Throughout the past few weeks, the Workday project team has made great strides within the Architect Phase of this project. The objective of this phase is to capture business and system configuration details in HR, Payroll and Finance to determine how the current functions will be configured within the Workday system. After these requirements are captured, we will begin to build the Workday tenant. The Tenant Build is scheduled to begin late 2017 and be completed in early 2018.

As we approach our go-live date of Fall 2018, the Brandeis community will be provided user training. In the meantime, individuals with system administrative roles will be provided with the necessary training to configure the system.

At any point throughout the project, do not hesitate to share any questions or concerns you might have by emailing workday@brandeis.edu or by communicating through your Project Leads. We look forward to your continued feedback. Wishing you all a wonderful break and Happy Holidays!

We are excited to announce the first, of many, YOUR Workday Forum on December 12th from 12:15pm to 1:30pm in the Levine Ross room at the Hassenfeld Conference Center. This time is available for you to ask any questions, voice any concerns, and discuss project details with the Project and Change Management teams. You are invited to drop in anytime during the Forum based on your availability. Pizza will be served!

As we strive to make this a transparent process, we have engaged members of the Brandeis community to serve as points of contact as you may have questions throughout this initiative. The Project Leads are your go-to points of contact. If you have information to share or questions to ask, feel free to reach out to the individuals below.

**HCM/Payroll Leads**
- HCM: Kelly Santos
- Payroll: Joe Loynd
- Benefits & Absence: Kevin Pierson
- Comp & Talent: Lori Dougherty
- Recruiting: Lori Dougherty, Melinda Cimino
- Time Tracking: Joe Loynd, Mary Sharrigan

**Finance Leads**
- Finance: Ken Freda
- Endowments: Mike DiPalma
- Grants: Cassandre St. Louis & Mike DiPalma
- Cust. Act, Banking & Settlements: Courtney Sampson & Mike DiPalma
- Financial Acct & Projects: Ken Freda, Courtney Sampson, Cherie Sadeli, Kevin Connolly

**ITS Leads**
- Change & Training: Kristin Zawatski
- Data Conversion: Richard Trudel, Xiaofeng Ma
- Reporting: Ofer Ben-Gai
- Integrations: Cathy Jameson, Xiaofeng Ma
- Security: So Wai Wong-Chan
- Business Assets & Supplier Accounts: Courtney Sampson, Sara Vautour, Mary Sharrigan
- Internal Auditor: Charles Yang

Don’t forget to subscribe to the Workday@Brandeis website to receive the latest updates on this important initiative.