The Brandeis Workday project continues to progress along the Workday implementation methodology path. In the new year, we will wrap up the Architect Stage, which involves capturing business and system configuration details in HR, Payroll and Finance, and embark upon our next stage: Configure and Prototype.

During the Configure and Prototype stage, the project will once again call upon the Project Team to attend Customer Confirmation sessions over several weeks, similar to the Architect working sessions. The Confirmation Sessions will allow the team to view the first iteration of the Brandeis tenant and to work through the Brandeis specific configuration. The Project team will also identify process changes in business practices that will help inform the Change Management plan and build the training plan and curriculum.

**Q: What training will be available for Workday?**
A: While the Configure and Prototype stage is underway, the Brandeis Workday training plan is in development. The training plan will encompass best practices to provide staff and faculty with a role-based learning experience, and provide the necessary training tools to support the use of Workday. Further information will be provided in the coming months and as we move closer to the launch date.

**Q: What systems will Workday replace?**
A: Workday will replace PeopleSoft systems including core financial management, financial accounting, banking and assets, as well as HR and payroll systems including core HR, compensation plans, benefits, time tracking and absence management. In addition, following an extensive review, it has been decided that COUPA will remain as the procurement and expense system for Brandeis through the duration of Phase I of the Workday project. An effort was recently initiated, with the project Steering Committee, ITS and their respective resources, to identify any additional systems and their disposition and data solution. An initial listing of these systems and their proposed disposition will be available and posted to the Workday project website by the end of Architect Stage. Once communicated, we will be looking for additional feedback throughout the project and beyond as we can realize additional efficiencies in our use of Workday as well as taking advantage of new changes within the platform.

Refer to the back of this page for additional reference material.
Workday Terminology:

**Workday** - A cloud-based platform used for Enterprise Resource Planning (ERP). This system manages HR, payroll, and finance business processes. It is designed to minimize reliance on paper and manual processes. Workday is a modern, integrated web based software that will standardize our HR and payroll process.

**Enterprise Resource Planning (ERP)** - A business process management software that will allow Brandeis University to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services and human resources. This will enable the integration of systems for student administration, human resource management, financial management and business analytics environments that are currently supported by separate and sometimes incompatible information packages at Brandeis University.

**End to End Testing (E2E)** - Methodology used to test whether the flow of an application is performing as designed from start to finish. The purpose is to identify system dependencies and to ensure that the right information is passed between various system components.

**Payroll Parallel Testing** - The process to make sure that the payroll ledger and payroll balances are being accurately calculated by Workday as compared to the legacy system (PeopleSoft). This process is conducted in two-three separate iterations with time in between to address errors and potential system changes.

**User Acceptance Testing (UAT)** - The last stage of the testing process to engage end users to validate that the business functions and system flows within Workday meet expectations. This process also allows for the opportunity to test the training material available (e.g., job aides/quick reference guides).

**Tenant** - Workday's term for a database that houses our information and data. Brandeis will have our own secure tenant that only we can access. This is where the team will make changes in the system during the Configuration and Test stages.

**Alma-Mater University (AMU) Tenant** - A generic Workday set up for the project team to review the functions of Workday.

**Workbooks** - Excel spreadsheets that allow the project team to capture the details of Brandeis data to be loaded into the tenant as well as configuration requirements.

### Workday Implementation Methodology

- **Planning**
- **Architect**
- **We Are Here**
- **Configure & Prototype**
- **Testing**
- **Deploy**