Project Status Report

Status as of September 15, 2017
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Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the project remains Yellow due to a couple of Integrations and several Financial Reports. Please refer to the detailed status below.
❖ **Overall Status – Functional Lanes**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Green	Yellow	**Financials:** Overall Status changes from Yellow to Green based on i) SREG rollout; ii) PeopleSoft Student Financials Integration; iii) and Award Cleanup progress. The focus for the following week is on Cutover activity, report development & testing, completion of Troy testing.
	Green	Green	**Audit**
❖ **Overall Status – Technical Team**	Yellow	Yellow	**Integrations (NSHE):** A couple of 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 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 were delayed due to the Payroll Accrual solution but will be ready to support the October 1st go live.
	Green	Green	**Security**
❖ **Overall Status – Training & Outreach**	Green	Green	**Training**
	Green	Green	**Change Management/Communication**
	Green	Green	**Testing**

Item	Current Status	Prior Status	Status Notes
Schedule	Green	Yellow	Overall status moved to Green with the completion of the Payroll Accrual solution.
❖ **Schedule**	Green	Green	**HCM**
	Green	Green	**Time Tracking**
	Green	Green	**Payroll**
	Green	Green	**Financials**
	Green	Green	**Technical Team**
	Green	Green	**Change Management/Outreach**
	Green	Green	**Audit**
Budget	Green	Green	As of 8/31: SCI Hours % Complete: 91% of budget Project Plan % Complete: 91% 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	1. Core HCM
	   a. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 73 conversion tickets. We are closing the week with 73 tickets.
	   b. Conversion: Finished Validating the Remainder of the Gold HCM, Compensation, and Benefit files. All files were placed in the final folder.
	   c. Conversion: Conducted / Participated in Daily HCM/PAY Conversion Check Point meetings.
	   d. Conversion: Addressed any Gold build issues / questions.
	2. Benefits Configuration: Addressed the following tickets: Updated Enrollment Instructions in Gold (HCM-60) and Updated Voluntary Spouse Life (Western Insurance) Coverage Amounts in Gold. Details can be found in JIRA.
	3. Recruiting
	   a. Configuration: Addressed the following tickets: Updated signature statements for all Review Document steps in Offer BP (WCR-505). Updated the Notification to candidate for Classified and Technologist on the Offer BP (WCR-506). Deleted Recruiting category from Offer Letter Questionnaires so that these questionnaires cannot be pulled into the Job Requisition process, as per DA Review recommendation. Details can be found in JIRA.
	   b. Configuration: Currently testing a new Integration System Security Group (ISSG) and coinciding Integration System User (ISU) to pull into Offer BP when Generating Documents, as per DA review recommendation.
	4. Absence Management
	   a. JIRA Tickets: Multiple tickets worked. Details can be found in JIRA.
	   b. Absence SME Meeting: Reviewed conversion fallouts, demonstration of overrides and adjustments for use during cutover and after Go Live.
	   c. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Project Checkpoint.
	   d. Conversion: Addressed any Gold build issues / questions.

Time Tracking	1. Time Clocks: Testing of Time Clocks with UNLV and UNR continues. AccuTime to confirm when clocks should be delivered for setup and testing for Go Live.

Area	Accomplishment /Activity
	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. 3. Cutover: Worked with the Project Communications team to convert the cutover timesheets to PDF; all files sent to both Payroll Offices and UNR Controller's Office for distribution with their communications to all Campuses and affected Departments. 4. Training: Heather researched and identified several test subjects for usage then conducted a time tracking training session to the North Payroll Office's staff in preparation for manual catchup transactions during cutover. 5. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning, Time Tracking Weekly Meeting, Working Session with Heather/Audra. 6. Configuration: Created new time code for Student Hours (non-Work Study). Completed all work needed to accommodate new code in NSHE2. Created HCH-474 to track configuration change needed in GOLD.
Payroll	1. Payroll Parallel: All validation has been completed. 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 as well as all other Payroll items. 3. Analysis: The SCI Integration Developer resolved the company code error in the ADP Quarterly Integration file. It was discovered that ADP will add a code that will to resolve the 3rd Party Sick false error. 4. Payroll Integrations (Work Study): Ran OASDI Update Integration; Ran Work Study Allotment amount integration; Validated Input file of award amounts; Troubleshooting of exceptions (3 employees w/no PSoft WS amounts); Tested Time Entry of Work study hours, validated pay results; Validated all PSoft earnings to Legacy WS earnings to the correct Workday WS program. 5. Updated Payroll Crosswalk: Validated Base Pay column; Validated the Deductions and made necessary updates. 6. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting, Weekly Payroll Team 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.

Area	Accomplishment /Activity
	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 NHE2 and NSHE3. j. Working with campus for insight for use case of WD27 "Return Payments" report. k. 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. 3. Financial Accounting a. Continue to review and update reports. b. Completed Labor Distribution Summary report for deployment to GOLD. 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 was completed and a review of documentation of procedures was completed. e. Work on Financial Role security issues. f. Continue to work on financial report prototypes and developing reporting hierarchies. 4. Budget a. 2nd round of testing of manager balance reports in NSHE10 for updated pay date and commitment logic. b. Research and testing new requirement to reverse payroll charges of REGIA from Grants. c. Continued report specification for budget trend and comparative reports for development. d. Testing alternative approaches to fringe rate encumbrances to allow use of tier rates - will require new configuration before 7/1/18. 5. Business Assets a. Tested Asset load from new asset extract. Troubleshooting load errors. b. Updating and reviewing asset functional process documentation with most recent changes for distribution to schools. c. Notified schools that information for asset corrections because of asset to ledger reconciliation are due by September 30th. 6. Projects

Area	Accomplishment /Activity

	a. Tested Project reports WIP - Manager Balance – Budgeted Project LTD by Worktag (TCH-2095).
	       Manager Balance – Budgeted Project LTD by Ledger Account - FIN - CR (NSHE) (TCH-2107).
	       Manager Balance – Balance Controlled Project LTD by Worktag (TCH-2096).
	7. Customer Accounts
	    a. Updated training documentation, Job Aids and a custom report for Find Customer Payment to support bank reconciliation.
	    b. Requested update to TCH-2229 (Customer Balance Summary report) and moved both TCH-2229 to Deploy and TCH-2231 (Receivables Aging report) to Unit Test.
	    c. Reviewed two custom reports for Sponsors, sent to Grants team for review. (JIRA TCH-2230 and TCH-2232).
	    d. Created process flow charts for various Cash Sale processes.
	8. 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. Will need to be updated when Gold tenant is available for BA to update.
	    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 & Effort
	    a. Continue to put together a training agenda and job aids for the Grants training.
	    b. Started Grants training for institutions in the South.
	10. Procurement
	    a. Standard T&Cs are on target to be ready for 9/15/17.
	    b. Validation of converted Advantage PO were completed.
	    c. Assisted with Security Roles for BCN and BCS.
	11. Suppliers - Validations, Documentation.

Technical	1. FIN Conversion
	    a. All Beginning Balances and July and August Journal data extracts were loaded into the Gold tenant with 100% success rate.
	    b. Taryn provided all the Financials Role Assignment workbooks.
	2. Integrations
	    a. UAT completed on Supplier Remittance Advice Integration.
	    b. UAT completed on the PeopleSoft UID integration.
	    c. UAT completed on SSN Verification integration.
	    d. Completed development on the Positive Pay - Cancelled Checks integration.
	    e. Developed Cut-over plan for the Student Work Study process.
	    f. Continued refining the cutover plan for the Student Financials integrations.
	    g. Supported UAT testing on many other integrations (see list below).
	3. Reporting
	    a. Custom reports completed and moved to testing status since last update:

Area	Accomplishment /Activity
	i. TCH-2253 PCard Transaction Verification Lines with Worktags. ii. TCH-2246 Audit Report - Time Off Request That Might Trigger FMLA - HCM - CR (NSHE). iii. TCH-2231 Receivables Aging – Customers Only – FIN – CR (NSHE). iv. TCH-2229 Customer Balance Summary – Customers Only – FIN – CR (NSHE). v. TCH-2183 Student Audit Report - Student Eligibility - HCM - CR (NSHE). vi. TCH-2099 Parking Payroll Deductions - PAY - CR (NSHE). vii. TCH-1842 R163 – Search Waivers – HCM – CR (NSHE). viii. TCH-1480 R093 – Asset Ledger Roll Forward Report.

CM-Communications	1. CM-Communication
	  a. Mailing list for direct mail campaign targeting workers who've not opened an email or are retired or recently terminated completed. (circa 16,000 names).
	  b. Posted updated job aids to the online NSHE Workday training repository.
	  c. Go-live Campaign Email #2 - Tools for a successful transition to Workday - sent to campuses for distribution to their communities.
	  d. Supported Training help desk.
	  e. Workday 29 Adoption Kit under review.
	  f. Revised timesheets for 9/16-10/1 shared with institutions to send to their communities.
	  g. Workday Customer Support staff hired - First day at work 9/13.
	  h. Workday time rounding policy email in review with payroll.
	  i. 2nd round of Interviews for Workday Customer Support Candidates completed 9/14/17.
	2. Training
	  a. Six weeks of training completed. Over 100 classes completed. Over 2000 workers have access to the training tenant. Reviews have been very positive.
	  b. All campuses (except GBC which will be 9/18) have had an Accounts Payable training session completed.
	  c. 14 job aids have been either updated or created new and added to the Training worklet.
	  d. Security classes have been scheduled for the week of 9/25/17.
	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	9/19/2017	Finish catch-up configurations in Gold tenant.
	9/20-9/23	Smoke Testing for NSHE Gold Tenant.
Absence Management	Ongoing	Complete Ticket WCR-312.
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	15-Sep	Testing Work Study.
	9/22/2024	Create Payroll Files for GOLD Build.
	31-Oct	Reviewing Payroll Processing Checklist.
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.
	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) - 9/7/17 followed up with Chris M and Chris V about stats.
	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 - 9/7/17 Matt L is to set up in NSHE2 for us to test next week.

Area	Dates	Upcoming Activities
	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 - 9/7/17 Matt L is to set up in NSHE2 for us to test next week.
	ongoing	FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration 8/24/17 I emailed the group 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 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.
	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		Work on finalizing payroll reports and financial reconciliation process.
		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.
	post go live	Updated month end checklists in Workday with requested revisions - created JIRA for added requests to month end checklist post go live. FIN-2753.
	post go live	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	TBD	Configure and test Position budget adjustment workaround proposed by Workday with Matt Luby.

Area	Dates	Upcoming Activities
	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.
Business Assets		Need to update report specs on Asset Roll Forward Report. Matt is currently reviewing to determine.
Projects	9/15/2017	Reviewing and compiling Project Reporting needs/requests - Met with Cynthia and waiting to see her finalized reports.
	Ongoing	Project Configuration Documentation updated.
	Post Go-Live	Test Workday update to Capital Project Accounting for WIP.
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, detailed procedures and the creation of a training video for 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.
	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 & Effort	9/11, 9/14 & 9/15	Lauren and Jane to provide grants training to institutions in the South.
	9/21, 9/26, 9/27 & 9/28	Samir to provide grants training to institutions in the North.

Area	Dates	Upcoming Activities
	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.
Procurement	ongoing	Continue working on open JIRA tasks.
	ongoing	Update Procurement Process Documentation.
	ongoing	Report Requirements.
	15-Sep	Development of standardized T&Cs for the Business Centers thru NSHE Legal.
FIN Conversion		Gold Build activities - please see the Gold Build Schedule tab in the NSHE Workday Cutover Plan v2 located in 97-Cutover.
Integrations		Complete testing on the Positive Pay - Cancelled Checks integration.
	Go-Live	Complete testing on the Student Eligibility/FICA Exemption.
	Go-Live	Complete testing on the Student Worker Work Study integration.
	Go-Live	Complete testing on the OASDI Update integration.
	Go-Live	Complete testing on the Troy Check printing process for Financials.
	Go-Live	Complete testing on the Troy Check printing process for Payroll.
	1-Nov	Complete testing on the Employee Contributions to PERS integration.
	Go-Live	Complete testing to the FDM and Ledger Worktag Mapping integration.
	11-Oct	Complete testing of Guardian Enrollments.
	1/1/2018	Complete testing of DETR.
	5-Oct	Complete testing of Healthscope Remit file.
	23-Oct	Complete testing of PEBP Remit file.
	1/1/2018	Complete testing of ADP Quarterly File.
	Post Go-Live	Complete testing of Henry Schein Punch-out and catalog.
	Post Go-Live	Complete testing on the Fishers Scientific Punch-out.
	Post Go-Live	Complete testing of Employee file to Lawroom.
Reporting	September	(In Progress) HCM report development: 94% of reports are in progress or complete/ready for review & testing (6% in build or design, 88% in testing or migration/deploy). 6% of reports in Not Started or Discovery status. Note:2 new reporting Jiras added since last status update.

Area	Dates	Upcoming Activities
	September	(In Progress) FIN report development: 77% of reports are in progress or complete/ready for review & testing (16% in build or design, 61% in testing or migration/deploy). 23% of reports in Not Started or Discovery status. Note:3 new reporting Jiras added since last status update.
	20-Sep	Bi-weekly Reporting lane meeting with the campuses.
	Post Go-live	Data Governance Meeting.
CM-Communication	thru October 2017	Weekly Project Update.
	9/22 -9/25	Direct Mail letter to workers who've not opened an email or are retired or recently terminated mailed out.
	ongoing	Exploring analytics for Training Repository site.
	thru October 2017	Workday resource site (support, contacts, FAQs, etc.).
	thru mid-October	Go-live campaign email series.
	8/31- 9/6	Reference Checks for Customer Support Candidates.
	thru October	Cutover campaign.
	22-Sep	Faculty targeted communication developed for campuses.
	20-Sep	Meet with UNLV to discuss training videos and tri-fold for time clocks.
Training	on-going	Continue job aid creating and updates.
	9/22/2017	Finance training has been scheduled for TMCC / WNC / DRI.
	9/29/2017	Finalize WD 29 updates.
	Week of 9/18	GBC Training.
Testing	9/18-9/22	Continue to monitor P4 Residual End to End Testing and add scenarios as needed.
	9/18-9/22	Participate in functional team, TLG, UAT, POC, reporting and integration meetings.

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-1911	Student Employment/Work Study Integration	Highest	Michael Bakker	28-Sep-17	This integration continues to be tested. Although we continue to make progress with the support of campus testers, testing will likely continue right up until go live.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
P2 Playbacks	Green	November 11, 2016	100%	11/11/2016
P2 System Testing (HCM, Payroll, FIN, Integrations)	Green	November 14, 2016 – January 27, 2017	100%	1/27/2017
Payroll Parallel (P2) Begins	Green	January 27, 2017	100%	2/3/2017
Run P3 Data Extracts & Validate	Green	January 31, 2017	100%	2/3/2017
Begin Build of P3	Green	February 6, 2017	100%	2/6/2017
P3 Playbacks	Green	March 13, 2017	100%	3/16/2017
E2E Testing (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Begins	Green	March 13, 2017	100%	3/20/2017
Payroll Parallel (P3) Ends	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	100%	9/6/2017
Turn HRMS Employee Self Service (ESS) to Inquiry Only	Green	September 6, 2017	100%	9/6/2017
Campuses begin tracking emergency changes in legacy HRMS	Green	September 7, 2017	100%	9/7/2017

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
Last day to submit Advantage Expense Report	Green	September 7, 2017	100%	9/7/2017
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		