

Elevate Program Update

Senate

February 7 2023

Jack Blanchard

Associate Provost for Enterprise Resource Planning





Agenda :

- 1. Overview of Elevate
- 2. Timeline and progress
- 3. Go/No-Go decision
- 4. Training
- 5. Support
- 6. Student System





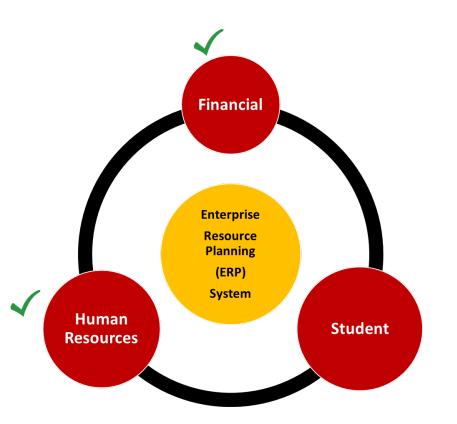
Overview





Purpose of Elevate

To modernize our obsolete ERP system to better meet the complex needs of a flagship research university.



ELEV<u>A</u>TE



Elevating our ERP to the cloud with Workday.

	My Workspace				•
	Headcount by Country 12 🗇	My Team Members	•	kverage Compensation by Country / 二 盟 (
		My Team Members	Center *	3/7 M Financial Scorecard	Q
•	398	500 E	O Period 2017 - Mar		
Pugo Girard Por A Statistic M Manager Mathe Touries Trades	H - Cost	Lacation Current Job	III AI	• O D 77	1.00 ES 24.4M
Action Required Income	H -			Revenue & Eacking	Cash Collections
Mandana (10 Completer) 🜟 🜟 🜟	Vorteal Dates of America Vorteal Dates of America Tennes Australia Australia	Talent by Region	1 m	Communication of the second se	5.1M Capital Expenditures 0.0K
Total Day. Current Job Total Jobs 19 junt 19 junt 1	Monio M			Revenue Growth Vitr	8.2% 050
St. Director, NR DMA & LANK) AXX Annung 2007 - Sarrary (11 pages, 8 mark)			Amount 25.254	Defend Revenue	3.6M
A Bh			Producting	Deferred Revenue Growth YoY	Bookings & Billings







Ensuring Workday will work for Maryland.

Over 360 staff with direct input to Elevate:

- Project Implementation Teams (PIT Crews)
- From across campuses (UMCP, UMES, UMCES, UMSO)
- Representing diverse perspectives from Divisions, Colleges, Institutes, Centers and Departments.
- Contributing *thousands of hours* of time to confirm configuration decisions, provide critical input, and communicate with their home units.

Faculty Advisory Committee

- Twenty faculty from T/TT and PTK.
- Represents diverse roles including instructional, research, Chairs and Directors.

Thank You!



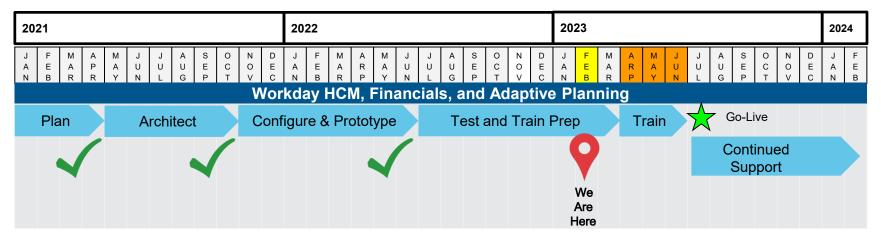


Progress & Next Steps





Elevate Program Timeline - Phase I HCM and FIN







Go/No -Go Decision





What goes into a Go/No-Go Assessment?

- Critical evaluation of key technical metrics (e.g., payroll testing with CPB), readiness of business units, and plans for cutover (from PHR/KFS to Workday).
- Go/No-Go Checklist covers eight categories and 278 items:
 - 1. Workday Readiness Functional Areas and Systems
 - 2. Process and Change Management Readiness
 - 3. Technical System Readiness
 - 4. Testing
 - 5. UMD Division and Tenant Partner Preparedness
 - 6. Service Team Preparedness
 - 7. Operational/Process Readiness
 - 8. Cutover









Go/No-Go Decision

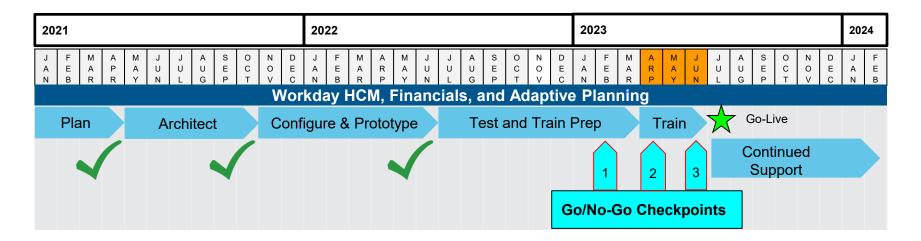
- First key assessment in mid-February
 - Based on metrics, Elevate Program team \rightarrow ESC \rightarrow Sponsors
 - \rightarrow President Pines
- Impact of Decision what would happen next?
 - **GO**: Proceed as planned! Next check point in April.
 - NO-GO: Would mean not able to go live July. Elevate team and leadership would re-evaluate and determine new go-live date.







Elevate Program Timeline - Phase I







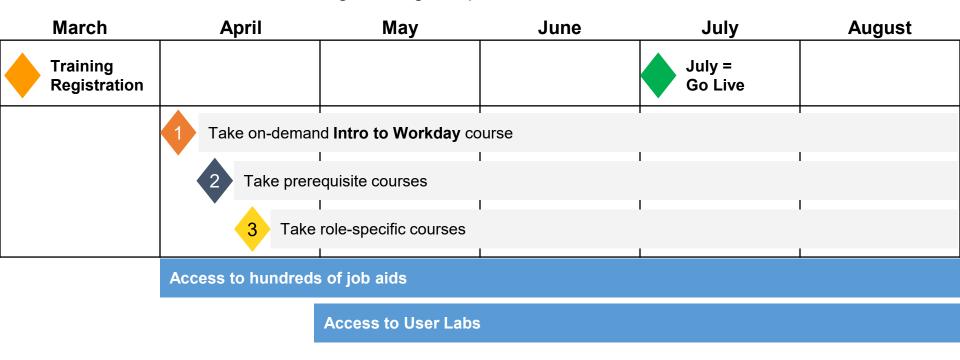
Training





Timing of Training

Users will be able to take training starting in April.





How will staff and faculty be trained?







On-Demand Computer-Based Training Instructor-Led Training (Zoom) User Labs (Zoom)





Average Time for Training (est.)

Amount of training will differ by user.

	General User	HCM User	Finance User
General Course	~45 minutes	~45 minutes	~45 minutes
Prerequisites Courses	N/A	~2.25 hours	~1.5 hours
Role-Specific Curriculum (includes both required and optional courses)	N/A	Average: ~3 hours Shortest: ~1 hour Longest: ~10 hours	Average: ~3 hours Shortest: ~1 hour Longest: ~10.5 hours
	Average = 45 mins minutes + Job Aids	Average = 6 hours	Average = 5.25 hours



Job aids will complement training

- Job aids are simple, clear instructions on how to do a task.
- The most up-to-date job aids will be available anytime, in one repository, for all users.
- Over 400 job aids will be available.

ELEVATE

Add or Change Emergency Contacts

This job aid instructs users to add or change emergency contacts in Workday.

Initiator: All Workday users can add/change emergency contacts.

Approver: Approval is not required.

Add or Change an Emergency Contacts

To add or change emergency contacts, log in to Workday and complete the following steps:

- 1. Click Profile.
- 2. Click View Profile.
- 3. Click Actions.
- 4. Hover over Personal Data.
- 5. Click Change Emergency Contacts.

Note: You can also search and select the Change Emergency Contacts task from the Workday search bar.

On Change Emergency Contacts page:

- Complete information under Primary Emergency Contact, including Legal Name, Relationship, Preferred Language, Primary Address, Primary Phone and/or Primary Email.
- 7. Optional: Complete information under Alternate Emergency Contacts to add an additional contact(s).
- 8. Click Submit.

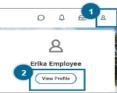
Next Steps

You have successfully added/changed your emergency contact information. You can view worker history changes by clicking Actions from your profile, hovering over Worker History, and selecting View Worker History.

Sample Job Aid

ELEV







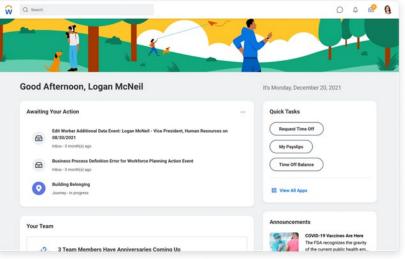
egal Name gal Name no Droborn elationship istionship state referred Lar eferred Lar				×
istonika * utter				2
				×
Ant Add)			
une .				× /
	imary Pha one (772) scribe Add mate Eme hemate Em	intery Phane Inter (TE) DETECT (Addition) Add Matter Emergency C Add A	invery Planes one (TE) ACTURO (Meale) Aut mate Envergency Contacts Aut Aut	inary Phone ere (TTI ETURE (Astel) Ast mate Envergency Contacts hemate Envergency Contacts Ast



Early Piloting with campus PIT Crews

- Key stakeholders eager for "hands on keyboard" experience with the Workday system.
- Providing early access to Workday readiness tenant to explore and familiarize .
- Pilot training modules to get early exposure to training and provide feedback.









Post Go - Live Support





Support for New Users is Critical.

- Prior experience with implementing new technology confirms that easy access to helpful support is essential
- Must ensure ability to address all user needs long -term .
- Also need to accommodate increased user requests during initial months .









Levels of Support for Workday

- 1. New Workday Services Team
 - 32 new staff positions in DIT Dedicated exclusively to Workday support.
 - In place prior to go-live (20 hired to date)
- 2. Hypercare
 - To assist during stabilization phase additional Huron resources to be available for 6 months post-go-live (July – December).



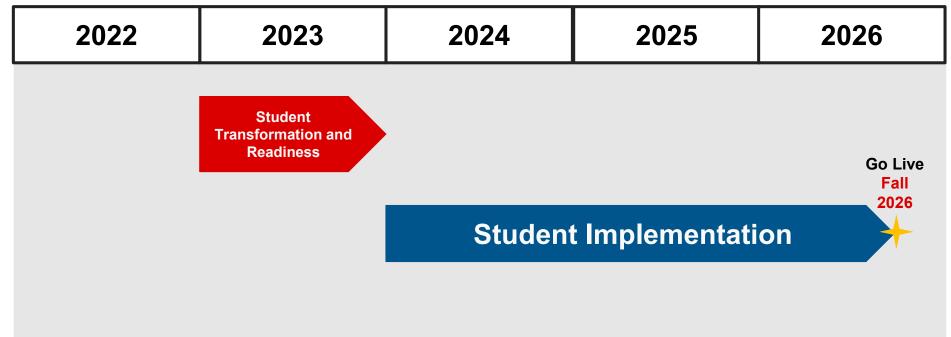


Workday Student System





Getting Ready for Workday Student







Phase II: Student Transformation and Readiness

- Student-Centered
 - a. Students as key stakeholders.

• Initiating early work:

- a. Work began in January and will continue through end of 2023.
- b. Initial meetings held with GSG and SGA.
- C. Will engage every college's Student Advisory Council.
- d. Scheduling with Administrators and Staff involved with undergraduate and graduate programs.









Phase II: Student Transformation and Readiness

- Individual and small group discussion underway . . .
 - **a.** Assessing pain points in current Student Information System.
 - **b.** What do students and other stakeholders want in the new Workday system?
- Assessing current academic processes and policies to understand implications for new Workday system.
- Develop communication strategy for continuous engagement of students and other stakeholders throughout project lifespan (2024 – 2026)
- Results ready by end of calendar year and used to inform the start of the Student Implementation for January 2024.









Stay Informed





Next Elevate Update

All -campus Zoom Town Hall Meeting (two options – also recorded)

- Wednesday February 22
- Thursday February 23

Town Hall Meeting

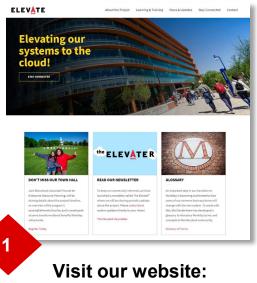
Agenda to include:

- Go/No-Go decision outcome
- Training and readiness
- July transition specifics

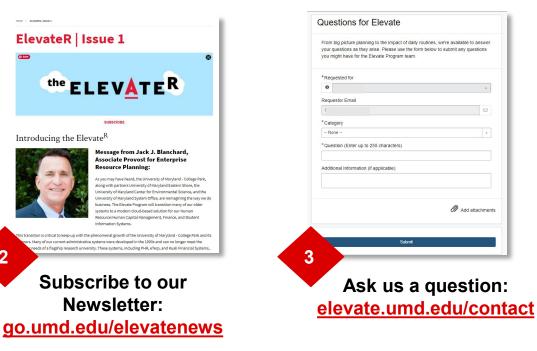




Stay Connected with Elevate



elevate.umd.edu

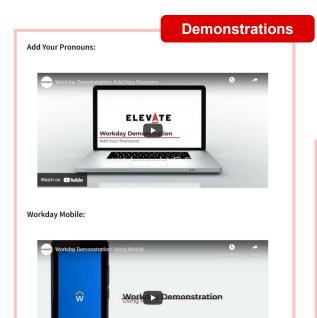


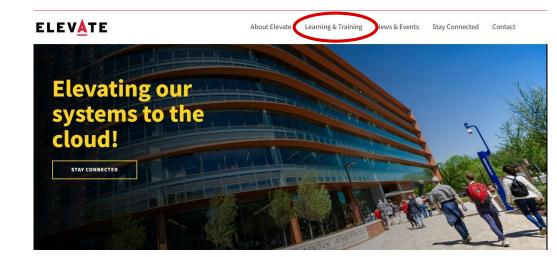


2



Browse Elevate website for videos, newsletters, FAQs, glossary, other material: elevate.umd.edu





		Screens
2:55 4 C Here's What's Happening is inforce, referring 23, 322		Using Workday Mobile The Workday app is an optional app to download on Android or Apple devices. Workday is also accessible via compatible browsers on mobile devices. What You Can Do: • View your time off balances and request time off • View and update your personal information
Nost Used Apps	View All	Erroll in learning courses and manage your enrollments Access your Workday Inbox Review and approve most business processes on-the- go Review and view Workday notifications from your phone

Q

Timel

shots

Glossary Terms Featured Glossary Terms **Employee Self Service** The ability for an Employee as Self or Contingent Worker as Self to initiate a transaction on their own. This includes: + tasks and business processes that you can initiate in Workday, such as managing your personal and contact information · access to your own information, such as your job title, manager, compensation, and personal data Worker Profile A quick view of each individual Worker's demographic, job, and organization information. Worker data is viewable in the different tabs of the Worker profile, and view/edit access to this data depends on one's security role access.

VISIT OUR GLOSSARY



THE BE ST THEFTER

Question & Answer

