FINAL Project Status Report

Status as of September 29, 2017
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Summary

Item	Current Status	Prior Status	Status Notes
Overall Status	Yellow	Yellow	The overall status for the implementation portion of the project completed as Yellow due to the last-minute completion of a couple of NSHE and Campus integrations. The team will now transition to production support and will address any issues that arise during the stabilization period.
❖ **Overall Status – Functional Lanes**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Green	Green	**Financials**
	Green	Green	**Audit**
❖ **Overall Status – Technical Team**	Yellow	Yellow	**Integrations (NSHE):** The technical team completed several of the integrations just as we prepared for go live. We expect there may be issues with these and will address them as production support items.
	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)**
	Green	Yellow	**Reporting:** The team has recently completed the priority reports for HCM and Financials.
	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**

Item	Current Status	Prior Status	Status Notes
	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	Green	Yellow	The status of Project Risk was moved to GREEN as we have completed the move to production.
❖ **Project Risk**	Green	Green	**HCM**
	Green	Green	**Payroll**
	Green	Green	**Time Tracking**
	Green	Green	**Financials**
	Green	Yellow	**Technical Team:** The team will continue to monitor integrations and reports as part of production support.
	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. Completed all Workday Delivery Assurance (DA) Reviews.
	2. Core HCM
	   a. Build: Ran / Addressed all Audit Report Issues.
	   b. Build: Conducted Smoke Testing / Addressed Any issues.
	   c. Build: Supported Data Validation & Catch-Up Transaction Activities. Addressed Questions / Issues.
	   d. Build: Supported / Completed Catch-Up Transactions EIBs.
	3. Benefits
	   a. Build: Ran / Addressed all Audit Report Issues.
	   b. Build: Conducted Smoke Testing / Addressed Any issues.
	   c. Build: Supported Data Validation & Catch-Up Transaction Activities. Addressed Questions / Issues.
	4. Recruiting: Configuration: Addressed the following tickets: Created new Project in Workday studio for NSHE Gold and recreated all BIRT documents, then updated links for all documents - Contract, Non-Contract and PAP (HCM-428). Details can be found in JIRA.
	5. Absence Management
	   a. JIRA Tickets: Worked WCR-312. Details can be found in JIRA.
	   b. Absence SME Meeting: Reviewed any catchup transaction questions with Absence SMEs. Demonstrated Business Process Transactions Awaiting Action report.
	   c. Alert: Created Alert to notify Absence Partners and Absence Support of Workers Expected to Return from leave in the next two weeks.
	   d. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Project Checkpoint, Absence SME.
	   e. Gold Catch Up Transactions: Absence SMEs worked on all absence catchup transactions.
	   f. DA Review: Completed Delivery Assurance Review for Absence with Workday; review was very positive and all Workday requirements were met.

Time Tracking	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: Catchup transactions entry into GOLD began over the weekend – monitored the Blue Jeans link to assist all Campuses during the entry process (new hires, contact changes, etc.); the Payroll Offices and Resources began data entry of all Timesheets into Workday for the period of 9/16-9/30; Answered several campus emails asking for help with Workday navigation and how processes function; Timekeeper role was reconfigured to Inherit down by unanimous vote by HRAC.

Area	Accomplishment /Activity
	4. DA Review: Completed Delivery Assurance Review for Time Tracking with Workday; review was very positive and all Workday requirements were met. 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	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. Gold Build: Catchup transactions entry into GOLD began over the weekend – monitored the Blue Jeans link to assist all Campuses during the entry process (new hires, contact changes, etc.); Approved all necessary changes (contact changes) requiring a Payroll Partner; Answered several campus emails asking for help with Workday navigation and how processes function. 4. Integrations: Validated OASDI integration to all test subjects and workers based on the newly simplified requirements; Testing continued for Allotment Adjustment Integrations, validations of changed amounts, time entry to validate remaining balance is accurate. 5. DA Review: The review was very positive and all Workday requirements were met. 6. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting, Weekly Payroll Team Meeting.

Financials	1. Banking
	    a. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process.
	    b. 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.
	    c. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts.
	    d. Added notification to the Cashier Manager when the additional worker comments on the bank statement line to the Review Bank Statement Line business process.
	    e. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NHE2 and NSHE3.
	    f. Working with campus for insight for use case of WD27 "Return Payments" report.
	    g. P4 testing is complete and successful.
	 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.

Area	Accomplishment /Activity

	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. Completed UNLV F&A allocations manual edits in GOLD.
	    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 and continue smoke testing as data becomes available.
	4. Budgets
	    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 Worktags report to use for maintaining position budgets and demoed to Budget SMEs.
	    e. Begun the gold updates and validation process.
	5. Assets
	    a. Completed Validation of tenant with exception of asset load which is not pulled until October.
	    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
	    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 Worktags (TCH-2096).
	7. Customer Accounts
	    a. Created and updated existing training documentation and Job Aids for Record Cash Sale.
	    b. Reviewed and requested additional updates to TCH-2229 (Customer Balance Summary report) and TCH-2230 and TCH-2232 as well due to how Refunds are being displayed.

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	c. Conducted multiple Blue Jeans training sessions for various departmental users at UNR and one for WNC.
	8. Expenses
	   a. To update per-diem rates which go into effect on 10-1-2017. Donna is working on this.
	   b. Add instructional text.
	   c. Remove ability to deny an expense report per DA review.
	   d. Add rate table for mileage for effective rate dates.
	   e. One change request WCR-432 completed.
	9. Grants
	   a. Continue to put together a training agenda and job aids for the Grants training.
	   b. Completed GOLD validation and smoke testing.
	10. Procurement: Standardized T&Cs are completed and posted to the NSHE URL .
	11. Suppliers: Documentation.

Technical	1. FIN Conversion: Gold Build activities - please see the Gold Build Schedule tab in the NSHE Workday Cutover Plan v2 located in 97-Cutover.
	2. Integrations
	   a. Completed testing on the OASDI Updated integration a deployed to production.
	   b. Received sign-off on the FDM and Ledger Worktag mapping integration, and moved it production.
	   c. Received sign-off on the ADP Quarterly file and deployed to Gold.
	3. Reporting: Report naming and report tag final cleanup in Gold tenant.

CM-Communications	1. CM-Communications
	   a. Targeted direct mail campaign first piece landing.
	   b. Posted updated job aids to the online NSHE Workday training repository.
	   c. Posted and shared Getting Started Guide with CM liaisons for go-live communications.
	   d. Supported Training help desk.
	   e. WD is for academics' email created for campuses to send.
	   f. Monthly staff paid early email created for campuses to send.
	   g. WD @NSHE resource site (support, contacts, FAQs, etc.) online.
	   h. Information security reminder for managers drafted.
	   i. Production tenant whitelisted for Training Repository access.
	   j. Second Workday Support Specialist hired - First day at work 10/16.
	   k. Phone System config tested for Help Desk.
	   l. Webinar Conducted with NSHE@Workday team for accessing/using KACE.
	   m. Tested Help Desk process end to end - phones, intake, KACE, email.
	   n. Entire CM/Outreach team trained on Help Desk procedures.
	   o. Tested Help Desk compilation report for daily NSHE-wide meeting.
	   p. Created Help Desk Operations Guide.
	2. Training
	   a. PRE-GO LIVE TRAINING COMPLETE!!!
	      Eight weeks of training completed. Over 250 classes completed. 3079 workers had access to the training tenant.

Area	Accomplishment /Activity

	b. Security classes for Security initiators, security partners, and security approvers were completed 9/19/17. NSC to be scheduled post-go-live.
	c. Post go live training has begun scheduling.
	d. NSHE Training staff was trained to act as SA Help Desk support. Tom and Erik will be the support with backup from Linda first 2 weeks of go-live. The support will continue as back-up support after the help desk staff start.
	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.

Planned Time Away

Dates	Team Member
11/13 - 11/24	Ursula Price
11/15-11/30	Michael Bakker

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	30-Sep-17	The testing of this integration will continue into the weekend.

Milestones

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
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

iNtegrate 2

Milestone	Status (RYG)	Baseline Due Date	% Complete	Date Complete
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
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	100%	9/29/2017
End Account Dual Maintenance in Advantage/WAX and Workday	Green	October 1, 2017	100%	10/1/2017
Workday Live	***Green***	***October 1, 2017***	100%	10/1/2017
Begin entering Expense Reports in Workday	Green	October 2, 2017	100%	10/2/2017
Begin entering held requisitions into Workday	Green	October 2, 2017	100%	10/2/2017
Complete first Semi-Monthly (Pay Date 10/10) in Workday	Green	October 5, 2017	100%	10/5/2017
September Close in Advantage	Green	October 13, 2017	On Track	
Close Advantage for Asset Activity	Green	October 13, 2017	On Track	
Complete second Semi-Monthly (Pay Date 10/25) in Workday	Green	October 20, 2017	On Track	
Complete first Monthly (Pay Date 11/1) in Workday	Green	October 27, 2017	On Track	