# Project Status Report

**Status as of September 8, 2017**
Prepared by; Christopher Mercer, iNtegrate 2 Project Director; Leslie Obourn, SCI Engagement Manager

## Summary

| Item | Current Status | Prior Status | Status Notes |
|---|---|---|---|
| **Overall Status** | Yellow | Yellow | The overall status for the project remains Yellow due to delays caused by the Payroll Accrual solution, a couple of Integrations and several Financial Reports.  Please refer to the detailed status below.  Testing has been completed on the Payroll Accrual as well as the PERS integration. |
| ❖ **Overall Status – Functional Lanes** | Green | Green | **HCM** |
| | Green | Green | **Payroll** |
| | Green | Green | **Time Tracking** |
| | Yellow | Yellow | **Financials:** Overall Status remains Yellow based on i) status of reporting; ii) Award Cleanup. Other functional areas remain green.  The focus for the following week is on P4 Residual testing completion, report development & testing, completion of Peoplesoft integration cutover plan, and Troy Check printing. |
| | Green | Green | **Audit** |
| ❖ **Overall Status – Technical Team** | Yellow | Yellow | **Integrations (NSHE):**  A couple of NSHE integrations are behind schedule but are being finalized and are in testing.  All integrations are scheduled to be complete and ready for go live on October 1st. |
| | Yellow | Yellow | **Integrations (Campus):**  One campus currently has two integrations at risk.  The PMO is monitoring the status weekly and will continue to work with the campus until resolved. |
| | Green | Green | **Conversion (Financials)** |
| | Yellow | Yellow | **Reporting:**  Several financial reports have been developed.  The team has recently completed the priority reports for HCM that are now being tested.  Some of the Financial reports are lagging due to the Payroll Accrual solution but will be ready to support the October 1st go live. |
| | Green | Green | **Security** |
| ❖ **Overall Status –** | Green | Green | **Training** |
| | Green | Green | **Change Management/Communication** |

| Item | Current Status | Prior Status | Status Notes |
|---|---|---|---|
| **Training & Outreach** | Green | Green | **Testing** |
| **Schedule** | Yellow | Yellow | Status remains Yellow based on the Payroll Accrual solution. |
| ❖ **Schedule** | Green | Green | **HCM** |
| | Green | Green | **Time Tracking** |
| | Green | Green | **Payroll** |
| | Yellow | Yellow | **Financials:** Status remains Yellow based on the status of reporting which is impacted by the Payroll Accrual solution. |
| | Green | Green | **Technical Team** |
| | Green | Green | **Change Management/Outreach** |
| | Green | Green | **Audit** |
| **Budget** | Green | Green | As of 8/31: SCI Hours % Complete: 91% of budget Project Plan % Complete: 91% complete |
| **Personnel** | Green | Green | The status of Personnel is Green.  Please refer to the detailed status below. |
| ❖ **Personnel** | Green | Green | **HCM** |
| | Green | Green | **Payroll** |
| | Green | Green | **Time Tracking** |
| | Green | Green | **Financials** |
| | Green | Green | **Technical Team** |
| | Green | Green | **Change Management/Outreach** |
| **Project Risk** | Yellow | Yellow | The status of Project Risk remains at Yellow due to two Integrations. Please refer to the detailed status below. |
| ❖ **Project Risk** | Green | Green | **HCM** |
| | Green | Green | **Payroll** |
| | Green | Green | **Time Tracking** |
| | Green | Green | **Financials:**  We continue to monitor several specific risks but have mitigation strategies in place to resolve. |
| | Yellow | Yellow | **Technical Team:** We have some delays with a couple NSHE and campus owned integrations. These risks are being monitored closely to prevent any impact on the timeline.  All risks are documented in JIRA. |
| | Green | Green | **Change Management/Outreach** |

| Color Key | |
|---|---|
| Red | Project timeline is experiencing significant delay (4+ weeks) to schedule or project deliverables for critical tasks. |
| Yellow | Project timeline is experiencing a 2-4 week delay to the schedule or project deliverables for critical tasks. |
| Green | Project plans and activities are on schedule and issues and risks are being managed.  Delays are less than 2 weeks for any critical tasks. |

## Key Accomplishments

| Area | Accomplishment /Activity |
|---|---|
| **HCM** | 1. Core HCM<br>    a. Conversion: Working Conversion JIRA tickets reported by the SME Validation team. The team started the week with 47 conversion tickets.<br>    b. Conversion: Validated the following files: Allowances, One Time Payments.<br>2. Recruiting: Configuration: Addressed the following tickets: Created Conditions of Employment for GA/LOA (WCR-462). Details can be found in JIRA.<br>3. Absence<br>    a. JIRA Tickets: Multiple tickets (HCM, Testing, Conversion, Change Mgmt.). Daily monitoring of tickets is ongoing. Troubleshooting, reconfiguration, retesting and fixing of assigned & FAILED scenario tickets; Details can be found in JIRA. HCM-96 Worker's Compensation Buy Back, WCR-312 Proration of Absence Balances, WCR-302 Change to the Request Leave of Absence BP.<br>    b. Meetings: Cross Functional, NSHE and SCI Conversion Meetings, Cutover Planning, Weekly Meeting with Absence SMEs.<br>    c. Absence SME Weekly Meeting: Met to discuss conversion files - due to Pat on 9/5. |
| **Time Tracking** | 1. Time Clocks: Testing of Time Clocks with UNLV and UNR continues. UNLV has ordered time clocks for Go Live. UNR is in progress.<br>2. JIRA Tickets: Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets & FAILED scenario tickets; worked heavily on completing all open Change Request & Integration tickets.<br>3. Cutover: Updated Costing fields (per the Time Tracking Group) for the 3 weekly custom timesheets (hourly) to be used by all departments for pay period 9/16-10/1 for manual time entry into Workday by the Payroll Offices.<br>4. Meetings: HCM Conversion, Cross Functional Meetings, Parallel Payroll, Project Checkpoint, Cutover Planning, Time Tracking Weekly Meeting, Working Session with Heather/Audra. |
| **Payroll** | 1. PERS Reporting - SCI has provided logic for attaching the PERS code to a run result to support PERS reporting.<br>2. Payroll Parallel: Semi Monthly files are in the process of being created for (North/South) validation of grosses & net amounts to identify variances between Legacy & Workday. More resources have been brought to the Project to help with validation to help speed up the process. |

| Area | Accomplishment /Activity |
|---|---|
| | 3. JIRA Tickets: Daily monitoring of tickets is ongoing upon completion. Troubleshooting, reconfiguration, retesting and fixing of assigned tickets & FAILED scenario tickets; worked heavily on completing all open Change Request & Integration tickets as well as all other Payroll items.<br>4. Analysis: Troubleshooting company code error in the ADP Quarterly Integration file (ADP Developer to have resolution next week).<br>5. Payroll Integrations: Continue to regularly test Integrations Input files and Remittances for all Vendors for accuracy, validation and Vendor feedback; Tested Integration from configuration changes by running Integrations for Standard/PEBP/HSA/PERS.<br>6. Gold Build Preparation: Completed validation of 12 Payroll files for Gold build (W4 Withholding, Payment Election, State Withholding, Tax Treaty, FICA OASDI, FICA Medicare); Updated the Payroll Crosswalk with newly created earnings codes (detailed Work Study); tested custom built deduction report to be used by Parking Services after each payroll complete for reconciliation purposes of their T2 integration.<br>7. Meetings: HCM Conversion Meetings (2x weekly); ADP Bi-Weekly Meeting, Weekly Payroll Team Meeting. |
| Financials | 1. Banking<br>  a. P4 End-to-End Testing support.<br>  b. Added notification to Accounting Specialist that the bank reconciliation was denied by the Controller to the Bank Statement business process.<br>  c. Integration "INTF-S035D: ACH for Expense Reimbursement" successfully tested in P4 and nine ACH Expense files were delivered to SFTP for B of A review and feedback.<br>  d. Test scripts for P4 created for ACH CCD, PPD and Positive Pay integrations.<br>  e. Banking SMEs continue to stale date their old outstanding checks.<br>  f. Developed "Touchpoint Banking" for end to end testing.<br>  g. Notification added to Ad Hoc Bank Transaction business process to notify Worktag Managers if transactions posted to one of their accounts.<br>  h. Added notification to the Cashier Manager when the additional worker comments on the bank statement line to the Review Bank Statement Line business process.<br>  i. Gaps in load of bank statement dates resolved. Daily bank statements are loading into NHE2 and NSHE3.<br>  j. Working with campus for insight for use case of WD27 "Return Payments" report.<br>  k. Determine accounting for Pooled Cash for System Admin and Investment Accounting.<br>2. FDM<br>  a. Updating FDM in Workday based on load issues and coordinating with Campus users for WAX updates.<br>  b. Coordinated conversion data validations in P3 for beginning balances & journals.<br>  c. Cost Center validation to Company removed due to continuing issues with payroll posting.<br>  d. Decisions made on final updates to FDM with others held for Post Go Live.<br>  e. WAX meeting to discuss incremental load of Worktags.<br>  f. WAX meeting to discuss terminated employees. |

| Area | Accomplishment /Activity |
|---|---|
| |     g.   Started discussion on process for new Worktag requests post go live. <br> 3.  Financial Accounting <br>     a.   Moved 3 custom trial balances to deploy. <br>     b.   Completed Operational Accounting Adjustment change request to add more documentation of change reason. <br>     c.   Updated allocation definitions for UNLV to include in Gold build. Manual edits will be needed as testing continues. <br>     d.   Campus testing of accounting from PeopleSoft integration is complete. <br>     e.   Work on Financial Role security issues. <br>     f.   Continue to work on financial report prototypes and developing reporting hierarchies. <br> 4.  Budgets <br>     a.   2nd round of testing of manager balance reports in NSHE10 for updated playdate and commitment logic. <br>     b.   Completed report to test for budget date on payroll accounting adjustments. <br>     c.   Continued report specification for budget trend and comparative reports for development. <br>     d.   Testing alternative approach to fringe rate encumbrances - will require new configuration before 7/1/18. <br> 5.  Assets <br>     a.   Finalized configuration, spend rule review, spend category review, asset book rule review. <br>     b.   Tested JV to move ledger balances. <br>     c.   Created JIRA for Preload and Post Load activities. <br>     d.   Notified schools that information for asset corrections because of asset to ledger reconciliation are due by September 30th. <br> 6.  Projects <br>     a.   Need clarification on Project Setup for Grant Equipment fabrication. We need to test in conjunction with Grants team but collaboration is needed with Grants and budgets. <br>     b.   Customer Accounts. <br>     c.   Updated training documentation and Job Aids for various areas in Customer Accounts functional area. <br>     d.   Delivered training session for Record Cash Sale and Create Customer Deposit for Cashier's office and will meet with other UNR departments this week. <br> 7.  Expenses <br>     a.   One Fin-Project Expenses Jira was just opened on 8-23 to update per-diem rates which go into effect on 10-1-2017. <br>     b.   Updating Documentation. <br>     c.   One change request WCR-432 still open - Donna is working on it- Found out this only works on Supplier Invoice. It does not work on the supplier invoice workbench, which is used for POs, there is no place to add the link. This is probably 80% of our invoices. We need to do a brainstorm for this. <br> 8.  Grants & Effort Reporting |

| Area | Accomplishment /Activity |
|---|---|
|  |     a.   Started to put together a training agenda for the Grants training.<br>    b.   Had a meeting with the Controller's office regarding deferred revenue conversion for Prepaid awards.<br>9.   Procurement<br>    a.   NSHE SReg is live.<br>    b.   Validation instructions for converted Advantage PO were sent to the institutions last week - Validation to be completed by 9/15/17.<br>    c.   Testing for Fisher Sci punch-out began - waiting for SCS team to configure supplier for XML.<br>10.  Suppliers: Validations, Check Printing, Documentation. |
| **Technical** | 1.   FIN Conversion:<br>    a.   8 out of 9 institutions completed their validation of the 4 Beginning Balance files and the July and August Accounting Journals files by 9/8.<br>    b.   John ran an Assets extract based on August month end close for the campus validation teams to review one more time before the production file is run.<br>2.   Integrations<br>    a.   UAT completed on the PEBP Payroll Input, Healthscope Payroll Input, PEBP Domestic Subsidy Payroll Input, Liberty Mutual Remit file.<br>    b.   Created a Gold tenant checklist for NSHE and Campus integrations.<br>    c.   Determined Cut over plan for integrations.<br>    d.   Supported over-due UAT testing on many other integrations (see list below).<br>3.   Reporting: Custom reports completed and moved to testing status since last update:<br>    a.   TCH-2255 Pay Date versus Budget Date Alert Report.<br>    b.   TCH-2098 Manager Balance - Summer Session by Ledger Account.<br>    c.   TCH-1986 R180: Revenue/Expense Trend Analysis.<br>    d.   TCH-1494 R107: ACA Report for PEBP. |

## Upcoming Activities

| Area | Dates | Upcoming Activities |
|---|---|---|
| Core HCM | On-Going | Complete 5 Feedback / Design Enhancements Changes. Working on tickets: HCM-288 and HCM-275. |
| Benefits | On-Going | Complete 1 Feedback / Design Enhancements Changes. Working on tickets: WCR-348. |
| Recruiting | On-Going | Complete 3 Feedback / Design Enhancements Changes. Working on tickets: HCM-386, WCR-363, WCR-400, WCR-415, WCR-422, WCR-454, and WCR-481. |
| Absence | Ongoing | Complete Tickets WCR-312 and WCR-67. |
| Time Tracking | Ongoing | Collaborate with Workday on implementing Worktag brainstorm re: Worktags for those with multiple account lines. |
|  | TBD | John to check on OT requirements for those getting paid less than 1 1/2 times the minimum wage - needs to meet with Legal (HCM-40). |

| Area | Dates | Upcoming Activities |
|------|-------|---------------------|
| Banking | Ongoing | TCH-1911 - Peoplesoft Unit Testing - open testing to all campuses 8/24/17 - update 8/30/17 campuses are done testing and we are working on putting together an instructional support document. |
| | Ongoing | TCH-1901 Troy Check Printing - moving forward with format details sent to Troy 8/24/17 - UNLV format has been sent to TROY - going to try to test all other campuses - team followed up with Troy AP and Payroll for UNLV should be approved by the end of the week and the team is working with the other campuses in the coming weeks - 8/30/17 Troy should be contacting the campuses in the next week or so (after they confirm AP and Payroll layouts with UNLV) - 9/7/17 followed up with Chris M and Chris V about stats. |
| | ongoing | FIN-1324 Create/update functional process documentation - updated MH 8/29/17. |
| | ongoing | FIN-1280 Current SA Pooled Cash Accounting - Updated spreadsheet created by Cynthia and sent to group 8/24/17 based on new functionality of WD29 - 8/30 Leigh and Tazeen did some initial testing that was successful, Daly confirmed successful testing with the bank so Cynthia confirmed that testing was sufficient and should work - 9/7/17 Matt L is to set up in NSHE2 for us to test next week. |
| | ongoing | FIN-804 System admin cash for pooled cashed - Updated spreadsheet created by Cynthia and sent to group 8/24/17 based on new functionality of WD29 - 8/30 Leigh and Tazeen did some initial testing that was successful, Daly confirmed successful testing with the bank so Cynthia confirmed that testing was sufficient and should work - 9/7/17 Matt L is to set up in NSHE2 for us to test next week. |
| | ongoing | FIN-2041 - provide reporting requirements for Cashier Deposits - pending PeopleSoft data integration 8/24/17 I emailed the group to review the following banking report: Find Ad Hoc Bank Transactions, View Account Register, Find Payment Return Statements Update 8/30 emailed group to review reports, some campuses said OK based on the very limited data that is available while other campuses still want to see more PeopleSoft data. I do not believe this ticket will be closed until after go-live when PeopleSoft data is available. |
| | ongoing | FIN-1717 Return payments - pending PeopleSoft data Integration 8/24/17 - emailed group on JIRA ticket Update 8/30 emailed group to review reports, some campuses said OK based on the very limited data that is available while other campuses still want to see more PeopleSoft data. I do not believe this ticket will be closed until after go-live when PeopleSoft data is available. |

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|---|---|---|
| FDM | Completed those needed for Go Live | Need to make changes in Workday for all approved new FDM values. |
| | Update sent for Go Live | Need to send FDM Governance information on RC and journal sources for committee email vote to complete updates to FDM. |
| | | Develop plan for FDM new value requests post go live. |
| Financial Accounting | | Attended payroll sessions to review reports. Labor distribution and compensated absence reports completed testing and are waiting on changes. |
| | | Continue work on verifying average daily balance calculations and reports needed to make the information useful. |
| | | Follow up on security access issues for campus users. |
| | 8/24/2017 | Update month end checklists in Workday with requested revisions. |
| | | Follow up on reporting hierarchies needed to present budget vs actual reports for Board and other SA reporting formats. |
| | post go live | Develop basic campus statistics and allocation of investment income from average daily balance calculations. |
| Budgets | TBD | Configure and test Position budget adjustment workaround proposed by Workday with Matt Luby. |
| | TBD | Work with Budget SMEs and Financial Accounting on Budget and Budget to Actual report specification and development. |
| | TBD | Work with SCI and report writers on logic for Budgeted FTE. |
| | TBD | Configure and test budget adjustments for sweep and year-end. Workday does not support parent/child rollover, so this will need to be custom report and EIB combination. |
| | TBD | Track and update Gold tenant from NSHE10 continued testing and adjustments. |
| Assets | Matt is currently reviewing to determine | Need to update report specs on Asset Roll Forward Report. |
| Projects | 9/15/2017 | Reviewing and compiling Project Reporting needs/requests - Met with Cynthia and waiting to see her finalized reports. |
| | Ongoing | Project Configuration Documentation updated. |
| | Post Go-Live | Test Workday update to Capital Project Accounting for WIP. |
| Customer Accounts | Ongoing until go-live | Prepare for Cutover, continue to test A/R conversion processes for UNR and DRI. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| | Ongoing until go-live | Continue to develop reports and look at other options to ensure adequate reports at Go-Live to manage receivables. This is related to FIN-1023, the issue is both Sponsor and Customer data is pulled when running some of the existing reports. |
| | Ongoing | Continue to create or update flowcharts, detailed procedures and the creation of a training video for Go-Live. |
| Expenses | 9/28/2017 | Fin-2679 - Update GSA Per Diem rates that go into effect 10-1-2017. |
| | TBD | WCR-206 Payment Election - After go live - Audra Kane created a Jira ticket on HCM side for On-boarding. |
| | Post Go Live | Travel Card Business Process FIN-2230- Will continue to work on business process, but will be implemented post go live. A discussion needs to be had with NSHE Leadership regarding the time and implementation process for the Travel Card Post-Go-Live. |
| | Post Go Live | Spend Authorization Role Over - There is Brainstorm for this. (I voted on community, but we need to figure out what we are going to do post go live for cash advances.). |
| | Post Go Live | FIN-1587-Brainstorm -Additional controls and granularity needed on Intercompany A/P and A/R. |
| | | 1042S Reporting. |
| Grants | 9/11, 9/14 & 9/15 | Lauren and Jane to provide grants training to institutions in the South. |
| | 9/21, 9/26, 9/27 & 9/28 | Samir to provide grants training to institutions in the North. |
| | TBD | Need to load budget lines via EIB. |
| | on going | Continue to work on award conversion activities. |
| | on going | Continued to finalize report development and provided samples for the reports. |
| | on going | Completion of outstanding JIRA tasks. |
| Procurement | ongoing | Continue working on open JIRA tasks. |
| | ongoing | Update Procurement Process Documentation. |
| | ongoing | Report Requirements. |
| | 15-Sep | Procurement and Supplier Accts continue work with SReg team. |
| | 15-Sep | Cutover (go live) Planning. |
| | 15-Sep | Development of standardized T&Cs for the Business Centers thru NSHE Legal. |
| FIN Conversion | 9/19 | Gold Build activities - please see the Gold Build Schedule tab in the NSHE Workday Cutover Plan v2 located in 97-Cutover. |

| Area | Dates | Upcoming Activities |
|---|---|---|
| Integrations | Delayed | Complete testing on the Student Eligibility/FICA Exemption. Complete testing on the Student Worker Work Study integration. Complete testing on the OASDI Update integration. Complete testing on the Troy Check printing process for Financials. Complete testing on the Troy Check printing process for Payroll. Complete testing on the Supplier Remittance Advice Integration. Complete testing on the Employee Contributions to PERS integration. Complete testing on the PeopleSoft UID integration. Complete testing to the FDM and Ledger Worktag Mapping integration. Complete testing of Guardian Enrollments. Complete testing of Healthscope Remit file. Complete testing of PEBP Remit file. Complete testing of SSN Verification integration. Complete testing of ADP Quarterly File. Complete testing of Henry Schein Punch-out and catalog. Complete testing on the Fishers Scientific Punch-out. Complete testing of Employee file to Lawroom. |
|  | Aug-Nov | Complete testing of DETR. |
| Reporting | September | HCM report development: 94% of reports are in progress or complete/ready for review & testing (10% in build or design, 84% in testing or migration/deploy). 6% of reports in Not Started or Discovery status. |
|  | September | FIN report development: 77% of reports are in progress or complete/ready for review & testing (18% in build or design, 59% in testing or migration/deploy). 23% of reports in Not Started or Discovery status (note: only 3 of the 23 remaining FIN reports in Not Started or Discovery status are required for Go-Live). |
|  | 9/20 | Bi-weekly Reporting lane meeting with the campuses. |
|  | TBD | Data Governance Meeting. |

**Planned Time Away**

| Dates | Team Member |
|---|---|
| None… |  |

## Key Issues <A systematic and comprehensive plan has been developed and will be put in place to address the issues, as well as the timeline that we are now be driving to>

| # | Key Issue | Criticality | Owner | Resolution Target Date | Resolution Plan |
|---|-----------|-------------|-------|----------------------|-----------------|
| FIN-1732 | Payroll Accrual | Highest | Leslie Obourn | 14-Sep-17 | The team presented the solution to the Controllers and Budget Officers this week and documented the remaining Workday updates and reports to be delivered before go-live.  Workday has delivered the final fix needed for go-live and the team has confirmed it works. The PMO will recommend we close this to the ESC on 9/14. |
| HCM-297 | Payroll Parallel Testing to be Actively Monitored | Highest | Leslie Obourn | 12-Sep-17 | The final P4 parallel processes have been run and the final statistics will be available by 9/12 to review with the team. |

## Milestones

| Milestone | Status (RYG) | Baseline Due Date | % Complete | Date Complete |
|-----------|--------------|-------------------|-----------|---------------|
| P2 Playbacks | Green | November 11, 2016 | 100% | 11/11/2016 |
| P2 System Testing (HCM, Payroll, FIN, Integrations) | Green | November 14, 2016 – January 27, 2017 | 100% | 1/27/2017 |
| Payroll Parallel (P2) Begins | Green | January 27, 2017 | 100% | 2/3/2017 |
| Run P3 Data Extracts & Validate | Green | January 31, 2017 | 100% | 2/3/2017 |
| Begin Build of P3 | Green | February 6, 2017 | 100% | 2/6/2017 |
| P3 Playbacks | Green | March 13, 2017 | 100% | 3/16/2017 |
| E2E Testing (P3) Begins | Green | March 13, 2017 | 100% | 3/20/2017 |
| Payroll Parallel (P3) Begins | Green | March 13, 2017 | 100% | 3/20/2017 |
| Payroll Parallel (P3) Ends | Yellow | May 5, 2017 | 100% | 616/2017 |
| Begin P4 Build | Green | May 15, 2017 | 100% | 5/15/2017 |
| User Acceptance Testing (P4) Begins | Green | June 19, 2017 | 100% | 6/19/2017 |
| End-User Training Begins | Green | August 7, 2017 | 100% | 8/7/2017 |

| Milestone | Status (RYG) | Baseline Due Date | % Complete | Date Complete |
|---|---|---|---|---|
| Begin Build of Workday Production Environment | Green | August 25, 2017 | 100% | 8/25/2017 |
| Extract Data from Legacy HRMS and Advantage | Green | September 6, 2017 | 100% | 9/6/2017 |
| Turn HRMS Employee Self Service (ESS) to Inquiry Only | Green | September 6, 2017 | 100% | 9/6/2017 |
| Campuses begin tracking emergency changes in legacy HRMS | Green | September 7, 2017 | 100% | 9/7/2017 |
| Last day to submit Advantage Expense Report | Green | September 7, 2017 | 100% | 9/7/2017 |
| Run Final Semi-Monthly Payroll in Legacy | Green | September 20, 2017 | | |
| Run Final Monthly Payroll in Legacy | Green | September 21, 2017 | | |
| Freeze New Advantage Accounts | Green | September 22, 2017 | | |
| Freeze Purchase Orders | Green | September 22, 2017 | | |
| Campuses begin entering catch-up transactions in Workday | Green | September 23, 2017 | | |
| Facilitate Final "Readiness" discussion | Green | September 29, 2017 | | |
| Close Advantage for Asset Activity | Green | September 30, 2017 | | |
| End Account Dual Maintenance in Advantage/WAX and Workday | Green | October 1, 2017 | | |
| Turn iLeave to read-only | Green | October 1, 2017 | | |
| ***Workday Live*** | ***Green*** | ***October 1, 2017*** | | |
| Begin entering Expense Reports in Workday | Green | October 2, 2017 | | |
| Begin entering held requisitions into Workday | Green | October 2, 2017 | | |
| Complete first Semi-Monthly (Pay Date 10/10) in Workday | Green | October 4, 2017 | | |
| September Close in Advantage | Green | October 13, 2017 | | |
| Complete second Semi-Monthly (Pay Date 10/25) in Workday | Green | October 20, 2017 | | |
| Complete first Monthly (Pay Date 11/1) in Workday | Green | October 27, 2017 | | |

iNtegrate 2