Project Status Report

Status as of Aug 25, 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 caused by the Payroll Accrual solution, a few Integrations (NSHE and Campus) and several Financial Reports. Please refer to the detailed status below. SCI and NSHE team members are wrapping up the testing of the Payroll Accrual solution.
❖ **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 reporting; ii) SREG; iii) Award Cleanup. Other functional areas remain green. The focus for the following week is on P4 Residual testing completion, report development & testing, completion of Peoplesoft testing, Troy Checks, and SREG deployment.
	Green	Green	**Audit**
❖ **Overall Status – Technical Team**	Yellow	Yellow	**Integrations (NSHE):** A few NSHE integrations are behind schedule but are being finalized and are in testing. All integrations are scheduled to be complete and ready for go live on October 1st.
	Yellow	Yellow	**Integrations (Campus):** One campus currently has integrations at risk. The PMO is monitoring the status weekly and will continue to work with the campus until resolved.
	Green	Green	**Conversion (Financials)**
	Yellow	Yellow	**Reporting:** Several financial reports have been developed. The team has recently completed the priority reports for HCM that are now being tested. Some of the Financial reports are lagging due to the Payroll Accrual solution but will be ready to support the October 1st go live.
	Green	Green	**Security**
❖ **Overall Status –**	Green	Green	**Training**
	Green	Green	**Change Management/Communication**

Item	Current Status	Prior Status	Status Notes
Training & Outreach	Green	Green	**Testing**
Schedule	Yellow	Yellow	Status remains Yellow based on the Payroll Accrual solution.
❖ **Schedule**	Green	Green	**HCM**
	Green	Green	**Time Tracking**
	Green	Green	**Payroll**
	Yellow	Yellow	**Financials:** Status remains Yellow based on the status of reporting which is impacted by the Payroll Accrual solution.
	Green	Green	**Technical Team**
	Green	Green	**Change Management/Outreach**
	Green	Green	**Audit**
Budget	Green	Green	As of 7/31: SCI Hours % Complete: 88% of budget Project Plan % Complete: 85% 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**
	Green	Green	**Financials:** We continue to monitor several specific risks but have mitigation strategies in place to resolve.
	Yellow	Yellow	**Technical Team:** We have some delays with a few NSHE and campus owned integrations. 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 a. Configuration: Addressed the following tickets: Configured Business Process Monitor Setup (HCM-474), Added Validation Rule to Request Compensation Change Business Process (HCM-191), Updated Configuration to Add Additional Job (HCM-270), Completed EIB Training (HCM-279), Updated CSN Academic Periods (HCM-445), Added To Do Step in Request Compensation Change Business Process (WCR-427), Updated TMCC Period Activity Pay Matrix (WCR-485), Updated NSC and DRI Onboarding Tiles (WCR-430 and WCR-479), Added two new schools (CNV-509), Added Help Text to the One Time Payment business process (WCR-494), Added a validation rule to make Contract End Date required in the Contract Continent Worker Business Process (WCR-490), Added Institution Classification Partner and Shared Services Classification Partners to Reports: Open Positions domain (WCR-475), Added the ability for the Institution Classification Partner to be able to Create a Position (WCR-466), Updated the Implementation Checklist for the build (HCM-385), and Ran all Implementation Checklist Audit Reports (HCM-371). The details can be found in JIRA. b. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 47 conversion tickets. c. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues. 2. Benefits Configuration: Addressed the following tickets: Updated Passive Event Setup (HCM-194), Updated Benefit Partner Steps Routing (WCR-467), and Updated Enrollment Instructions (HCM-60). Details can be found in JIRA. 3. Recruiting Configuration: Addressed the following tickets: Updated Job Application Business Process (WCR-400), Updated DRI External Career Sites (WCR-478) and Updated NSC Career Site Banner (WCR-430). Details can be found in JIRA. 4. Absence a. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Details can be found in JIRA. CNV-429, WCR-67, WCR-302, WCR-453, CNV-639, HCM-50, WCR-312. b. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning.

Area	Accomplishment /Activity
Time Tracking	1. Time Clocks: Testing of Time Clocks with UNLV and UNR continues. UNLV has ordered time clocks for Go Live. UNR is in progress. 2. JIRA Tickets: Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets & FAILED scenario tickets; worked heavily on completing all open Change Request & Integration tickets. HCM-369, WCR-67, HCM-224, WCR-482, HCM-345, HCM-25, HCM-29. 3. Cutover: Created 6 weekly time sheets (3-hourly, 3-Classified exceptions) to be used by all departments for pay period 9/16-10/1 for manual time entry into Workday by the Payroll Offices or any other designated resources. 4. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning, Time Tracking Weekly Meeting, Working Session with Heather/Audra.
Payroll	1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting. 2. Payroll Parallel: The team continued to validate Monthly employee (North/South) grosses & net amounts and identify variances between Legacy & Workday. More resources have been brought to the Project to help with validation to help speed up the process; Data corrections are currently being made for various deduction differences (benefits, voluntary, etc.). 3. JIRA Tickets: Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets & FAILED scenario tickets; worked heavily on completing all open Change Request & Integration tickets as well as all other Payroll items. 4. Payroll Integrations: Continue to regularly test Integrations Input files and Remittances for all Vendors for accuracy, validation and Vendor feedback. 5. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting.
Financials	1. Banking a. P4 End-to-End Testing support. b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process. c. Integration "INTF-S035D: ACH for Expense Reimbursement" successfully tested in P4 and nine ACH Expense files were delivered to SFTP for B of A review and feedback. d. Test scripts for P4 created for ACH CCD, PPD and Positive Pay integrations. e. Banking SMEs continue to stale date their old outstanding checks. f. Developed "Touchpoint Banking" for end to end testing. g. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts. 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. i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NSHE2 and NSHE3. j. Working with campus for insight for use case of WD27 "Return Payments" report. k. UAT testing began with minimal issues.

Area	Accomplishment /Activity
	l. P4 testing is complete and successful. m. Determine accounting for Pooled Cash for System Admin and Investment Accounting. 2. FDM a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates. b. Coordinated conversion data validations in P3 for beginning balances & journals. c. Cost Center validation to Company removed due to continuing issues with payroll posting. d. Decisions made on final updates to FDM with others held for Post Go Live. e. WAX meeting to discuss incremental load of Worktags. f. WAX meeting to discuss terminated employees. g. Started discussion on process for new Worktag requests post go live. h. Follow up on outstanding Spend Category project team open values. Work Study and Student Wages area complete. 3. Financial Accounting a. Provided Demo for controllers of available Trial Balance reports - following up on feedback. b. Completed Operational Accounting Adjustment change request to add more documentation of change reason. c. Outstanding JIRAs have been discussed as to pre-and post go live. Continue to follow up. d. Continue to work with campuses on accounting side of PeopleSoft integration e. Work on Financial Role security issues. f. Continue to work on financial report prototypes and developing reporting hierarchies. 4. Budgets a. Tested updated report logic to present personnel encumbrances on a period by period basis. All reports updated with new logic ready for re-testing. b. Developing reports, EIBs and other workarounds for go-live until remaining issues for the pay date shift and PERS reduction solutions are delivered by Workday. c. Continued report specification for budget trend and comparative reports for development. d. Added new earnings codes and fringe pool logic for DRI fringe rates. Updated and testing fringe pool reconciliation report. e. Updated P4 to add the expanded budget amendment functionality and updated the training documents. 5. Business Assets a. Completed testing of notification to Grant Accountant on asset disposal. b. Finalized configuration, spend rule review, spend category review, asset book rule review. c. Retesting JV to move ledger balances. d. Resolved errors on asset load into NSHE9 with new extract.

Area	Accomplishment /Activity
	e. Gathering information from schools on asset corrections for asset to ledger reconciliation. 6. Projects a. Need clarification on Project Setup for Grant Equipment fabrication. We need to test in conjunction with Grants team but collaboration is needed with Grants and budgets. b. Customer Accounts. c. Created and updated training documentation and Job Aids for Cash Sale, invoicing and billing processes including creating customer accounts. d. Provided support related to August 25th deadline to identify customer master records being migrated to Gold tenant. e. Created invoices to test revenue category mapped to conversion A/R account. 7. Expenses a. One Fin-Project Expenses Jira was just opened on 8-23 to update per-diem rates which go into effect on 10-1-2017. b. Updating Documentation. c. One change request WCR-432 still open - Donna is working on it. 8. Grants & Effort a. Continuation of Award Clean-up in NSHE6. b. Continue to work on providing the requirements for the Grant reports. 9. Procurement a. Team tested automation of sourcing and issuing PO for punch-out. b. Testing of SReg system continues - determined ready for deployment on 9/4/17 (with ID'd fixes completed). c. Specs for PCard report identified and is with Shawn and Matt for development. d. 1st attempt to load converted POs using Xwalk SReg Suppliers to WD. 10. Suppliers: Validations, Training, Documentation.
Technical	1. FIN Conversion a. Collected the Ledger mapping, Fund to Fund and Ledger Level Budget crosswalks from the campuses for the Gold build to support the first wave of conversion extracts: Beginning Balances and July and August Accounting Journals. b. Completed the load of Suppliers, Open POs for non-UNLV/NSC institutions, and 1099 data into NSHE4. 2. Integrations a. Testing completed for the PPD ACH files with BOA. b. Campus testing completed for the Student Financials integrations: Journals, Adhoc Payments, Adhoc Bank Transactions. c. Testing completed for the PERS Reduction Comp Plan Update integrations. d. Supported over-due UAT testing on many other integrations (see list below). 3. Reporting: Custom reports completed and moved to testing status in the last week: a. TCH-2097 Manager Balance - Summer Session by Worktag. b. TCH-1828 R149: Classification Action Report. c. TCH-1822 R143: Supplier Diversity and Inclusion (WMBE). d. TCH-1505 R118: Seniority Report – Classified.

Area	Accomplishment /Activity
	e. TCH-1420 R033: F&A Forecast Report. f. TCH-1410 R023: AAUP (American Association of University Professors).
CM/Outreach	1. CM-Communications a. Workday stickers produced and in-house for distribution. b. Posted updated job aids to the online NSHE Workday training repository. c. Workday posters produced and distributed to campuses. d. Supported Training help desk. 2. Training a. Three weeks of training completed. Over 60 classes complete between NSHE and UNLV training. UNR presentations/info sessions began this week. Reviews have been very positive. b. Linda participated in UNLV AP training. 3. Testing a. Meetings: Participated in various meetings with FIN, HCM, Payroll and Tech teams, SMEs, TLGs and PoCs. b. Team Support: Worked with the consultants, leads, designees, and BAs with current testing.

Upcoming Activities

Area	Dates	Upcoming Activities
Core HCM	On-Going	Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-288 and HCM-275.
Benefits	On-Going	Complete 1 Feedback / Design Enhancements Changes. Working on tickets: WCR-348.
Recruiting	On-Going	Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-386, WCR-363, WCR-400, WCR-415, WCR-422, WCR-454, and WCR-481.
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.
	9/8	Complete Payroll Parallel Cycle 4.
Banking	Ongoing	TCH-1911 - Peoplesoft Unit Testing - open testing to all campuses 8/24/17 - update 8/30/17 campuses are done testing and we are working on putting together an instructional support document.

Area	Dates	Upcoming Activities
	Ongoing	TCH-1901 Troy Check Printing - moving forward with format details sent to Troy 8/24/17 - Troy should be contacting the campuses in the next week or so (after they confirm AP and Payroll layouts with UNLV).
	ongoing	FIN-1324 Create/update functional process documentation.
	ongoing	FIN-1280 Current SA Pooled Cash Accounting - Updated spreadsheet created by Cynthia and sent to group 8/24/17 based on new functionality of WD29 - need to test - 8/30 Leigh and Tazeen did some initial testing that was successful, Cynthia & Sheri need to determine if this process is sufficient for moving forward with all campuses or not.
	ongoing	FIN-804 System admin cash for pooled cashed - Updated spreadsheet created by Cynthia and sent to group 8/24/17 based on new functionality of WD29 - need to test - 8/30 Leigh and Tazeen did some initial testing that was successful, Cynthia & Sheri need to determine if this process is sufficient for moving forward with all campuses or not.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration 8/24/17 I emailed the group today 8/24 to review the following banking report: Find Ad Hoc Bank Transactions, View Account Register, Find Payment Return Statements Update 8/30 emailed group to review reports, some campuses said OK based on the very limited data that is available while other campuses still want to see more PeopleSoft data. I do not believe this ticket will be closed until after go-live when PeopleSoft data is available.
	ongoing	FIN-1717 Return payments - pending PeopleSoft data Integration 8/24/17 - emailed group on JIRA ticket, only 18 return payments available, nothing related to PeopleSoft, only Expense and Supplier, have users test only that data? Update 8/30 emailed group to review reports, some campuses said OK based on the very limited data that is available while other campuses still want to see more PeopleSoft data. I do not believe this ticket will be closed until after go-live when PeopleSoft data is available.
FDM	Week of 7/31	Need to make changes in Workday for all approved new FDM values.
	Week of 7/31	Need to send FDM Governance information on RC and journal sources for committee email vote to complete updates to FDM.
		Develop plan for FDM new value requests post go live.
Financial Accounting		Need to agree on format for Payroll reconciliation reports, summer school and compensated absence accrual reports. Labor distribution and compensated absence reports completed testing.

Area	Dates	Upcoming Activities
		Continue work on verifying average daily balance calculations and reports needed to make the information useful.
		Follow up on security access issues for campus users.
	8/24/2017	Update month end checklists in Workday with requested revisions.
		Follow up on reporting hierarchies needed to present budget vs actual reports for Board and other SA reporting formats.
	post go live	Develop basic campus statistics and allocation of investment income from average daily balance calculations.
		Continue work on Student Financials integration testing.
Budgets	3-Sep	Configure and test Position budget adjustment workaround proposed by Workday with Matt Luby.
	TBD	Work with Budget SMEs and Financial Accounting on Budget and Budget to Actual report specification and development.
	TBD	Work with Budget SMEs and Financial Accounting on Budget and Budget to Actual report specification and development.
	TBD	Configure and test budget adjustments for sweep and year-end. Workday does not support parent/child rollover, so this will need to be custom report and EIB combination.
Business Assets	TBD	Need to update report specs on Asset Roll Forward Report.
Projects	7/21/2017	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, continue to test A/R conversion processes for UNR and DRI.
	Ongoing until go-live	Continue to develop reports and look at other options to ensure adequate reports at Go-Live to manage receivables. This is related to FIN-1023, the issue is both Sponsor and Customer data is pulled when running some of the existing reports.
	Ongoing	Continue to create or update flowcharts and detailed procedures to support training and Go-Live.
Expenses	9/28/2017	Fin-2679 - Update GSA Per Diem rates that go into effect 10-1-2017.
	TBD	WCR-206 Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding.
	Post Go Live	Travel Card Business Process FIN-2230- Will continue to work on business process, but 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.

Area	Dates	Upcoming Activities
	Post Go Live	Spend Authorization Role Over - There is Brainstorm for this. (I voted on community, but we need to figure out what we are going to do post go live for cash advances.).
	Post Go Live	FIN-1587-Brainstorm -Additional controls and granularity needed on Intercompany A/P and A/R.
Grants & Effort	9/11, 9/14 & 9/15	Lauren and Jane to provide grants training to institutions in the South.
	TBD	Need to load budget lines via EIB.
	on going	Continue to work on award conversion activities.
	on going	Continued to finalize report development and provided samples for the reports.
	on going	Completion of outstanding JIRA tasks.
	on going	Land grants will be using program Worktag. 2 allowable values state and federal. Award budget structure to be updated to include program.
	31-Aug	Cost Share - tag the cost share award line with new detail code value cost share. FDM will need to make grant allowable to be used in other places.
	On Going	Workbook is sole source of company roles. WAX is sole source of grant roles (grant accountant is in a workbook). Ongoing update of roles in WAX and security workbook.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	ongoing	Report Requirements.
	5-Sep	Procurement and Supplier Accts continue work with SReg team.
	15-Sep	Cutover (go live) Planning.
	15-Sep	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
CM-Communications	thru October 2017	Weekly Project Update.
	ongoing	Exploring analytics for Training Repository site.
Training	on-going	Continue job aid creating and updates.
	8/28/2017	Linda to finalize and security training and communicate training dates.
	9/5/2017	Finalize WD 29 update assessment - waiting on project team to finalize update list.
	8/28 & 9/13	Linda to present AP training to NSC 8/28 / CSN 9/13.
	Week of 9/18	GBC Training.
Testing	8/28-9/1	Continue to monitor P4 Residual End to End Testing and add scenarios as needed.

Area	Dates	Upcoming Activities
	8/28-9/1	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.
FIN Conversion		Gold Build activities - please see the Gold Build Schedule tab in the NSHE Workday Cutover Plan v2 located in 90-Cutover . https://drive.google.com/open?id=1TlA5ISDj_vmnP8EIl-yoSw_ss7goQrw-QEZooUL4QGM
Integrations	Sept	Complete testing on the Student Eligibility/FICA Exemption.
	Sept	Complete testing on the Student Worker Work Study integration.
	Sept	Complete testing on the OASDI Update integration.
	Sept	Complete testing on the Troy Check printing process for Financials and Payroll.
	Sept	Complete testing on the Standard Insurance Payroll Input Integration.
	Sept	Complete testing of the PEBP Payroll input file.
	Sept	Complete testing on the Supplier Remittance Advice Integration.
	Sept	Complete testing on the PeopleSoft UID integration.
	Sept	Complete testing to the FDM and Ledger Worktag Mapping integration.
	Sept	Complete testing of COBRA New Hires.
	Sept	Complete testing of COBRA Qualifying Events.
	Sept	Complete testing of Guardian Enrollments.
	Sept	Complete testing of Financials Disbursement ACH file.
	Sept	Complete testing of FDM Worktag Mapping integration.
	Aug - Nov	Complete testing of DETR.
	Sept	Complete testing of Healthscope Remit file.
	Sept	Complete testing of PEBP Remit file.
	Sept	Complete testing of Liberty Mutual Remit file.
	Sept	Complete testing of SSN Verification integration.
	Sept	Complete testing of ADP Periodic file.
	Sept	Complete testing of ADP Quarterly File.
	Sept	Complete testing of Henry Schein Punch-out and catalog.
	Sept	Complete testing of BIRT layouts for Grant invoices.
Reporting	August/Sept	(In Progress) HCM report development: 93% of reports are in progress or complete/ready for review & testing (12% in build or design, 81% in testing or migration/deploy). 7% of reports in Not Started or Discovery status.
	August/Sept	(In Progress) FIN report development: 74% of reports are in progress or complete/ready for review & testing (21% in build or design, 54% in testing or migration/deploy). 25% of reports in Not Started or Discovery status.

Area	Dates	Upcoming Activities
	6-Sep	Bi-weekly Reporting lane meeting with the campuses.
	28-Aug	Data Governance Meeting.

Planned Time Away

Dates	Team Member
Aug 30 – Sept 1	Ken Bialobrzeski

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-2015	SReg is behind Schedule	High	Steve Creswell	05-Sep-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. The team is working on a transition plan to move from the temporary to the NSHE version of SREG. This will close once the NSHE version of NSHE is delivered.
FIN-1732	Payroll Accrual	Highest	Leslie Obourn	05-Sep-17	The team presented the solution to the Controllers and Budget Officers this week and documented the remaining Workday updates and reports to be delivered before go-live. Workday is delivering one additional fix on 9/1 to complete the solution.

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
HCM-297	Payroll Parallel Testing to be Actively Monitored	Highest	Leslie Obourn	08-Sep-17	P4 Parallel testing is in the fourth (and final) cycle. The Monthly Cycle 4 parallel is nearing completion and the Semi Monthly begins next week. The team is identifying legacy clean up to occur before the 9/6 freeze. The team continues with Daily checkpoints.

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	100%	616/2017
Begin P4 Build	Green	May 15, 2017	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 19, 2017	100%	6/19/2017
End-User Training Begins	Green	August 7, 2017	100%	8/7/2017
Begin Build of Workday Production Environment	Green	August 25, 2017	100%	8/25/2017
Extract Data from Legacy HRMS and Advantage	Green	September 6, 2017		

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
Turn HRMS Employee Self Service (ESS) to Inquiry Only	Green	September 6, 2017		
Campuses begin tracking emergency changes in legacy HRMS	Green	September 7, 2017		
Last day to submit Advantage Expense Report	Green	September 7, 2017		
Deadline for Suppliers to Register in SReg	Green	September 15, 2017		
Run Final Semi-Monthly Payroll in Legacy	Green	September 20, 2017		
Run Final Monthly Payroll in Legacy	Green	September 21, 2017		
Freeze New Advantage Accounts	Green	September 22, 2017		
Freeze Purchase Orders	Green	September 22, 2017		
Campuses begin entering catch-up transactions in Workday	Green	September 23, 2017		
Facilitate Final "Readiness" discussion	Green	September 29, 2017		
Close Advantage for Asset Activity	Green	September 30, 2017		
End Account Dual Maintenance in Advantage/WAX and Workday	Green	October 1, 2017		
Turn iLeave to read-only	Green	October 1, 2017		
Workday Live	***Green***	***October 1, 2017***		
Begin entering Expense Reports in Workday	Green	October 2, 2017		
Begin entering held requisitions into Workday	Green	October 2, 2017		
Complete first Semi-Monthly (Pay Date 10/10) in Workday	Green	October 4, 2017		
September Close in Advantage	Green	October 13, 2017		
Complete second Semi-Monthly (Pay Date 10/25) in Workday	Green	October 20, 2017		
Complete first Monthly (Pay Date 11/1) in Workday	Green	October 27, 2017		