



Project Status Report

Status as of September 22, 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 reports. Please refer to the detailed status below.
❖ Overall Status – Functional Lanes	Green	Green	HCM
	Green	Green	Payroll
	Green	Green	Time Tracking
	Green	Green	Financials: The focus for the following week is on Cutover activity, report development, testing and 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 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: The team has recently completed the priority reports for HCM and Financials. Some of the Financial reports were delayed due to the Payroll Accrual solution but will be ready to support the October 1 st go live.
	Green	Green	Security
❖ Overall Status – Training & Outreach	Green	Green	Training
	Green	Green	Change Management/Communication
	Green	Green	Testing
Schedule	Green	Green	The status of the Schedule is Green. Please refer to the detailed status below.
❖ Schedule	Green	Green	HCM

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	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	<ol style="list-style-type: none"> 1. All Lanes: <ol style="list-style-type: none"> a. Build: Ran / Addressed all Audit Report Issues. b. Build: Completed Catch-Up Configuration and Configured Items that do not Migrate. c. Build: Conducted Smoke Testing / Addressed Any issues. d. Build: Supported Data Validation & Catch-Up Transaction Activities. Addressed Questions / Issues. e. Build: Supported / Completed Catch-Up Transactions EIBs. 2. Recruiting: Configuration: Addressed the following tickets: Allowed Classification Partner (Institution and Shared Services) to see open job requisitions (WCR-508). Finished catch up configurations in Gold tenant (HCM-462, HCM-463, HCM-464, HCM-465, HCM-466, HCM-467, HCM-471, HCM-475, HCM-476, HCM-478, HCM-482, HCM-502, and HCM-503). Updated Print Generated Document - HCM - CR (NSHE) report to connect to single instance of generated document, then recreated BIRT documents for Offer Letter headers in Workday Studio and reloaded into Gold. Details can be found in JIRA. 3. Absence <ol style="list-style-type: none"> a. JIRA Tickets: Multiple tickets worked. Details can be found in JIRA. b. Absence SME Meeting: Reviewed conversion fallout, demonstration of reassign task ability to use during cutover when entering transactions. c. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Project Checkpoint, Absence SME. d. Conversion and GOLD Build: Completed, validated configuration and audited Gold Build. Completed Absence Smoke Testing. SMEs began validation of data - some changes were needed and completed to Time Off Request load.
Time Tracking	<ol style="list-style-type: none"> 1. Time Clocks: Finalized time clocks (delivered and setup by UNR&UNLV). People will begin to enroll at the clocks. ATS will hold and delete any punches before October 1 and begin to push punches October 1. 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/Gold Build: GOLD tenant build was completed, audited, and validated. The GOLD tenant was released to those Project members to begin validation and smoke

Area	Accomplishment /Activity
	<p>testing. The Time Tracking team will begin smoke testing once the Payroll History file is loaded this coming week which will then produce Pay Results to validate.</p> <ol style="list-style-type: none"> 4. DA Review: Completed and posted Delivery Assurance Template for Time Tracking to Workday. 5. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning, Time Tracking Weekly Meeting, Working Session with Heather/Audra. 6. Configuration: Met with team to discuss rules and requirements for Holiday Pay as it pertains to PERS reporting. Michelle H is gathering several scenarios so the team can verify that set up is accurate to reporting the correct service hours and dollar amounts to PERS monthly.
Payroll	<ol style="list-style-type: none"> 1. GOLD Build Configuration Validation and Catch-up Configuration. 2. Payroll extracts completed and validated for build. 3. Payroll Parallel DA Review.
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 NHE2 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 and 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.

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	<ul style="list-style-type: none"> g. Started discussion on process for new Worktag requests post go live. <p>3. Financial Accounting</p> <ul style="list-style-type: none"> 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. <p>4. Budgets</p> <ul style="list-style-type: none"> a. Continued 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. Developed Position Budget by Worktag report to use for maintaining position budgets and demoed to Budget SMEs. e. Begun the gold updates and validation process. <p>5. Assets</p> <ul style="list-style-type: none"> a. Completed Validation of tenant with exception of asset load which is not pulled until October. Waiting to begin smoke testing. 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. <p>6. Projects</p> <ul style="list-style-type: none"> a. Tested Project reports WIP - Manager Balance – Budgeted Project LTD by Worktag (TCH-2095). b. Manager Balance – Budgeted Project LTD by Ledger Account - FIN - CR (NSHE) (TCH-2107). c. Manager Balance – Balance Controlled Project LTD by Worktag (TCH-2096). <p>7. Customer Accounts</p> <ul style="list-style-type: none"> a. Created and updated existing training documentation and Job Aids for Record Cash Sale. 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. Partially validated Gold Tenant build. d. Provided targeted training to UNR Cashier's Office. <p>8. Expenses</p>

Area	Accomplishment /Activity
	<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. Will need to be updated when Gold tenant is available for BA to update. b. Documentation Updated. c. One change request WCR-432 still open - The Link 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. <p>9. Grants & Effort</p> <ul style="list-style-type: none"> a. Continue to put together a training agenda and job aids for the Grants training. b. Started Grants training for institutions in the South. c. Submitted updated billing schedule EIB and location EIB. <p>10. Procurement</p> <ul style="list-style-type: none"> a. Standardized T&Cs are completed / Waiting for NSHE URL to post. b. PCard Report is complete w/ Hari to be re-named and inventoried.
Technical	<ul style="list-style-type: none"> 1. Gold Build activities - please see the Gold Build Schedule tab in the NSHE Workday Cutover Plan v2 located in 97-Cutover. 2. Integrations <ul style="list-style-type: none"> a. UAT completed on Guardian Health and Life Enrollments. b. Integration migrations to Gold completed. c. Supported OKTA/SSO on the Gold tenant for pre-go-live activities. d. Finalizing the Operations Guide for the Student Financials integrations. e. Obtained vendor sign-off on Healthscope Remit file. f. Supported 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 since last update: TCH-2287 Multi Company Check Audit – Pay Inputs.
CM-Communications	<ul style="list-style-type: none"> 1. Change Management & Communication <ul style="list-style-type: none"> a. Targeted direct mail campaign first piece finalized and sent to mailing house. b. Posted updated job aids to the online NSHE Workday training repository. c. Supported Training help desk. d. Workday 29 Adoption Kit released to campuses. e. First Workday Customer Support staff hired - First day at work 9/13. f. Workday time rounding policy email in review with payroll. g. 2nd round of Interviews for Workday Customer Support Candidates completed 9/14/17. h. Second Workday Support Specialist hired - First day at work 10/16. i. Phone System initial test for Help Desk. 2. Training <ul style="list-style-type: none"> 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.

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	<ul style="list-style-type: none"> d. Security classes have been scheduled for the week of 9/25/17. e. GBC Training conducted 9/18 thru 9/20. <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: WCR-500.
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: WCR-275, WCR-415, WCR-496, and WCR-514.
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	9/25	Work Study Costing Allocation solution.
	9/29-30	Payroll DA Reviews.
	9/26	Load Payroll and Termination files.
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.

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	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
	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	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.

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Area	Dates	Upcoming Activities
	post go live	Develop basic campus statistics and allocation of investment income from average daily balance calculations.
Budgets		Work with Budget SMEs and Financial Accounting on Budget and Budget to Actual report specification and development. Will be moving to a governance meeting led by Fred.
	TBD	Work with SCI and report writers on logic for Budgeted FTE.
	Post Go-Live	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.
Assets		Need to update report specs on Asset Roll Forward Report. SCI is currently reviewing to determine.
Projects	9/20/2017	Validated tenant - completed - Waiting to begin smoke testing.
	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		Smoke Test.
	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	22-Sep	Started NSHE9 validation.
	21-Sep	Lauren and Jane to provide grants training to institutions in the South.

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	9/21, 10/2, 10/3 and 10/4	Samir to provide grants training to institutions in the North.
	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.
Suppliers		Validations, Smoke test, Documentation.
FIN Conversion	9/30	Gold Build activities - please see the Gold Build Schedule tab in the NSHE Workday Cutover Plan v2 located in 97-Cutover.
Integrations	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.
	1/1/2018	Complete testing of DETR.
	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	HCM report development: 96% of reports are in progress or complete/ready for review & testing (6% in build or design, 90% in testing or migration/deploy). 4% of reports in Not Started or Discovery status.
	September	(FIN report development: 78% of reports are in progress or complete/ready for review & testing (17% in build or design, 61% in testing or migration/deploy). 22% of reports in Not Started or Discovery status. Note: 1 new report request added since last status update.
	9/21 - 9/28	Report naming and report tag final cleanup in Gold tenant.
	4-Oct	Bi-weekly Reporting lane meeting with the campuses.

Area	Dates	Upcoming Activities
	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.
	25-Sep	Meeting with SCS team to see demo of KACE Setup.
	25-Sep	Meet with SCS team to refine Phone setup.
Training	on-going	Continue job aid creating and updates.
	9/22	Finance training has been scheduled for TMCC / WNC / DRI.
	9/29	Finalize WD 29 updates.
	week of 9/25	Finance Roles/Security Training for institutions.
Testing	9/25-9/29	Continue to monitor P4 Residual End to End Testing and add scenarios as needed.
	9/25-9/29	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%	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
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

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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	100%	9/20/2017
Run Final Monthly Payroll in Legacy	Green	September 21, 2017	100%	9/21/2017
Freeze New Advantage Accounts	Green	September 22, 2017	100%	9/22/2017
Freeze Purchase Orders	Green	September 22, 2017	100%	9/22/2017
Campuses begin entering catch-up transactions in Workday	Green	September 23, 2017	100%	9/23/2017
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		