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End User Training Workday
Employee - Basics

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Instructor

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Agenda

- Welcome and Introductions
- Learning Objectives
- Project Overview
- Workday Navigation and Self-Service
- Questions

Welcome and Introductions

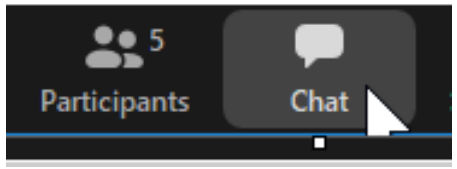
- Training prerequisites: None
- Attendees: All Lynn University employees

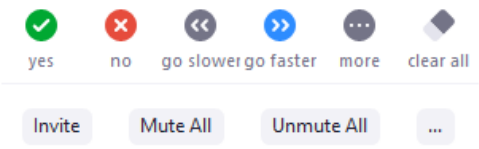
Housekeeping and Classroom etiquette

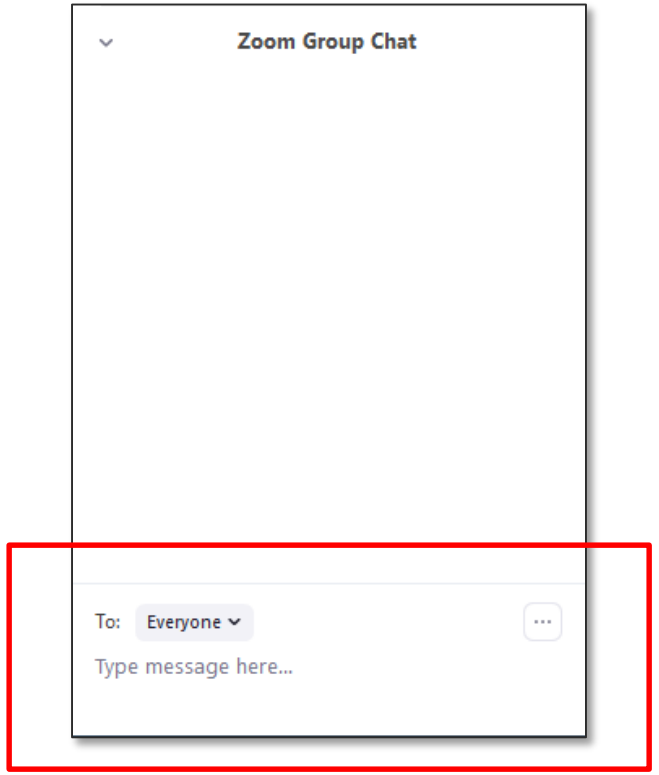
- Training length: 1 hour
- Mute your connection
- Refrain from e-mail and web surfing

Welcome and Introductions

- Zoom meeting:
  - Video not required
  - Everyone muted by default during training
  - Use chat to ask questions during the training







Learning Objectives

Upon completion of this training session, employees should be able to:

1. Identify important “Go Live” dates
2. Recall how to access Workday
3. Locate navigation tools within Workday
4. Identify proper use of Workday inbox and delegations
5. Substitute older tools with new Workday interface

Project Overview

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Project Goals

Providing the educational environment that allow all of us to do our best work

Supporting Lynn 2025 strategic plan and a mindset towards continuous improvement

Delivering a world class user experience

Leveraging industry best practices and student-centered approach

Using “The Power of One” to breakdown silos across HR, Finance, and Student functions

What is Workday replacing?

Systems Replaced

System	Modules / Tasks
Jenzabar	• Accounts Payable Module • Human Resources Module • Purchasing Module • Finance Module • Fixed Assets Module
TimeForce powered by INFINISOURCE	• Time Off (Vacation, Sick days) • Clock In -Out
Perceptive Content	• Expense Approvals
TRAKSTAR	• Employee Performance Reviews
PaymentNet®	• Lynn expense and procurement card reporting
Time Clock	• Time clock devices

Manual Processes Replaced:

Paper Forms	• Employee Change Form • Travel Expense Form • Expense Request
ProForma Forms	• Student Onboarding
Phone, email, mail	• Initiate or approve any process in Workday

Workday HCM/Finance

Project Timeline

Plan
6 weeks

9/9/19 - 11/8/19
FDM - Academic Workshop
Foundation Tenant Build
Pre-Alignment Prep

Architect
8 Weeks

10/28/2019 - 1/30/2020
Foundation Sessions
Integration Requirement &
Prototyping

Configure &
Prototype
14 weeks

1/20/2020-3/27/2020
CCS Prep
Confirmation Sessions
Unit Testing
Integration Built
E2E Tenant Built

Configure &
Prototype
14 weeks

1/20/2020-3/27/2020
CCS Prep
Confirmation Sessions
Unit Testing
Integration Built
E2E Tenant Built

Test
8 Weeks

3/23/2020 - 5/22/2020
E2E Test
Parallel Tenant Prep
Parallel Test Execution
End User Training Materials

Deploy
4 Weeks

5/13/2020 - 6/17/2020
End User Training
Gold Tenant Build
Move to Production
Data Transactions

Go-Live 6/15/2020

Post Production
6 Weeks

6/17/2020 - 8/11/2020
Post Production Support
Go-Live

Important Dates

5/13 – 8/15: Training Sessions

6/15: Go Live HCM
Enter time (Hourly & Non-Exempt), Approve time

6/15 – 6/22: PTO balances 0 (transition)

7/1/20 – Go Live Finance: Expenditure requests, Requisitions, Time off, Hiring, etc.

Processes Available to Employees

- Personal Information
  - Name, addresses, phone numbers, email, photo
- Benefits
  - Benefit changes, dependents, beneficiaries, yearly benefit elections
- Career and Performance
  - Yearly reviews (full time staff and faculty). Manage accreditations, certifications, etc.
- Time and Attendance
  - Time entry, manage time off and leave

Processes Available to Employees

- Payroll
  - Pay slips, tax forms, withholding elections, payment elections (direct deposit), voluntary deductions.
- Expenses
  - Expense reports (travel and reimbursements, spend authorizations, cash advances)

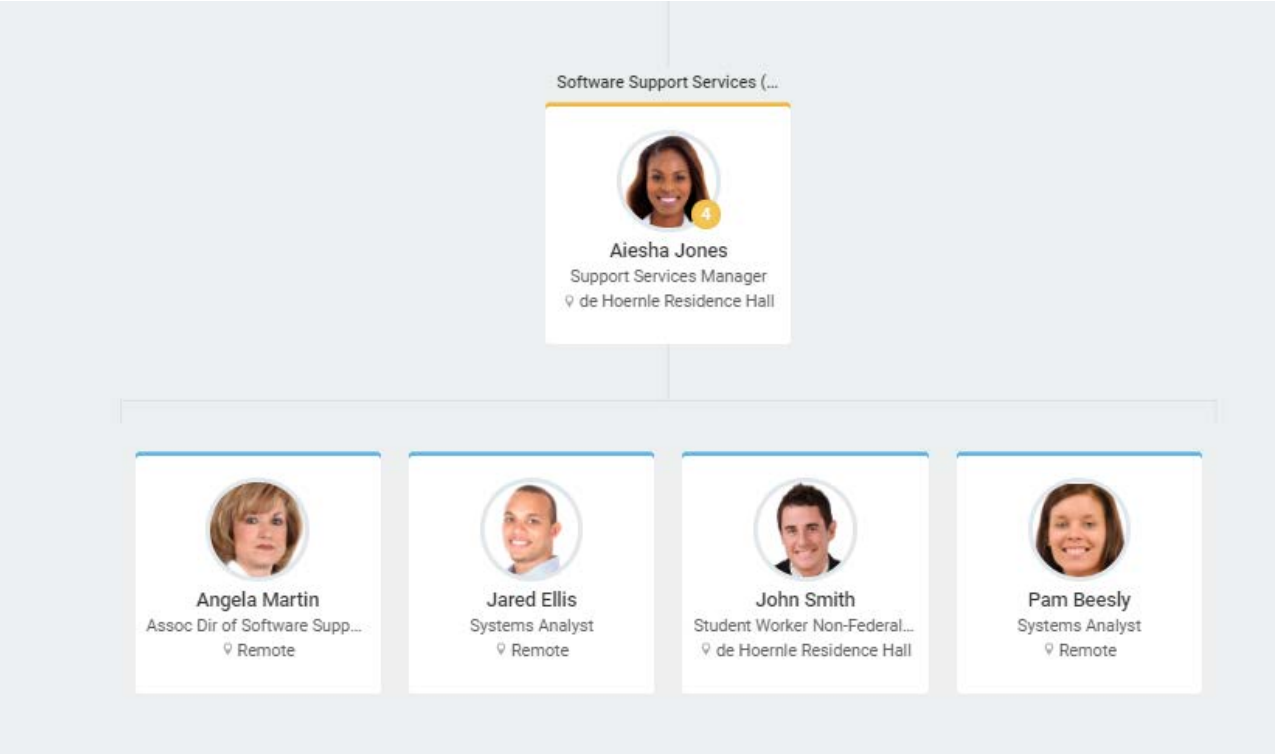
Job Aids

- Log into Workday
- Tools and Navigation
- Use Your Inbox and Delegations
- Access Your Worker Profile Page
- Managing Notifications

Workday Navigation and Self-Service Demo

Software Support Services

- Aiesha Jones (manager)
- Angela Martin
- Pam Beesly
- John Smith (hourly)
- Jared Ellis



Demo

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Next

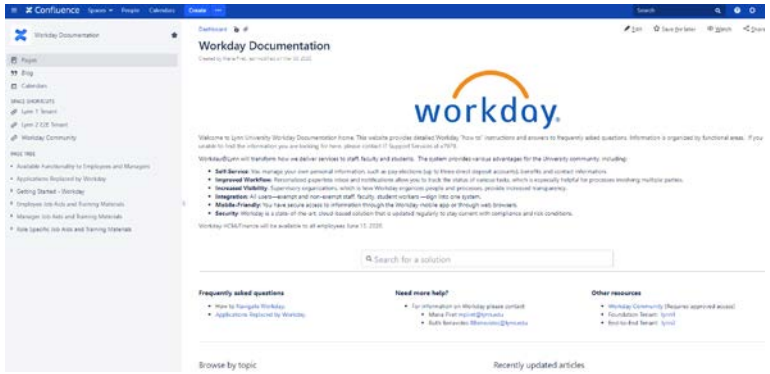
Follow up email:

- Quick survey
- Link to documentation site
- Link to test tenant
- Copy PowerPoint
- Copy employee checklist

Please visit our Workday new website for more info
lynn.edu/workday

Next

- Documentation: kb.lynn.edu



- Training Sessions
  - **Employee (basics)**
  - **Time and Absences**
  - **Manager (basics)**
  - Expenses
  - Cost Center Managers
  - Procurement (Requisitions, Invoices)
  - Hiring Managers

Thank you for attending Workday Employee - Basics

Email your questions to: mpiret@lynn.edu

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