Iowa WorkSmart Steering Committee

August 12, 2021
Agenda

- Welcome
- State of Iowa Change Vision
- Phase 1: Human Capital Management (HCM)
- Phase 2: Financial Management (FIN)
- Organizational Change Management (OCM)
State of Iowa Change Vision

Unite as one team with one resource as we lead the State of Iowa through a modernization of State government.
Phase 1:
Human Capital Management (HCM)
Phase 1 - HCM Highlights

- **Sup. Org Review**
  - Finalized - HRA’s and HRIS team have completed updating Sup Org changes in the Workday tenant.

- **Work Schedules**
  - 2nd and final round closed on 8/6/2021
  - Over 90% of agency contacts completed the review of employee schedules and entered changes in the spreadsheet that will be consolidated into an EIB and loaded into the Workday tenant.

- **User Experience Testing (UET)**
  - In progress through 8/13/2021
  - 448 testers have participated since 7/19/2021
  - 2,159 business processes have been tested since 7/19/2021

- **Payroll Parallel Testing**
  - Cycle 2 completed
  - All integrations have been signed off
  - 34 Outbound Integrations completed
Phase 1 - HCM Highlights

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Payroll Parallel Testing
Phase 2:
Financial Management (FIN)
Phase 2: FIN Highlights

**Architect Design Sessions**
- Working to finalize configuration workbooks
- Workday will use these workbooks to build the Configure and Prototype Tenant

**Financial Design Roadshows**
- Each FIN functional area will review configured business processes with broader state agencies
- Goal is to inform and uncover any missing critical requirements
- Scheduling 2 sessions per week Aug 16th - Sept 3rd

**Integration Deep Dive Sessions**
- Agenda: Review integration inventory, purpose, priority, and confirm contacts
- Inventory based on April Integration Survey and updated with new information
- Integration specific meetings will held once the Phase 2 Integration scope has been confirmed

**Agency Data Needed for FDM Workbook**
- Data required agencies Financial Managers to populate the Financial Data Model Workbook with Phase 2 Dimensions:
  - Fund, Appropriation, Cost Center, Grants, Programs, Regions, Projects, GL, Spend Categories, Revenue Categories, and Custom Organizations
Organizational Change Management (OCM)
Inform, educate, and prepare State employees for the transition to Workday through Communication, Readiness, & Training

**Communication**
- Go Live/Transition Comms
- August Highlights
- Coming Up

**Readiness**
- Change Champion Preparation
- Go-Live Support

**Training**
- Curriculum Development
- Train-the-Trainer (T3)
- End-User Training Delivery
Communications:
Go Live/Transition Comms
August Highlights
Coming Up
Go Live/Transition Comms

- Go Live: Friday, September 17, 2021

- HR Catch Up Transactions/Transition Plan - Instructions & timeline for tracking transactions; catch up in Workday beginning September 7 for agency HR

- Agency Security Role Review - HR and FIN security roles; coming soon
August Highlights

- **Manager/Employee Training Lineup** - Workday Foundations, webinar enrollment

- **August Smart Talk** - [Go Live Date/Flyer](#), Employee Training, [Smart Facts](#), New Resources ([FAQs](#), [Crosswalk Glossary](#))

- **Wanda WorkSmart Video Series**: Payroll & Time Tracking/Absence featured on [Wanda WorkSmart webpage](#)
Coming up ...

- **Wanda WorkSmart Topics** - ESS/MSS, mobile functionality, Benefits, Go Live!
- **End User Checklists** - HR, Managers, Employees
- **Go Live Support details**
Readiness:
Change Champion Preparation
Go-Live Support
Change Champion Preparation

What is your role?
- Employee - Non-HR: 107
- Employee - HR: 20
- Manager/Supervisor - Non-HR: 35
- Manager/Supervisor - HR: 7

How many people do you expect to support?
- Less than 50: 93
- 51 - 100: 32
- 101+: 21
- Not sure yet: 21

Readiness kicked off Change Champion Preparation with a webinar on July 28
- 363 Change Champions named, 225 attended kickoff, 167 to 169 responded to Menti poll.
- Overwhelming # are non-manager level and have a reasonable # of users to support.

Upcoming Change Champion Activities:
- Review FAQs and training materials on WorkSmart website.
- Attend preparation sessions on August 18, September 2, September 14.
- Complete Survey Monkey Knowledge Check September 7 - September 10.
Go-Live Support

State of Iowa employees will be supported as they begin to use Workday for their HR needs.

During Transition to Workday

- Employees are trained appropriately for their role.
- Participation in User Experience Testing provides many employees and support staff early access to learn how to navigate the system.
- Self-help tools are available to end users via the WorkSmart website and State of Iowa Learning Management System
- Change Champions are available to answer questions and to direct employees to self-help tools.
- WorkSmart Help Desk assists employees with Workday issues.

Ongoing

- Self-help tools are updated as needed.
- WorkSmart Help Desk continues to assist.
- Workday Support Team manages the State of Iowa tenants and drives value.
Training
Curriculum Development
End-User Training Delivery
Development and Delivery

**Curriculum Development**
- All Pre-Go Live Job Aids, Smart Guides, Webinars, and vILTs are complete
- Video Snippets are in development
- Job Aids and Smart Guides have been utilized and tested during User Experience Testing (UET)

**Training Delivery**
- Workday Foundations required eLearning shared with all Executive Branch employees
  - Due September 16
- Virtual Instructor-Led Trainings for HR staff are currently in progress
  - 28 Complete, 26 Remaining
- Webinar sessions for all employees begin the week of August 23
WorkSmart Training Schedules & LMS Enrollment

https://worksmart.iowa.gov/training
Workday Preview: Travel Expenses
Questions?

Next Meeting: September 9, 2021

Website: WorkSmart.iowa.gov

Email: WorkSmart@iowa.gov