



Project Status Report

Status as of September 1, 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. Testing has been completed on the Payroll Accrual as well as the PERS integration.
❖ 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 integration cutover plan, 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 1 st .
	Yellow	Yellow	Integrations (Campus): One campus currently has two 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 1 st go live.
	Green	Green	Security
❖ Overall Status –	Green	Green	Training
	Green	Green	Change Management/Communication

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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 two 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 couple 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	<ol style="list-style-type: none"> 1. Core HCM <ol style="list-style-type: none"> a. Configuration: Addressed the following tickets: 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. We are closing the week with tickets. c. Conversion: Mike and Jeff are working through Error Report Issues and P4 Build Programmatic Issues. 2. Benefits Configuration: Addressed the following tickets: Details can be found in JIRA. 3. Absence <ol style="list-style-type: none"> 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. HCM-96 Worker's Compensation Buy Back, WCR-312 Proration of Absence Balances, WCR-302 Change to the Request Leave of Absence BP. b. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Weekly Meeting with Absence SMEs c. Absence SME Weekly Meeting: Met to discuss conversion files - due to Pat on 9/5.
Time Tracking	<ol style="list-style-type: none"> 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 spreadsheets (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	<ol style="list-style-type: none"> 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

Area	Accomplishment /Activity
	<p>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.).</p> <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Banking <ol style="list-style-type: none"> 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. l. P4 testing is complete and successful. m. Determine accounting for Pooled Cash for System Admin and Investment Accounting. 2. FDM <ol style="list-style-type: none"> 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. 3. Financial Accounting <ol style="list-style-type: none"> a. Moved 3 custom trial balances to deploy.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> b. Completed Operational Accounting Adjustment change request to add more documentation of change reason. c. Updated allocation definitions for UNLV to include in Gold build. Manual edits will be needed as testing continues. d. Campus testing of accounting from PeopleSoft integration is complete. e. Work on Financial Role security issues. f. Continue to work on financial report prototypes and developing reporting hierarchies. <p>4. Budgets</p> <ul style="list-style-type: none"> 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 in NSHE10. 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. Developed a report and EIB to reverse the Payroll Commitment journals. Tested the reversal in NSHE2 and NSHE10. This manual reversal will need to be completed until WD delivers fix to turn off creating the commitment journals. Manual commitment update process access restricted to BA during this work-around period. e. Project team and SCI presented the Go-Live solution for the Pay Date Shift & PERS Reduction to the Controllers and Budget Officers. f. Coordinated discussion with SA and Institutions on correct mapping for State Appropriation for scholarship. <p>5. Assets</p> <ul style="list-style-type: none"> 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. e. Gathering information from schools on asset corrections for asset to ledger reconciliation. <p>6. Projects: 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.</p> <p>7. Customer Accounts</p> <ul style="list-style-type: none"> a. Updated training documentation and Job Aids for various areas in Customer Accounts functional area. b. Collaborated with Business Analyst and consultant to complete testing revenue category mapped to conversion A/R account. c. Worked with teams to coordinate and complete hiring UNR Med School employees in Workday for training purposes. Role assignment complete for one of two employees. d. Delivered training session for Record Cash Sale for one specific UNR department.

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> 8. Expenses <ul style="list-style-type: none"> 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- Found out this only works on Supplier Invoice. It does not work on the supplier invoice workbench, which is used for POs, there is no place to add the link. This is probably 80% of our invoices. We need to do a brainstorm for this. 9. Grants <ul style="list-style-type: none"> a. Started to put together a training agenda for the Grants training. b. Testing of BIRT invoice and Payroll Accounting adjustment continues. 10. Procurement <ul style="list-style-type: none"> a. NSHE SReg end to end testing is being conducted this week. b. Validation instructions for converted Advantage PO will be sent to the institutions this week. c. Investigating issues around Advantage POs not loaded ~20% of file. d. Buyer specific training provide to staff at CSN and UNR. 11. Suppliers: Validations, Training, Documentation.
Technical	<ul style="list-style-type: none"> 1. FIN Conversion <ul style="list-style-type: none"> a. The FDM crosswalk was provided to John Tully for the first set of extracts that will run on 9/2. The Worktag Extract file from WAX was provided to SCI for the Gold Build. b. John ran the Beginning Balance files and the July and August accounting Journals files on 9/2. 2. Integrations <ul style="list-style-type: none"> a. Testing completed for the CCD ACH files with BOA. b. Received vendor approval on the COBRA integrations. c. Determined Cut over plan for integrations. d. Supported over-due UAT testing on many other integrations (see list below). 3. Reporting <ul style="list-style-type: none"> a. Custom reports completed and moved to testing status in the last week: <ul style="list-style-type: none"> i. TCH-1433 WIP R046: Position Budgets - FIN - CR (NSHE)
CM/Outreach	<ul style="list-style-type: none"> 1. CM-Communications <ul style="list-style-type: none"> 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. e. ESS goes view-only communication sent to all employees. f. Revised timesheets for 9/16-10/1 shared with institutions to send to their communities. g. Interviews for Workday Customer Support Candidates completed 8/30/17. 2. Training

Area	Accomplishment /Activity
	<ul style="list-style-type: none"> a. Four weeks of training completed. Over 70 classes complete between NSHE and UNLV training. UNR presentations/info sessions continue this week. Reviews have been very positive. b. Linda, Yvette, and Caleb conducted Accounts Payable training to UNLV on Saturday. c. Linda conducted a follow up session with Thomas and Mack personnel on travel, ap, and procurement. d. Linda conducted AP training at NSC campus. <p>3. Testing</p> <ul style="list-style-type: none"> 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.
	25-Aug	Attempting to configure condition rules to ensure only desired roles can move candidate forward to particular steps.
Absence	Ongoing	Complete Tickets WCR-312 and WCR-67.
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	8-Sep	Payroll Parallel Cycle 4 and Parallel wrap-up.
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

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Area	Dates	Upcoming Activities
	Ongoing	TCH-1901 Troy Check Printing - moving forward with format details sent to Troy 8/24/17 - UNLV format has been sent to TROY - going to try to test all other campuses - team followed up with Troy AP and Payroll for UNLV should be approved by the end of the week and the team is working with the other campuses in the coming weeks - 8/30/17 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 - updated MH 8/29/17.
	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 - 8/30 Leigh and Tazeen did some initial testing that was successful, Daly confirmed successful testing with the bank so Cynthia confirmed that testing was sufficient and should work.
	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 - 8/30 Leigh and Tazeen did some initial testing that was successful, Daly confirmed successful testing with the bank so Cynthia confirmed that testing was sufficient and should work.
	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	Completed those needed for Go Live	Need to make changes in Workday for all approved new FDM values.

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	Update sent for Go Live	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 finalize Payroll reconciliation reports. Labor distribution and compensated absence reports completed testing and are waiting on changes.
		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.
Budgets	7-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 SCI and report writers on logic for Budgeted FTE.
	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.
	TBD	Track and update Gold tenant from NSHE10 continued testing and adjustments.
Assets	This has been updated and back to Matt for review	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.

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	Ongoing until go-live	Continue to deliver training sessions for Record Cash Sale as needed.
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.
	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.
		1042S Reporting.
Grants	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.
	on going	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.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	ongoing	Report Requirements.
	6-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.

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Area	Dates	Upcoming Activities
	thru October 2017	Workday resource site (support, contacts, FAQs, etc.).
	8/31- 9/6	Reference Checks for Customer Support Candidates.
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.
	9/2/2017	Reno Payroll Department Training.
	Week of 9/18	GBC Training.
Testing	9/4-9/8	Continue to monitor P4 Residual End to End Testing and add scenarios as needed.
	9/4-9/8	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 97-Cutover.
Integrations	Delayed	Complete testing on the Student Eligibility/FICA Exemption.
	Delayed	Complete testing on the Student Worker Work Study integration.
	Delayed	Complete testing on the OASDI Update integration.
	Delayed	Complete testing on the Troy Check printing process for Financials and Payroll.
	Delayed	Complete testing on the Standard Insurance Payroll Input Integration.
	Delayed	Complete testing of the PEBP Payroll input file.
	Delayed	Complete testing on the Supplier Remittance Advice Integration.
	Delayed	Complete testing on the PeopleSoft UID integration.
	Delayed	Complete testing to the FDM and Ledger Worktag Mapping integration.
	Delayed	Complete testing of Guardian Enrollments.
	Delayed	Complete testing of FDM Worktag Mapping integration.
	Aug - Nov	Complete testing of DETR.
	Delayed	Complete testing of Healthscope Remit file.
	Delayed	Complete testing of PEBP Remit file.
	Delayed	Complete testing of Liberty Mutual Remit file.
	Delayed	Complete testing of SSN Verification integration.
	Delayed	Complete testing of ADP Quarterly File.
	Delayed	Complete testing of Henry Schein Punchout and catalog.
Reporting	Delayed	Complete testing of BIRT layouts for Grant invoices.

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Area	Dates	Upcoming Activities
	September	(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.
	September	(In Progress) FIN report development: 75% of reports are in progress or complete/ready for review & testing (20% in build or design, 55% in testing or migration/deploy). 25% of reports in Not Started or Discovery status (note: only 4 of the 25 remaining FIN reports in Not Started or Discovery status are required for Go-Live).
	6-Sep	Bi-weekly Reporting lane meeting with the campuses.
	11-Sep	Data Governance Meeting.

Planned Time Away

Dates	Team Member
None...	

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	<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>This will close once the NSHE version of NSHE is delivered.</p>

#	Key Issue	Criticality	Owner	Resolution Target Date	Resolution Plan
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.
HCM-297	Payroll Parallel Testing to be Actively Monitored	Highest	Leslie Obourn	08-Sep-17	<p>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.</p> <p>The team is identifying legacy clean up to occur before the 9/6 freeze.</p> <p>The team continues with Daily checkpoints.</p>

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	100%	2/3/2017
Run P3 Data Extracts & Validate	Green	January 31, 2017	100%	2/3/2017
Begin Build of P3	Green	February 6, 2017	100%	2/6/2017
P3 Playbacks	Green	March 13, 2017	100%	3/16/2017
E2E Testing (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Ends	Yellow	May 5, 2017	100%	6/16/2017
Begin P4 Build	Green	May 15, 2017	100%	5/15/2017
User Acceptance Testing (P4) Begins	Green	June 19, 2017	100%	6/19/2017

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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		
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		

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Complete first Monthly (Pay Date 11/1) in Workday	Green	October 27, 2017		