

# **Knight Vision Open Forum**

May 26, 2021



# Questions & Answers

## Submit Questions Via Zoom

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Submit questions to the panel via the Q&A button on the Zoom window



Upvote questions to move them up in the order they will be answered.

- Click the “thumbs up” icon below any question to upvote.
- The icon will turn blue when clicked

# Agenda

- President Cartwright on Knight Vision
- Executive Sponsor Message
- Knight Vision
- Service Enhancement Transformation
- Human Resources Spotlight
- Questions & Answers

# President Cartwright on Knight Vision



# Executive Sponsor Message

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**Gerald L. Hector**

*Senior Vice President of  
Administration and Finance and  
Chief Financial Officer (CFO)*

# Knight Vision Program

# Workday is a Big Part of Knight Vision

**Workday Is  
Coming**

workday.



**Knight Vision**



Modern, Unified System



Best Practices



Mobile-Enabled



User-Friendly



Transparent



Time Tracking



Real-Time Data Reporting

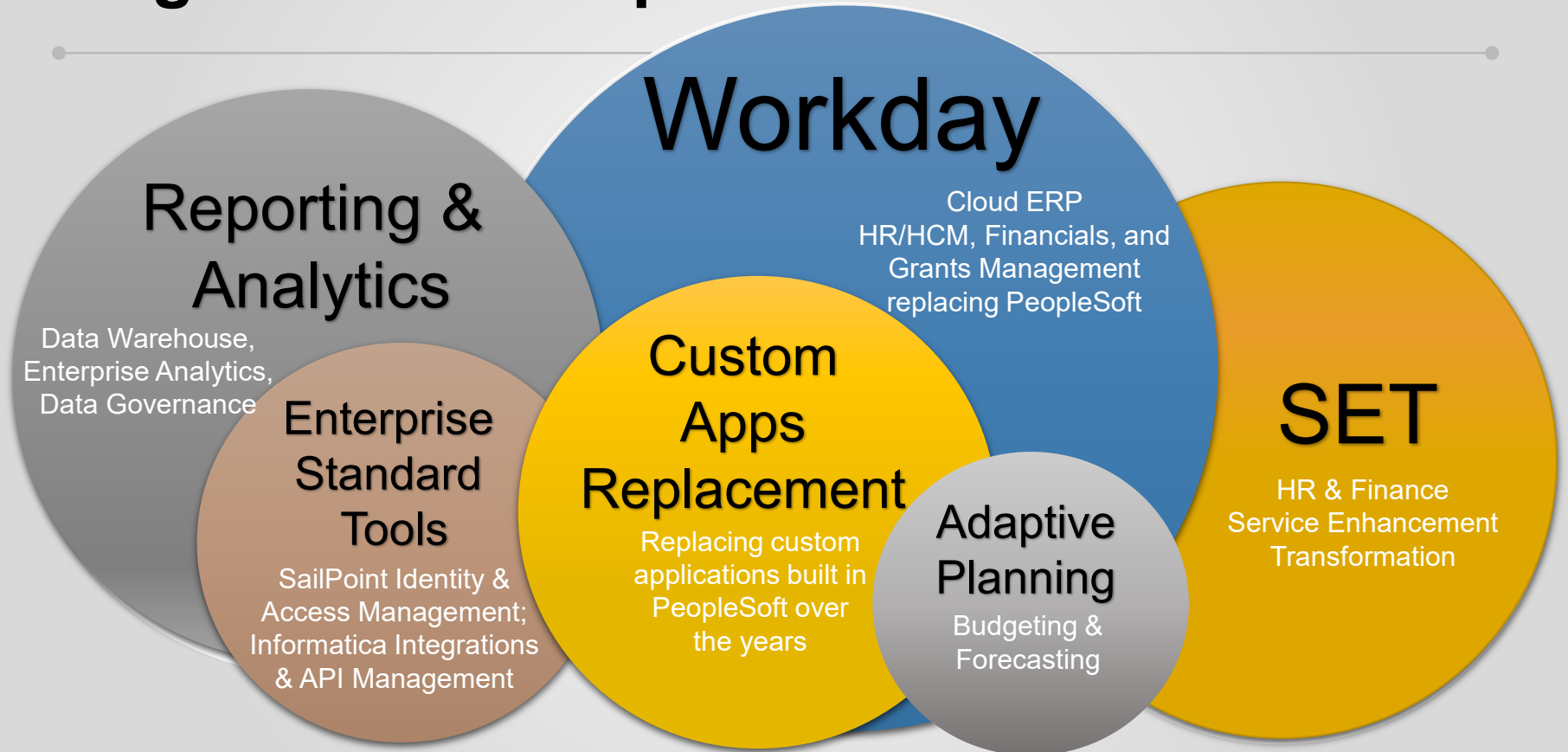
# Knight Vision Mission

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*Transform the way UCF works through **transparent, efficient,** and **compliant best practices** and state-of-the-art technologies to **enhance services** and business outcomes supporting **excellence in education and research.***



# Knight Vision Scope



# Knight Vision Guiding Principles



## **Simplification & Standardization**

Maintain a “Workday First” mindset and strive to use out-of-the-box functionality, seeking to standardize technology across units



## **Transformative Change**

Transform UCF’s business processes to follow best practices, remain consistent across units, and offer increased service



## **Measurable Results**

Track key project and institutional performance metrics, to measure ongoing performance and increased efficiencies



## **Transparent & Inclusive**

Make decisions transparently and share information frequently, asking end-users for input and feedback



## **Enhanced Accountability**

Project team members and governance groups will be held accountable and be empowered to make critical decisions

# Campus Community Advisory Group (CCAG)

Members from across UCF act as campus community advocates, sharing potential impacts of change and providing valuable input to inform project team decision making.

Institute for Simulation and Training (SMST)

Academic Affairs: Faculty Excellence

Academic Affairs: Business Center

Administration and Finance

Career Services

Central Human Resources

University Compliance, Ethics & Risk

College of Arts & Humanities

College of Community Innovation  
& Education (CCIE)

College of Engineering and Computer Science

College of Graduate Studies

College of Health Professions and Sciences

College of Medicine/School of Biomedical Sciences

College of Nursing

College of Optics & Photonics (CREOL)

College of Sciences

Faculty Cluster Initiative & Pre-award Shared  
Services

Financial Affairs

Office of Research

UCF Library

Office of Research - Sponsored Programs

Office of the President

Research Foundation

Resource Management

Student Development & Enrollment Services  
(SDES)

UCF Connect

UCF Foundation

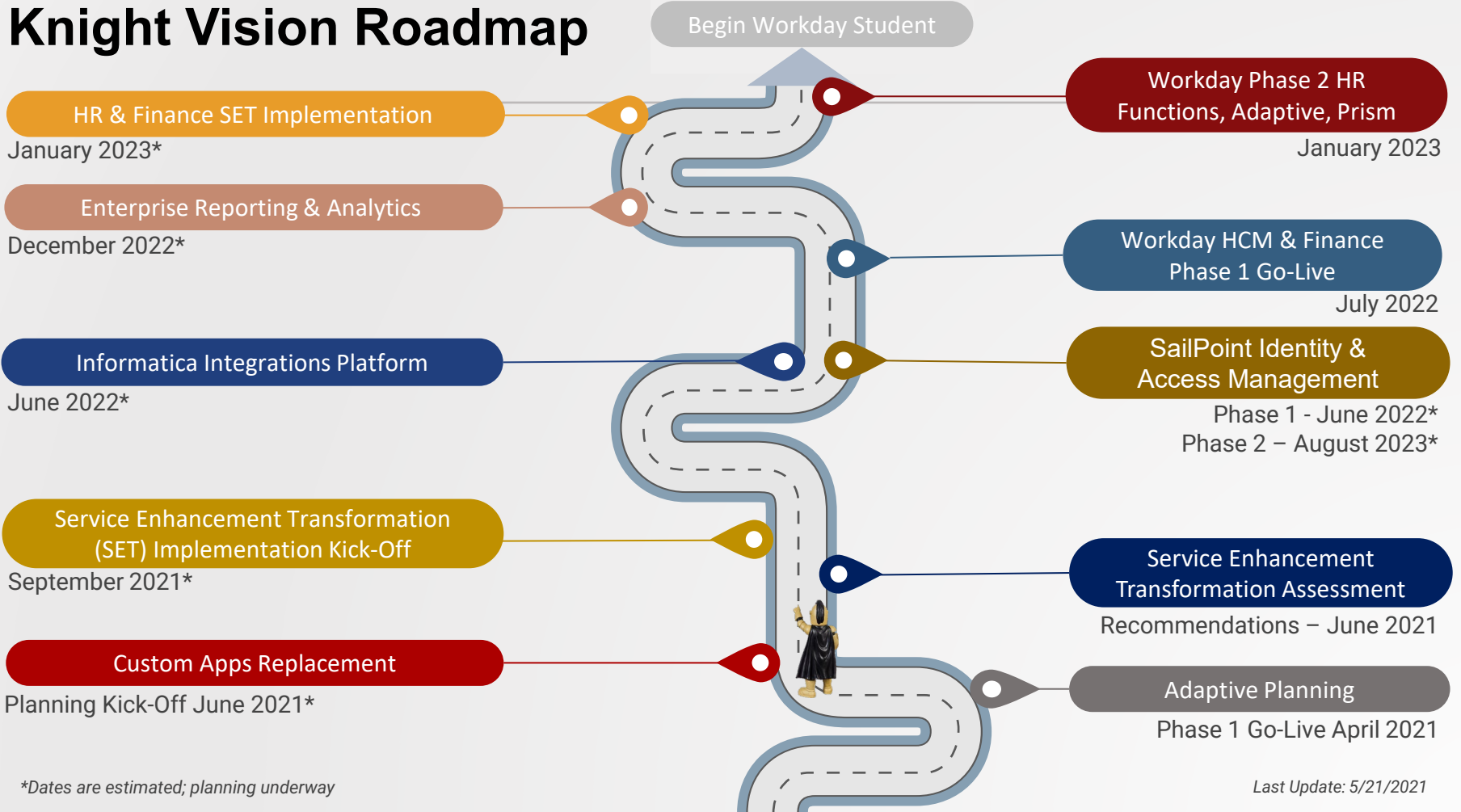
University Audit

College of Undergraduate Studies

College of Hospitality Management

Burnett Honors College

# Knight Vision Roadmap



# Service Enhancement Transformation (SET)

# Service Enhancement Transformation

Alignment to UCF Goals

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## *Our Vision:*

Enhance HR and Finance  
**service quality, transparency,  
effectiveness, and efficiency** by aligning our  
organizational structure and service delivery model with  
best practice to **better meet university needs** and provide  
**better services** to the colleges and units.

# Service Enhancement Transformation

## Themes



**Customer Service-Oriented**



**Improved Quality & Compliance**



**Clear Accountability**



**University-Wide Consistency**



**Clear Career Paths**



**Enhanced Use of Technology**



**Improving the Customer  
Experience**



**Improving the Employee  
Experience**

# Service Enhancement Transformation

## Assessment Phase and Next Steps



What's Next

- Socialize and Refine Recommendations
- Leadership Approval
- Plan Timing & Implementation



# Human Resources Spotlight

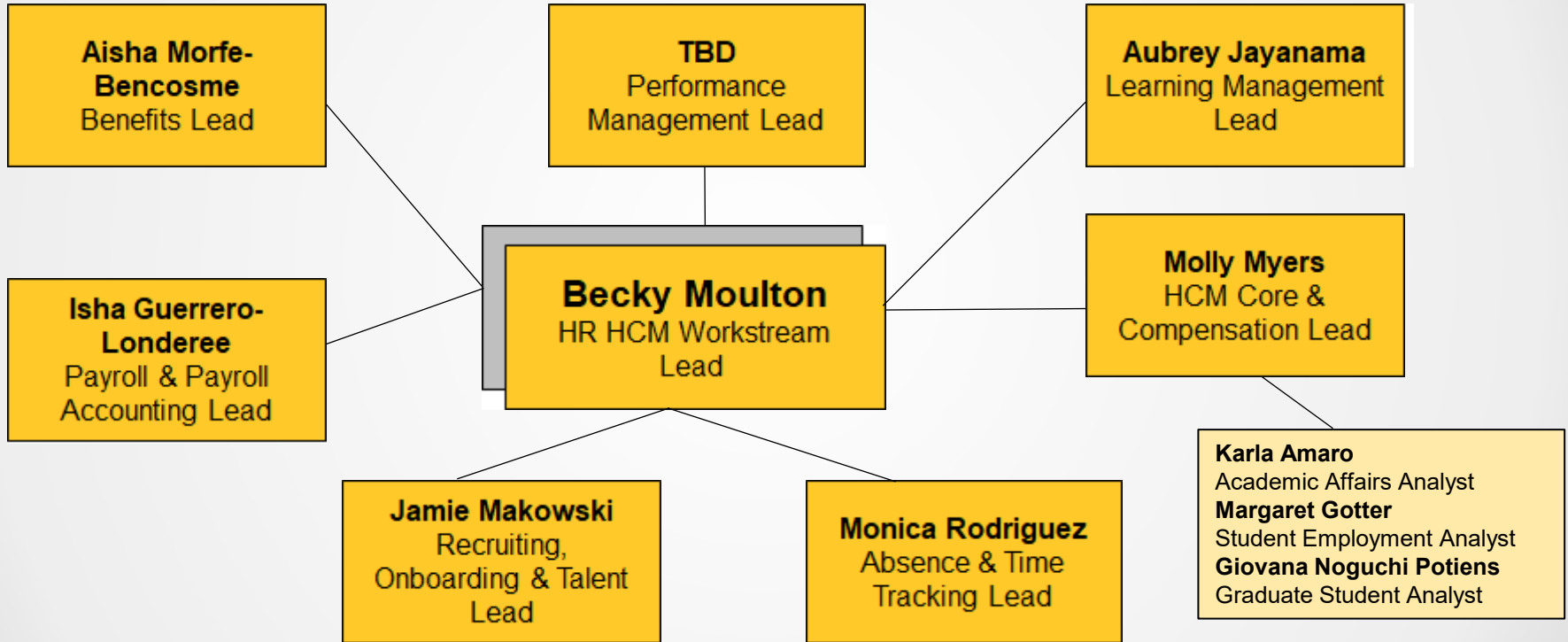
# Mantras

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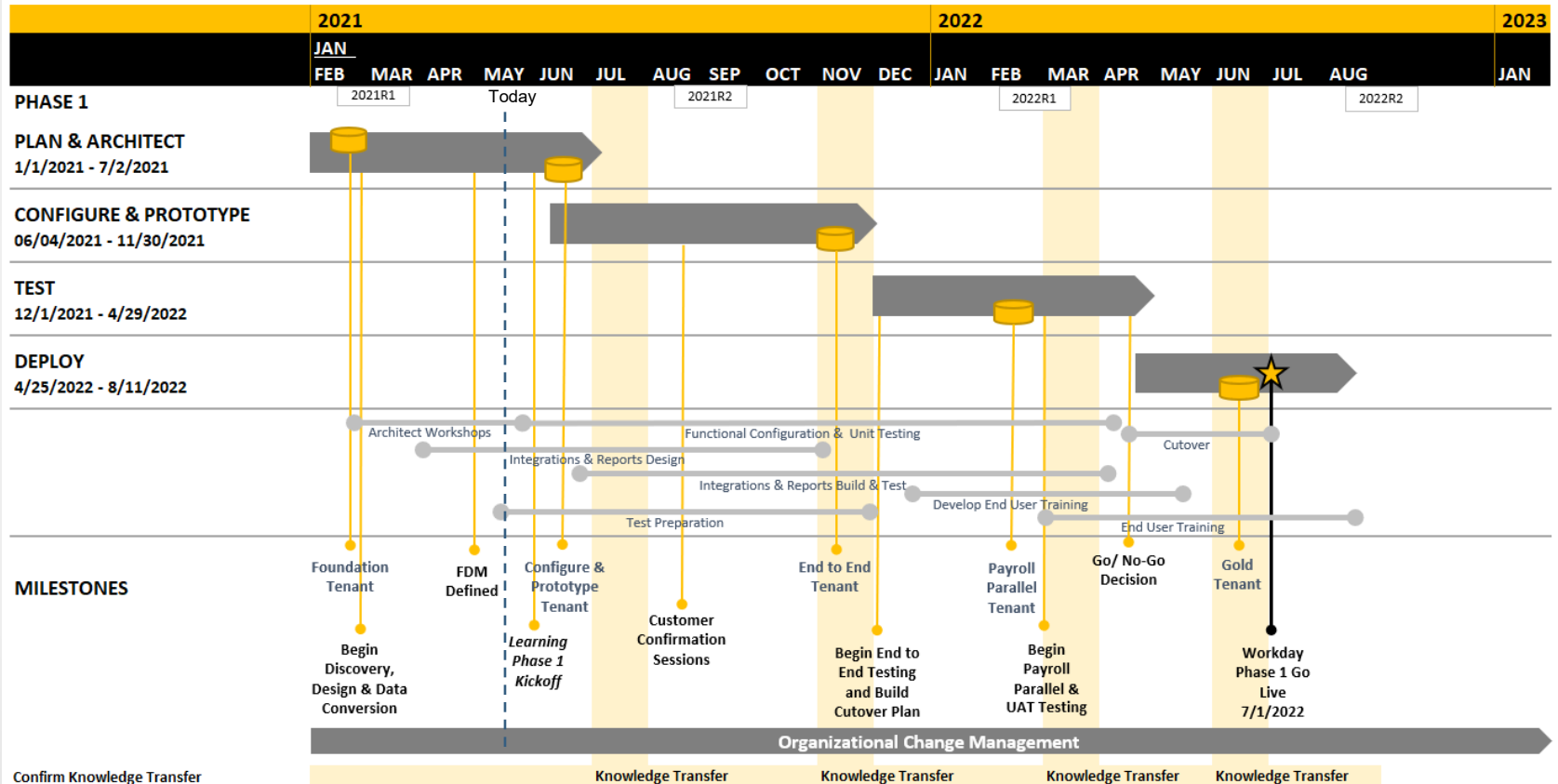
“Workday first”

“Why *not* Workday?”

# HCM Workstream Structure



# Workday Timeline



# HCM Process

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## A Few Benefits of Workday

- Eliminate duplicate systems used for the same function (ex: multiple talent acquisition systems or time keeping systems)
- Streamline business processes by using Workday uniformly across campus
- Eliminate as much paper usage as possible
- Implement the usage of dashboards and reports to put access to analytics at our fingertips
- Increase transparency and access to employee data

# Impacts to the UCF Campus Community

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Employee Self Service Functionality

Mobile-friendly Requests and Approvals

Easily-accessible Employee Data for Managers and Supervisors

A Larger Variety of Communication Options for Tasks & Notifications

# Employee Self Service Sample

UCF Search

Welcome, Jill Jones

### Announcements

2 items

**Emergency Communications**  
Download the new campus safety app and stay connected in case of an emergency

**Keep your Information Current**  
Take a moment to review your home address and emergency contact information. It's important we have the...

### Inbox

17 items

Committee Membership - R-00093 Professor, Visual & Performing Arts - Karen Bateman  
6 day(s) ago - Effective 05/04/2021

Supplier Request: ABC Corporation on 05/04/2021  
6 day(s) ago - Due 05/06/2021

Print Checks: DefA Checking for Customer Refund (Check) on 05/03/2021  
7 day(s) ago - Due 05/03/2021

[Go to Inbox](#)

### Applications

20 items

- Adaptive Planning
- Team Absence
- Student Employees
- My Team Management
- Directory
- Employee Experience
- Designer
- Dashboards
- Retention Analysis
- Learning
- Pay Equity Dashboard
- Planning
- Recruiting Dashboard
- Learning Admin
- Talent Management Dashboard
- Compensation Dashboard

# Request Time Off Sample

UCF1 - Foundation Master Tenant

Welcome, On behalf of: Knightro Employee

Inbox 1 item

Go to inbox

Applications 12 items

Time Absence Personal Information Pay

Benefits Expenses Learning Directory

Reports Favorites Purchases Career

Absence

Request

Request Absence

Correct My Absence

Request Return from Leave of Absence

View

My Absence

Absence Balance

Available Balance as of Today

Does not include future absence requests

132 Hours - Annual

8 Hours - Personal Holiday

82 Hours - Sick

Select Date Range View Teams

Balances

Balance as of 05/17/2021

Per Plan

Annual 132 Hours

Personal Holiday 8 Hours

Sick 82 Hours

Total 222 Hours

8 Days Request Allowed

Select Absence Type

When Thursday, May 27, 2021 - Tuesday, June 1, 2021

Type Sickness or Annual

This is the Help text on the Request Time Off.

Total 24 hours - Annual

Request 1 item

Show	From	To	Type	Quantity per Day	Total
	05/21/2021	06/01/2021	Annual	8 hours	24 hours

Requesting 3 Days off

Attachments

Drop files here

Select Files



# Supervisor Approving Time Sample

UCF1 - Foundation Master Tenant

Welcome, On behalf of: Knightro Supervisor

**Inbox** 1 item

Absence Request: Knightro Employee  
8:19am (4/15/2021) - Due 05/14/2021, Effective 05/27/2021

[Go to Inbox](#)

**Applications** 10 items

- Time and Absence
- Time
- Absence
- My Team Management
- Personal Information
- Pay
- Benefits
- Expenses
- Learning
- Directory
- Reports
- Favorites

**Inbox**

Address: [redacted] | Archive

9:19am (4/15/2021) - Due 05/14/2021, Effective 05/27/2021

Absence Request: Knightro Employee  
9:19am (4/15/2021) - Due 05/14/2021, Effective 05/27/2021

**Review** Absence Request: Knightro Employee

For: Knightro Employee

Overall Process: Absence Request: Knightro Employee

Overall Status: In Progress

Due Date: 05/14/2021

**Details to Review**

First Day of Time Off: 05/27/2021

Last Day of Time Off: 06/01/2021

Total: 24 hours - Annual

**Request Details** 2 items

Date	Day of the Week	Type	Requested	Unit of Time
05/27/2021	Thursday	Annual	8 Hours	
05/28/2021	Friday	Annual	8 Hours	

[Approve](#) [Send Back](#) [Deny](#) [Cancel](#)

Date	Day of the Week	Type	Requested	Unit of Time
05/27/2021	Thursday	Annual	8 Hours	
05/28/2021	Friday	Annual	8 Hours	
05/31/2021	Tuesday	Annual	8 Hours	

[View Balances](#)

**Time Off Balance as of Current Date**

Balances Tracked in Hours: 3 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending F
Annual	Hours	100	32	0	132	0	0	0	132	
Personal Holiday	Hours	0	0	0	0	0	0	0	0	0
Sick	Hours	50	32	0	82	0	0	0	82	
<b>Total:</b> 222										

[Approve](#) [Send Back](#) [Deny](#) [Cancel](#)

Balances Tracked in Hours: 3 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending F
Annual	Hours	100	32	0	132	0	0	0	132	
Personal Holiday	Hours	0	0	0	0	0	0	0	0	0
Sick	Hours	50	32	0	82	0	0	0	82	
<b>Total:</b> 222										

**View Comments (1)**

Message Postings on behalf of Knightro Employee (Requesting Employee) 9 minutes ago

**Process History**

Knightro Employee Due 05/14/2021

[Approve](#) [Send Back](#) [Deny](#) [Cancel](#)

# Questions from the Community

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- Can we please keep our paper LAPERs? (*said no one ever*)
- Will we still use Kronos?
- Will the campus community participate in design and testing?
- When will we get access to Workday?
- Will there be training?
- Will *every* employee need to use Workday?

# Next Steps

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Configuration  
& Prototype



Testing & Gaining  
Feedback



Discuss  
Current Issues



Before You Buy,  
Give Workday a Try!

# Questions & Answers

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## Submit Questions Via Zoom

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# Get Involved



Keep up to date by visiting the Knight Vision website at [knightvision.it.ucf.edu](https://knightvision.it.ucf.edu)



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