

Workday Community Information Session 2/17/22



Agenda

- Welcome
- What is Workday?
- Workday at UCF: Geofencing
- Workday at UCF: Demonstration
- Training Update
- Get Involved

Introductions



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What is Workday?

WILL WORKDAY AFFECT ME?



Are you a UCF or UCFAA employee?

Go Knights! Do you use UCF Financials or PeopleSoft HR systems?

Great! You will be affected by the implementation of Workday.

That's okay! You will *still* be affected by the implementation of Workday.

The implementation of Workday will not affect you at this time.



WORKDAY WILL AFFECT ALL UCF EMPLOYEES STARTING JULY 2022.
STUDENTS WILL BE AFFECTED BY WORKDAY IN THE COMING YEARS.
STAY INFORMED AND UPDATED BY VISITING THE KNIGHT VISION WEBSITE.

[HTTPS://KNIGHTVISION.IT.UCF.EDU](https://knightvision.it.ucf.edu)





workday[®] at UCF

Workday will be the new Enterprise Resource Planning(ERP) system changing administrative process across the University.

Workday will Go Live on **July 1, 2022**, for all Human Resources, Payroll and Finance functions. Workday Student is being evaluated for implementation as Phase 2.

Workday will replace multiple systems, including Page-Up, OASIS, NetSuite, Financial Edge, Power Plan, Great Plains and more.

Employees will use Workday to manage their personal info, time off and time worked, pay information, finance and reporting and procurement.

WORKDAY ERP IMPLEMENTATION OVERVIEW

PLAN (JAN-JUN 2021)



- Project Start-up
- Customer Training
- Project Planning Initiated

ARCHITECT (JULY-SEPT 2021)



- Architect Workshops
- Architect Documents
- Test Prep for Configure & Prototype
- Finalized Project Planning Documents

CONFIGURE & PROTOTYPE (SEPT 2021-JAN 2022)



- Customer Preview Sessions
- Configuration Unit Test
- Reports Build & Unit Test
- End-User Training Plan
- Test Preparation

TEST (FEB-MAY 2022)



- End-to-End Testing
- User Acceptance Testing
- Payroll: Parallel Testing
- Regression Testing
- Performance Testing
- Cutover Plan
- End-User Training Materials



DEPLOY (JUN-AUG 2022)



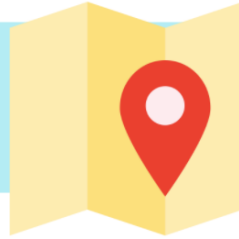
- End-User Training
- Go-Live
- Post-Production Data Conversion
- Production Support

**JULY 1, 2022
WORKDAY GO-LIVE**

Workday at UCF: Geofencing

What is Geofencing?

Geofencing is the use of GPS technology to create a virtual geographic boundary, enabling software to trigger a response when a mobile device enters or leaves a particular area.



HOW WILL WORKDAY MOBILE UTILIZE GEOFENCING*?

With Workday mobile, non-exempt employees can clock in and clock out from their mobile device, and with geofencing, UCF will define the boundaries of each college/division that requires employees to clock in/out. Geofencing will require employees to be at their respective work locations in order to clock in/out with Workday mobile.

*Workday will not store any private information and follows the guidelines set forth by Apple and [W3C](#) to prevent data from being stored through the application and browser version.

WHAT ARE COMMON EXAMPLES OF GEOFENCING?

Some common examples of geofencing in everyday life include anywhere from receiving advertisements on your phone from a retailer when in close proximity, Snapchat or Instagram location filters, Find my Friends on an iPhone, smart appliances that notify you to get groceries when you're near a store and many others!



Learn more about Workday time tracking by visiting the HCM Workday page at <https://knightvision.it.ucf.edu/hcmworkdayworkstream/>

Live demonstration of exempt time off request



View the live demonstration of an exempt employee requesting time off from the previous Workday Community Info Session by visiting <https://knightvision.it.ucf.edu/workday-community-information-session-january2022/>

Subscribe to our newsletter:
<https://tinyurl.com/KVNewsletterSubscription>



Workday at UCF: Demonstration

Applet Quiz

What applet is this?

1.



2.

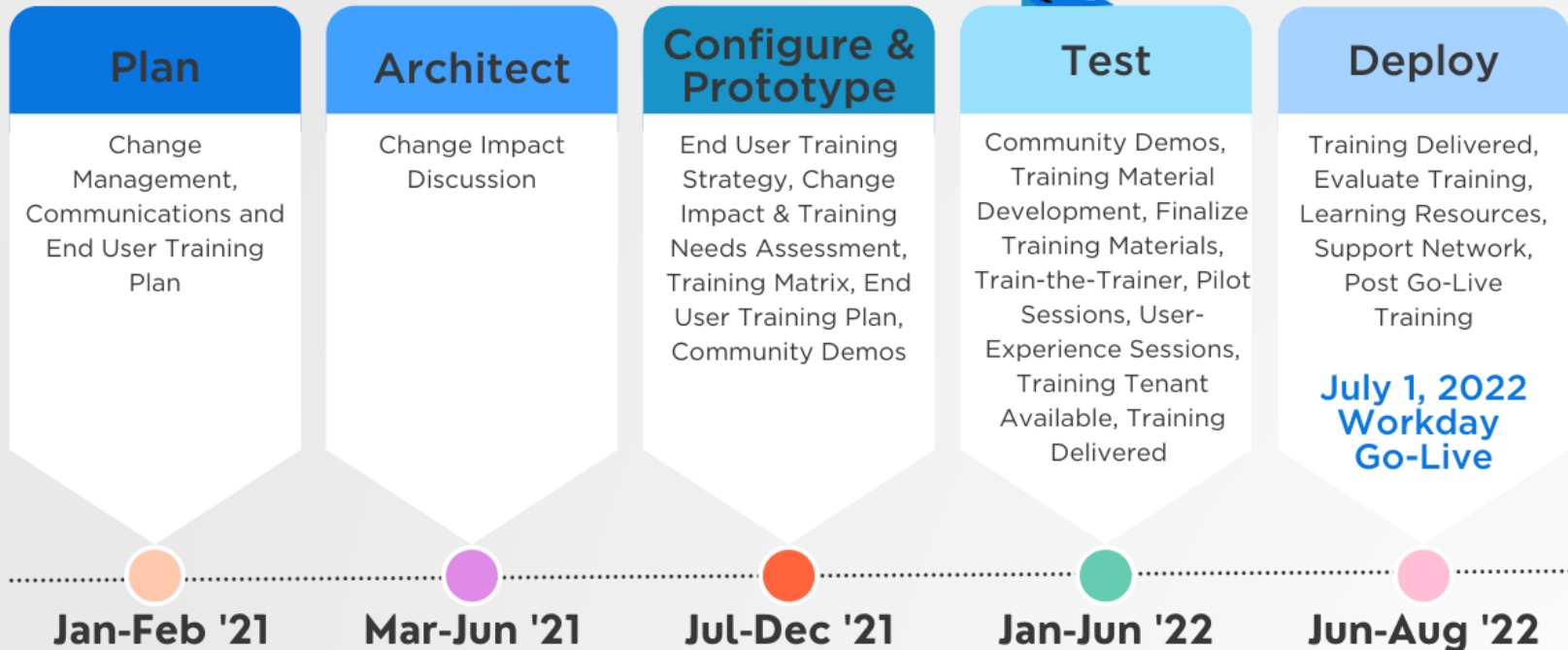


3.



Preparing for Training

End-User Workday Training Lifecycle



Knight Vision



Knight Vision

Workday Training Update

- ✓ **Release and Deliver Training** with tenant access beginning **May 1**.
- ✓ Training developed from **16 learning categories**. Will be featured in March newsletter and March Open Forum.
- ✓ Upcoming training sessions will be provided via our **Training Calendar**.
- ✓ How to **stay informed** on training updates?
 - ❖ Attend next Knight Vision event (**March Open Forum on March 11**)
 - ❖ Subscribe to Knight Vision newsletter
 - ❖ View video demos before training on our [Microsoft Stream channel](#)

What is a Job Aid?


- ✓ Similar to UCF Financials' Addy Notes/Addy Tips
- ✓ A step-by-step process guide
- ✓ Contains learning category type and topic
- ✓ Contains desktop and mobile instructions, if applicable

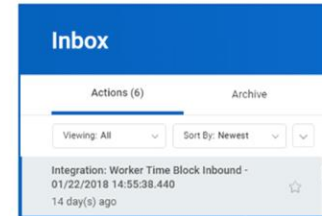


Your Inbox includes notifications of tasks, approvals, due dates, and other items sent to you as part of your organization's business processes. You can access your Inbox using your desktop web browser or mobile device.

DESKTOP

VIEW YOUR INBOX

1. Near your Profile photo in the upper right corner of your dashboard, click the **Inbox** icon .
2. Click the **Actions** tab to view your business process tasks, approvals and to dos.
3. Click the **Archive** tab to access the status of your previous business processes. Items are saved for 30 days.





MOBILE

VIEW YOUR INBOX

The Inbox is your personal activity stream. It includes actions (e.g., approvals or to dos) sent to you by your organization's business processes.

From the navigation bar:

1. Tap the **Inbox** icon .
2. Tap the **Actions** or **Archive** tab to access the corresponding information. You can sort Actions by tapping the **Sort** icon .
3. Select an item to view more details.

Workday Swag Giveaway

Giveaway Items

The **two** winners of this session's giveaway will be randomly selected and contacted by the **end of day**. Each winner will receive one item.

Thank you for your participation!



Q&A

workday.



Questions?

How to Get Involved?



Keep up to date by visiting the Knight Vision website at knightvision.it.ucf.edu



Email: knightvision@ucf.edu



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Thank you for your support!

