "0" answers from generated document (with "Leave as zero if not applicable" text added to each numerical and date question), and edit text slightly to make clearer. Consequently, Offer BP was updated extensively with new questionnaires and 16 steps added for Faculty and Post Doc proposed Review Document process. An additional 16 Review Offer steps were added to match the added Review Document steps so that Send Back is now an option (HCM-295 and 296). See Jira tickets for additional details.</li> <li>b. Configuration: Worked with Mike Smith (NSHE) to design Offer Letter templates for each institution using Workday Design Studio and BIRT.</li> <li>c. Configuration: Addressed the following tickets: Added a To Do step to the Primary Recruiting in the following business process: Job Requisition, Change Job Requisition, Evergreen Requisition, and Evergreen Requisition Change (WCR-88), Updated WNC Job Posting Template (WCR-319), and Removed YouTube Link from Career Sites (WCR-313).</li> </ul> <p>4. Absence</p> <ul style="list-style-type: none"> <li>a. Smoke Testing: Began P4 Absence Smoke Testing in NSHE9.</li> <li>b. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt). Daily monitoring of tickets is ongoing. Troubleshooting, reconfiguration, retesting and fixing of assigned &amp; FAILED scenario tickets; Completing open tickets from End to End testing.</li> <li>c. Conversion: Reviewed data fallout on P4 build to discuss next steps. Validated P4 configuration build.</li> <li>d. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning.</li> </ul>

Area	Accomplishment /Activity
Time Tracking	<ol style="list-style-type: none"> <li>1. Smoke Testing and Tenant Validation: Completed tenant validation for P4 build, and began P4 smoke testing in NSHE9.</li> <li>2. Time Clocks: End to End Testing (Drago/UNLV &amp; Denise Madole/UNR) of time clocks completed in NSHE4. Drago continues to work with AccuTime on testing of the clocks. New work is beginning with ATS to test using multiple time codes at the clocks, versus the default hours worked code only.</li> <li>3. Cutover Planning: Discussed cutover planning during the Time Tracking Weekly Meeting. All hours from the 9/15-9/30 Payroll will be entered into Workday by Timekeepers, Managers, Payroll, etc. after Go Live for payment on the 10/10 paycheck. An EIB will not be used. Both North and South Payroll offices will move to bring any departments who are currently not being paid on the 1-15, 16-end of month schedule, into line with this schedule in August, before Go Live.</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 tickets &amp; FAILED scenario tickets; Completing open tickets from End to End testing.</li> <li>5. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Time Tracking Weekly, AccuTime Weekly.</li> </ol>
Payroll	<ol style="list-style-type: none"> <li>1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting.</li> <li>2. Payroll Parallel: The team continued to validate Semi-Monthly employee (North/South) grosses and identify variances between Legacy &amp; Workday. More resources have been brought to the Project to help with validation to help speed up the process.</li> <li>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 &amp; FAILED scenario tickets; Completing open tickets from End to End testing.</li> <li>4. P4/Test scenario planning: Drago began the creation of residual scenarios into P4 for testing. Those left over from End to End testing labeled as On Hold, Not Started and Postponed will be tested in P4.</li> <li>5. Configuration: Began entering catch-up configurations into P4.</li> <li>6. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.</li> </ol>
Financials	<ol style="list-style-type: none"> <li>1. Banking             <ol style="list-style-type: none"> <li>a. P3 End-to-End Testing support.</li> <li>b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process.</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. Banking SMEs continue to stale date their old outstanding checks.</li> <li>f. Developed "Touch Point Banking" for end to end testing.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>g. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts.</li> <li>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.</li> <li>i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NSHE5 and NSHE3.</li> <li>j. Working with campus for insight for use case of WD27 "Return Payments" report.</li> <li>k. UAT testing scripts created and submitted.</li> <li>l. P4 test scripts created and submitted.</li> <li>m. Determine accounting for Pooled Cash for System Admin and Investment Accounting.</li> </ul> <p>2. FDM</p> <ul 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. Working to set up new values approved by FDM Governance committee.</li> <li>e. Discussion about WAX and use to capture additional security roles allowed by WD28.</li> </ul> <p>3. Financial Accounting</p> <ul style="list-style-type: none"> <li>a. Waiting for confirmation that we will use Worktag balancing "lite".</li> <li>b. Updated and customized reports are in progress and will be available for P4.</li> <li>c. Outstanding JIRAs have been grouped and progress is being made on outstanding JIRAs.</li> <li>d. Meeting scheduled for Thursday to update, address and finalize requested spend/rev categories and ledger accounts.</li> <li>e. Created/edited Financial Accounting Security roles for P4 collection process.</li> <li>f. Ongoing data validation for integrations.</li> </ul> <p>4. Budgets</p> <ul style="list-style-type: none"> <li>a. Proposed fringe rates for encumbrances tested in P3 with 2 modifications required. P4 Fringe rate encumbrance updated design reviewed with Budget SMEs and loaded into P4.</li> <li>b. Payroll Commitments and related Position Budgets have been created in P4</li> <li>c. Continued development and testing of prototype Manager Balance and Activity reports.</li> <li>d. Identified Budget working reports and received direction on NSHE required budget exception reports for design.</li> <li>e. New distributed budget input role tested in P3.</li> </ul> <p>5. Business Assets</p>

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> <li>a. Asset Report Review &amp; specs being compiled Amy &amp; Tazeen.</li> <li>b. Cutover plan testing in progress.</li> <li>c. EIB for Asset Disposal for Cutover plan in Progress.</li> </ul> <p>6. Projects</p> <ul style="list-style-type: none"> <li>a. Project loading in "closed" status corrected in P4.</li> <li>b. Customer Accounts.</li> <li>c. Received confirmation Worklet is by design a summarized view so we are limited to the Receivables Aging report.</li> <li>d. Identifying and developing P4 UAT Residual test scenarios.</li> </ul> <p>7. Expenses</p> <ul style="list-style-type: none"> <li>a. Worked on PCard Process with Procurement team.</li> <li>b. Worked on Reports Expense reports that need to be completed.</li> <li>c. Worked on clearing FIN-Projects - Expense Jira Tickets.</li> <li>d. FAA Creating an Expense Report on Behalf of a Terminated Employee.</li> <li>e. All change request for Expenses have been completed.</li> <li>f. Created test scenarios P3 Residual for banking integration / FAA Role - Expense Report on Behalf of External Committee Member. (Student and Applicant) and terminated employee (Will send to Michelle Hastings for review and Leigh Lovelady).</li> </ul> <p>8. Grants &amp; Effort</p> <ul style="list-style-type: none"> <li>a. Reviewed all the reports in JIRA. UNR and UNLV had a meeting to look at shared reports and split the reports to be designed at the campus level.</li> <li>b. Had a meeting on the effort certification change reason codes and decided to reduce the number of reasons to 4.</li> </ul> <p>9. Procurement</p> <ul style="list-style-type: none"> <li>a. The rebranded UNLV SReg is live and will be used to register suppliers until NSHE SReg can be completed.</li> <li>b. PCard load issues appear to be fixed. New files for all of the institutions are being requested.</li> <li>c. Demo/Work Session is ready and will be presented on 6.9.16 to PCard SMEs.</li> </ul> <p>10. Suppliers</p> <ul style="list-style-type: none"> <li>a. P4 Supplier Accounts test Scenarios complete - Need to add PayMode test.</li> <li>b. All FIN's and TCH have been reviewed.</li> <li>c. No Change orders.</li> </ul>
CM/Outreach	<p>1. CM-Communication</p> <ul style="list-style-type: none"> <li>a. Central Training Repository custom code in security review.</li> <li>b. Planning for UAT with SA, SCS and EPSCOR office.</li> <li>c. UAT Planning Team Session.</li> <li>d. Change Management Strategy Sessions with Institutions' liaisons.</li> </ul> <p>2. Training</p> <ul style="list-style-type: none"> <li>a. TLG meetings are now weekly combining with UAT update meetings with Testing Coordinators.</li> </ul>

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	<ul style="list-style-type: none"> <li>b. Curriculum job aid development continues. Significant HR job aids being finalized and additional Finance aids being worked on. Also completed Budget users guide to assist testers during UAT.</li> <li>c. Training calendar has been completed for all campuses NSHE team is training. (All except UNR and UNLV).</li> <li>d. Final grants training completed at CSN.</li> </ul> <p>3. Testing</p> <ul style="list-style-type: none"> <li>a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, TLGs and PoCs.</li> <li>b. Team Support: Worked with the consultants, leads, designees, and BAs for upcoming testing. Meeting with teams in preparing for UAT and P4 End to End.</li> <li>c. Campus Support: Worked with campus testing coordinators in preparing for UAT. Provided weekly updates on UAT progress.</li> <li>d. Continued loading UAT scenarios.</li> <li>e. End to End Testing was closed out.</li> </ul>
Technical	<p>1. FIN Conversion</p> <ul style="list-style-type: none"> <li>a. The FIN BAs have completed their catch-up configurations in the newly build P4 tenant (NSHE2).</li> <li>b. Data extract files have been run for the June validation cycle.</li> </ul> <p>2. Integrations</p> <ul style="list-style-type: none"> <li>a. A fix was applied to the PCard/Expense card integration to not try to create a credit card when no financial transaction is present on the file.</li> <li>b. Loaded Journals, Adhoc Payments and Adhoc Bank Transactions for April 11 - 13th from the Shared instance of PeopleSoft into NSHE3.</li> <li>c. Received sign-off from HPN/Sierra-Health on the E2E test file.</li> </ul> <p>3. Reporting</p> <ul style="list-style-type: none"> <li>a. Two custom reports marked complete and moved to Unit Test status: <ul style="list-style-type: none"> <li>-R11 - Leave Liability Report – HCM – CR (NSHE).</li> <li>-R01-4 – AAP Terminations Data – HCM – CR (NSHE).</li> </ul> </li> <li>b. Held a meeting to discuss the ACA Reporting requirements for PEBP.</li> </ul>

### 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, and HCM-70.



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Area	Dates	Upcoming Activities
Absence	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	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.
	16-Jun	Mid-Term Academic Pay Testing.
	4/24 - 6/16	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.
	completed 6/7/17	Gathering transaction information to update the Worktags of first notice rules specific to each institution. Waiting for Controllers to determine #1012 vs #1000.
	Ongoing	Determine how best to have the reconciled Bank Recons done in WD by July-Sept 2017.
	Ongoing	TCH-1911 - Unit Testing - testing confirmation 6/8/17 for multiple days.
	Ongoing	TCH-1901 Troy Check Printing - pending IT support to move forward, Michael Bakker is researching - Ursula is working with Michael 6/7/17.
	ongoing	FIN-2054 Make sure that BCS is able to print checks from BCN payroll -will be discussed/finalized during controllers meeting.
	ongoing	FIN-1324 Create/update functional process documentation - need to understand how to update.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - meeting successful 6/7 - Daly and Tazeen will update FNR in NSHE 3 and NSH4 - should be able to close after FNR have been updated.
	ongoing	FIN-2053 Notification of Wire Specialist when wire settlement is processed - pending response from Yvette and Brian about questions that we have.
	ongoing	FIN-2067 Order serialize deposit slips for cashiers need to confirm last 4 digits of deposit accounts 6/8/17 then bank can order slips.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration.
	ongoing	FIN-1717 Return payments - pending PeopleSoft data Integration.

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	6/19/2017	FIN-804 System admin cash for pooled cashed - meeting successful 6/7 - Daly and Tazeen will update FNR in NSHE 3 and NSH4 - should be able to close after FNR have been updated.
	soon	WCR-325 - Bank Statement event business process needs a restriction update to the process.
	new	WCR-390 - Banking Transaction auto reconcile prior to being approved - Tazeen is researching.
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, determine which are required, and priority.
		Work on campus Allocations and JV Loads for testing.
		Test proto-type reports as they are being developed.
		Reaching out to campuses to follow-up and improve month end and year end close.
		Test new functionality for Accounting Adjustments to Operational transactions.
		Plan for ongoing security role data collection and updates.
Budgets	TBD	Pending policy/procedure decision on REGIA and workaround requirements (Michele Meador drafting document for CEC review).
	TBD	Design and develop the workarounds that are needed for Lite Worktag balancing-these impact Supplier Accounts and Financial Accounting.
	TBD	Work with Financial Accounting on Manager report development.
	TBD	Continue Budget report specification and development.
	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. - New Comp plans will not be added to P4 until testing is complete by HCM, PAY, FIN.
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.

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	23-Jun	Creation of Default Cost Center for legacy asset conversion in process - mocking up a report for schools to show default assets in controller's cost center by default Worktags.
	23-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.
	19-Jun	Prepare for P4 UAT & Residual testing.
Expenses	Ongoing	Open Jira Tickets: -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. -Reporting. -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.).
	16-Jun	WD 27 - Expense Report on Behalf of External Committee Member Non-Worker - I need to write test scenarios.
	TBD	Payment Election - After go 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.
	16-Jun	Validate P4 Tenant for Expenses.
Grants & Effort	TBD	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.
	on going	Continue to work on award conversion activities.

Area	Dates	Upcoming Activities
	15-Jul	Continued to finalize report development and provided samples for the reports.
	15-Jul	Completion of outstanding JIRA tasks.
	15-Jun	Work on the effort certification change questionnaire.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	16-Jun	Continued Discussion of PCard requirements.
	31-Jul	Report Requirements.
	31-Jul	Procurement and Supplier Accts continue work with SReg team.
	31-Jul	Cutover (go live) Planning.
	15-Aug	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
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.
		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.
	6/8 - 6/9	Complete catch up configurations in P4 tenant (BAs/Consultants) – COMPLETE.
	6/14 - 6/16	Tenant Validation (BAs/Designees) - Not Started.
	6/14 - 6/16	Conversion Validation (Campus Validation teams) - Not Started.
	6/19-6/27	Validation of June data conversion Extracts - Not Started.
Integrations	June	Design and coding of the Student Worker/Work Study integrations in time for P4 testing.
	June	Complete configuration of remaining Punch-out's (Amazon, Office Depot).
	June	Complete Development on the PERS Employee Contributions Integration.
	June	Complete development of reports related to Troy check printing.
	June	Complete development on the employee file to Lawroom.
	June	Complete updates to the FDM and Ledger Worktag Mapping integration.
	June	Complete PERS Reduction Comp Plan update integration.

Area	Dates	Upcoming Activities
	week of June 12	Migrate integrations to P4.
	May - July	Finish Build DA reviews on SCI developed integrations.
Reporting	May/June	(In Progress) 46% of HCM and FIN NSHE standard reports are in progress or complete and ready for review (16% in progress, 30% in review).  Note change in progress partially due to edits from new/adjusted requirements + splits of Jira tickets to address requested alternate versions.
	June	Planning: P4 custom report cleanup and audits.
	June	IPEDS reports specifications discussion in progress and report builds started.
	13-Jun	IPEDs reporting in Workday (weekly).
	14-Jun	Bi-weekly Reporting lane meeting with the campuses.
	19-Jun	Data Governance Meeting.
CM-Communication	thru October 2017	Weekly Project Update.
	thru 6/14	Central Training repository development.
	16-Jun	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.
	ongoing	Workday Training: population estimations of power users, light users, and everyone in between in development.
	ongoing	Workday launch campaign discussions have started.
	ongoing	Workday faculty outreach brainstorming.
	ongoing	HRMS/Workday cutover strategies communication.
	ongoing	Workday change in benefits split communication.
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.
	7/11 & 7/12	Train the Trainer in Las Vegas.
	23-Jun	Training Tool kit packets with detail instructions for logistics for training to be given to TLG by Linda.
Testing	6/12-6/16	Continue discussions on User Acceptance Testing within the Test Team, and with designees, leads, Campus Testing Coordinators and PoCs. Work with designees on scenarios P4 End to End testing.
	6/12-6/16	Load scenarios for P4 Residual End to End testing.

Area	Dates	Upcoming Activities
	6/12-6/16	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.
	6/12-6/16	Finalize names for P4 Residual End to End testers.
	6/12-6/16	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
June 12-14	Linda Moore
June 14	Ashley Ruen
June 15-21	Matt Garland
June 16	Lauren DeVera
June 23	Lauren DeVera
June 21-23	Audra Kanae
June 23-30	Sharon Thygesen
June 26 – 30	Michelle Briggs
Fridays through 6/30	Mike Smith
July 3	Amy Liotti-Polo Lauren DeVera Jane Kober Daly Costanza Linda Moore
July 3-7	Yvette Walton Michele Meador Ursula Price Ashley Ruen
July 3-14	Margaret Walsh
Through July 5	Donna Cruzado
July 10-11	Ashley Ruen
July 12	Michelle Briggs
July 13-14	Katrina Pitts

## Project Status Report

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Dates	Team Member
July 17-21	Mary Stoltz Leslie Obourn Chris Mercer
July 24 – 28	Nancy Kelly Kanchana Marimuthu
July 31-August 4	Kim Beers Ashley Ruen
Aug 7-8	Jane Kober
Aug 14 – 23	Michael Bakker
Aug 14 – 25	Pat LaPutt
Aug 21-23	Mike Smith

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

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-8	Worktag Brainstorm: inability to limit number of Worktags available for override entry via Time Tracking	Highest	John Doetch	16-Jun-17	Workday will deliver the related/allowable Worktag functionality in WD30. The team is has configured and shared the go-live solution.
TCH-2015	SReg is behind Schedule	High	Steve Creswell	16-Jun-17	<p>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.</p> <p>The team is working on a transition plan to move from the temporary to the NSHE version of SREG.</p> <p>The team is prioritizing the items necessary for the NSHE version of the application to go live.</p>
HCM-297	Payroll Parallel Testing is Behind Schedule	Highest	Leslie Obourn	16-Jun-17	<p>The P3 Parallel Testing is slow-going and at risk for completion in May. The following actions have been taken:</p> <ol style="list-style-type: none"> <li>1) Daily checkpoints have been scheduled.</li> <li>2) Specific assignments will be made for items yet to be researched.</li> <li>3) Variance reports will be updated nightly.</li> </ol>
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



#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
					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	75%	
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)		