Open Forum
May 7 & May 8, 2019
Agenda

• Opening Remarks - David Hakanson
• Program Overview - Jackie Manikam
• Organizational Change & Training (OC&T) - Cherish Hoffman
• HR Key Changes in Workday - Mickey Luna
• Q & A
Opening Remarks
### Strengthen the University by implementing innovative, best-in-class tools and processes aligned with our academic, research, and patient care excellence.

<table>
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<th>GUIDING PRINCIPLES</th>
<th>Standardize</th>
<th>Promote Innovation</th>
<th>Simplify</th>
<th>Empower Accountability</th>
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<td>GOALS</td>
<td>Provide consistent, integrated data and processes across the enterprise to support effective and efficient operations</td>
<td>Enable change in University operations to better respond to future challenges and opportunities</td>
<td>Deliver a straightforward, user-friendly solution to facilitate rapid adoption and sustained usage</td>
<td>Create an environment which enables faculty, staff, and students to take part in and gain insight from business operations</td>
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| SUCCESS MEASURES   | • Create enterprise definitions to ensure clear communications that enhance data integrity.  
• Automate business process operations where possible, reduce duplicative activities or manual interventions for data, processes, or reports.  
• Create collaborative, integrated, transparent processes that are consistent across business lines.  
• Limit process differences, granting them only with an approved business case. | • Enable University operations staff to reallocate time from manual processing to more modern and innovative activities.  
• Create a flexible infrastructure that is easy to configure and maintain.  
• Make technology, data, and information available to allow employees to be more productive.  
• Allow HR to use a talent management process to help develop the SLU workforce. | • Promote, broad and on-going adoption by providing employees with an easy-to-use, flexible system.  
• Reduce the need for complicated system training, centralized training, and support resources.  
• Reduce error correction and rework through ease of use and clear logic built into system.  
• Increase mobile adoption to accommodate employees wherever they are working. | • Promote self-sufficiency among both employees and managers.  
• Provide information to employees that allows for timely, data-driven decisions.  
• Create simplified and transparent approval processes.  
• Provide centralized policies and procedures that are readily available to users, particularly managers. |
| VALUE STATEMENTS   | **Faculty and staff** can reduce time on administrative tasks by using optimized processes in a single system.  
**University leaders** have easy access to data that they can trust. | **Faculty and staff** will have access to better career development tools support their future growth within SLU.  
**University leaders** will have access to state of the art reporting tools that provide the data to aid in strategic decisions as well helping to identify creative solutions to ongoing challenges. | **The University** can reduce costs by removing complex processes and technology that are expensive to maintain.  
**Faculty and staff** can complete tasks faster by using a simple and intuitive interface. | **Faculty and Staff** can have transparency into status of processes.  
**Managers** can more effectively lead their teams through real-time access to better data.  
**University leaders** can expect clear supporting data for decisions made by their teams. |
Project Timelines: WORKDAY

Phase 1: HCM Project Timeline

Phase 2: Finance & Talent Learning Project Timeline
Change Management Strategy & Execution

Identification and Analysis
- Stakeholders
- Change Impacts

Communications
- Project Identity
- Planning & Execution

Workday Champion Network
- Extension of the Organizational Change & Training Team

Resistance Management
- Readiness Assessments
- Strategy & Execution

Training
- Needs Analysis & Curriculum Plan
- Delivery

Go-Live and Beyond
- Go-Live Preparation & Communication
- Reinforcement & Sustainment
Community Engagement

**Focus Groups**
- Sessions to learn about the structure and business processes that will become Workday for SLU
- Help the Change Management team understand, communicate changes and mitigate any resistance anticipated

**Workday Champion Network**
- Collect, relay insights, questions & feedback
- Contribute to communications, testing, training, reinforcement & sustainment
- Assist with gauging organization & individual readiness
- Acts as trainers and resources to peers

**Open Forum**
- An opportunity to explain & demonstrate Workday functionality and changes to end-users (faculty, staff, managers).
- Invitations to the forums will be extended to the entire community (North Campus and South Campus)
How You Can Help

- Help communicate Workday
- Become a Workday Champion
- Attend Open Forum
- Give us your feedback
HR Key Changes in Workday
HR Key Changes Occurring in Workday

- Recruitment Key Process Changes
  - Internal Applicant Only site
  - Sophisticated parsing feature for applicants
  - Prospect Feature – requesting someone to apply
  - The entire Recruitment and Onboarding process will be in Workday
HR Key Changes Occurring in Workday

• Payroll/Time/Absence Key Process Changes
  - Kronos Time Clocks not to be used – Union employees to use Workday time tracking
  - Time Entry auto calculations – OT, shift differential
  - Time approver supervisory organization manager/supervisor, manager can delegate
  - Time Off appears on exempt paystubs – Total Rewards
  - Integration with vendors for automation

• Benefits Key Process Changes
  - Eliminate paper forms – elections in Workday
  - Integration with vendors for automation
    • Outbound eligibility files
    • Inbound Wellness credit and retirement elections
HR Key Changes Occurring in Workday

• Position Management/EPAFs
  - SLU will use Position Management in Workday – no pooled positions, all will have a unique position number
  - Employee photos will appear in Workday
  - Role Based Security will be tied to primary position
  - No more EPAFs!
Performance Management Key Process Changes

- Streamlining the process
  - Moving away from a 4-point rating scale and reducing number of core values
  - Elimination of Supervisor +1 approval and Department Reviewer steps
- Driving a culture where performance management is an ongoing process rather than a one-time event
  - Giving leaders the option to conduct mid-year reviews
  - Anytime feedback available upon request
  - Goals to be assigned and tracked in real time