| Topic	Comments Heard	Today's Agenda Item / Objective	Target Time
Welcome	N/A	Agenda Overview	5 min
PaymentWorks Update	How is the PaymentWorks launch going?	Updates	10 min
FST Project Overview	N/A	Project Timeline – Where Are We?	5 min
Records Management	N/A	Records Management Update	15 min
RAPID Decisions	What decisions have been made? When will I have input?	Update on: • Workflow Controls & Approvals • GL Conversions • Intercompany Transactions	20 min
FDM Mapping Progress	N/A	FDM Mapping Update	10 min
End-2-End Testing	N/A	E2E testing Progress Testing Timeline Grants Demo	20 min
Reporting & Analytics	N/A	Focus Group udpate	5 min
Looking Ahead	What is to come?	6 Month Look Ahead	10 Min
Other Business and Wrap Up	N/A	Questions/Comments	5 min

Payment Works Follow-Up
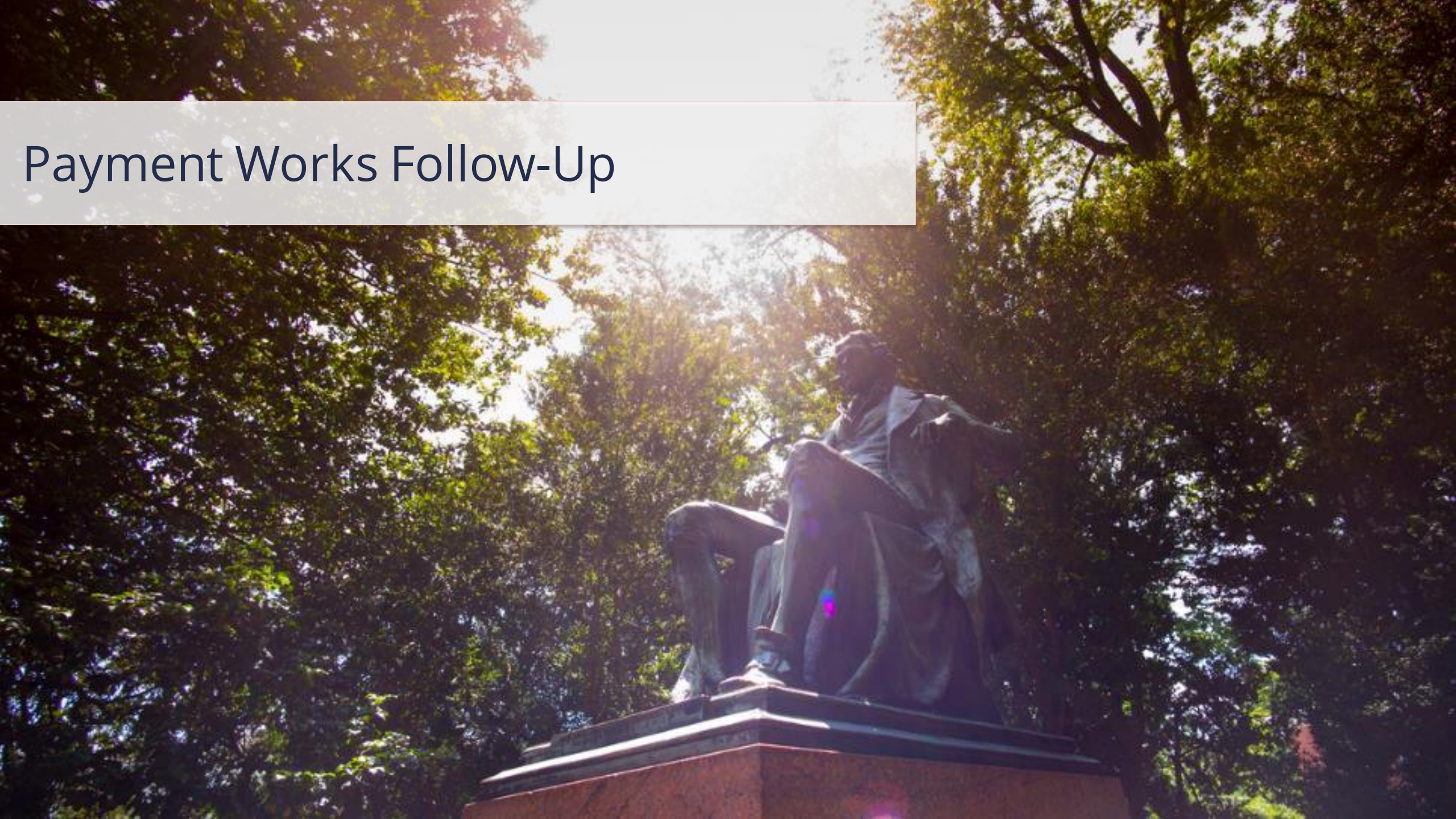
New supplier management software PaymentWorks went live on October 18, 2021.

Payment Works Activity

- **6,465** invitations sent out

- **3,387 (52%)** suppliers and payees have completed their registration

- **1,676** signed up for ACH (676 suppliers and 1,000 individual payees)

- **17** ACH/Direct Deposit files comprised of over **1,000** unique payments were successfully processed with Bank of America

- **2,821** active suppliers were invited to register with new payment methods

  - **943** have completed their registration and 46% signed up for ACH/Direct Deposit
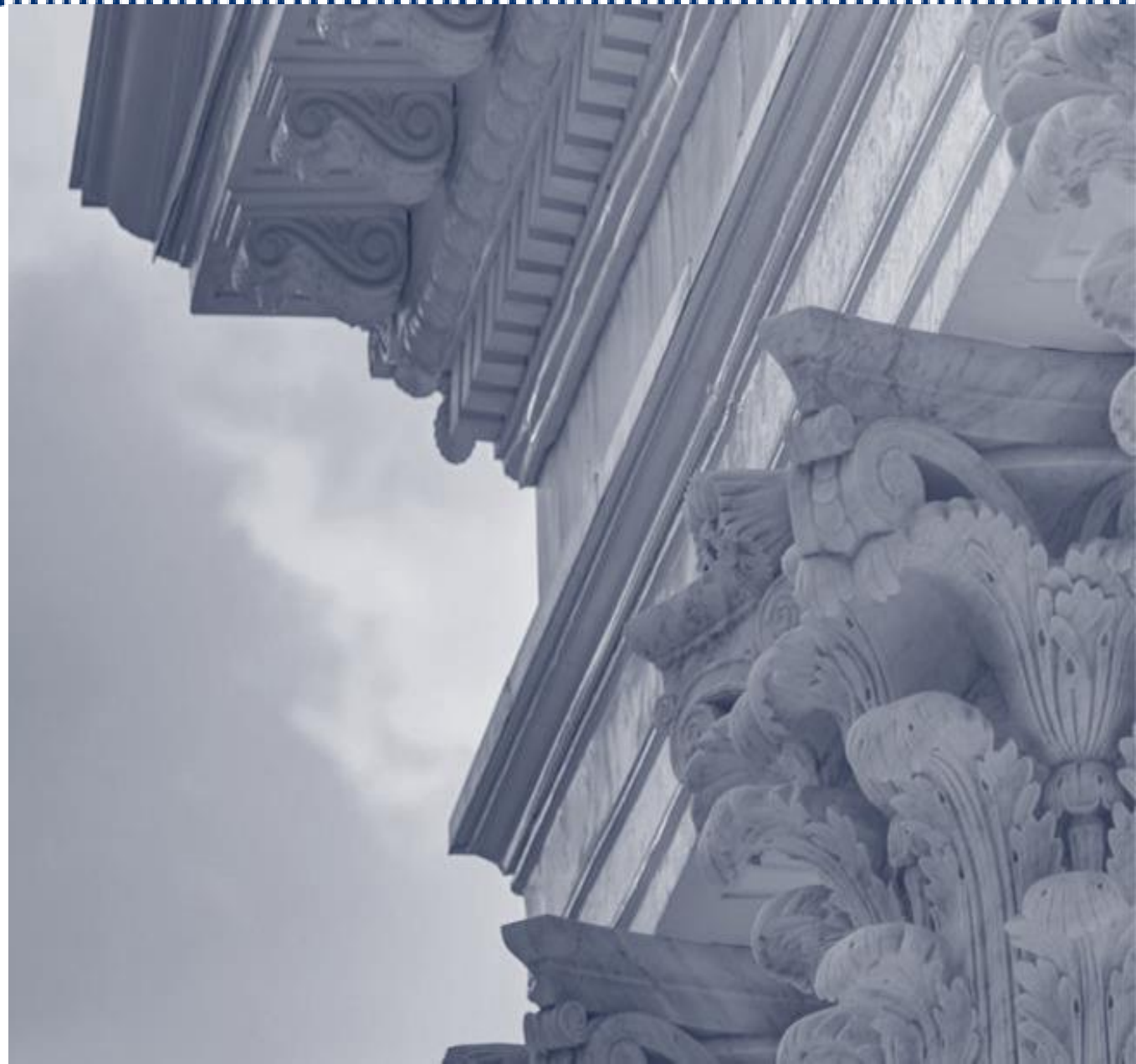
⭐ Frequent Questions and Issues

👥 Changes to Profile

The supplier/individual is now responsible for making changes and updates to their profile. This includes changing or adding addresses, payment methods, and other information.

- By default, the initial PaymentWorks registration deactivates all but the primary addresses. In order to add additional addresses, the supplier will need to update their profile in PaymentWorks.
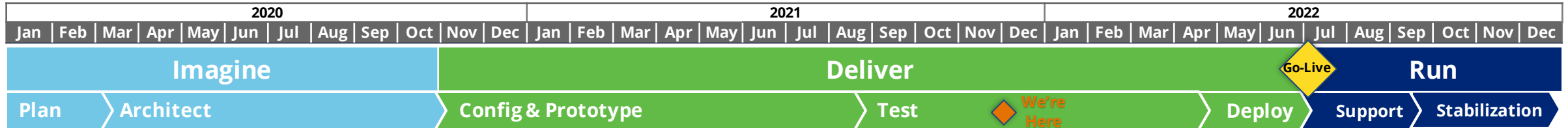
Suppliers/Payees

#1 Support Issue is knowing when to select an Individual Payee vs. a Supplier

- Suppliers provide goods and/or services
- Individuals are being reimbursed, but not overtly performing a service
  - Human Subjects are individual payees
  - A person performing graphic design services but operating under their SSN as their Tax ID is a Supplier

*Supplier must go back into registration to fill in any required fields once registration type is changed.

FST Project Overview

FST Project Overview | What Should I Expect When?

2020												**2021**												**2022**												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Imagine — **Deliver** — **Go-Live** — **Run**

Plan › Architect › Config & Prototype › Test › ◆ We're Here › Deploy › Support › Stabilization

7 months to Workday Go-Live

Plan: Preparing for Phase 3

- **Expect:** Behind-the-scenes work: hiring, planning to implementing.
- **Involvement:** The team is putting the foundation in place!

Architect: Building the Model

- **Expect:** The team starts establishing implementation; requirement gathering sessions begin, known as Architect sessions.
- **Involvement:** The team displays Workday functionality during the Architect sessions and gathers requirements. Architect sessions cover a variety of topics and include 20-30 team members from Functional, Technical and Change Management areas from across Grounds for each sessions. Focus groups that take place after the Architect sessions help refine.

Configure & Prototype: Walking through the Tenant

- **Expect:** The requirements we gathered are now *validated* and UVA's initial tenant is built. The team creates training plans based upon what we know from Architect sessions.
- **Involvement:** Participate in interactive walkthrough of processes; the team gathers feedback on issues and opportunities from staff to enhance the system.

Test: How Does Workday function at UVA?

- **Expect:** The team starts end-to-end testing in the Workday Tenant. Initial training materials may also be distributed during this time.
- **Involvement:** You may be asked to help test UVA's Workday Financials or to evaluate how ready you think you and your unit are to go live with Workday Financials.

Deploy: Workday Goes Live!

- **Expect:** Training as we prepare to transition to Workday Finance.
- **Involvement:** Once Workday goes "live", we will ask for everyone's active involvement in training as UVA staff and faculty acclimate to new workflows and processes. We'll depend on our Advisory Group members to help us know what is working – and what needs to be tweaked.

Support & Stabilization: The New Normal

- **Expect:** With the system live, we are making the small process changes necessary for Workday to be effective for all users.
- **Involvement:** Keep us apprised of challenges you encounter, as well as continuous improvement opportunities.

Records & Information Management

What is a University Record?

Recorded information that <u>documents a transaction or activity by or with any appointed board member, officer, or employee of the university</u>. Regardless of physical form or characteristic, the recorded information is a university record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of university business. <u>The medium upon which such information is recorded has no bearing on the determination of whether the recording is a university record</u>.

Virginia Public Records Act requires:

No agency shall destroy or discard a public record unless :

(i) the record appears on a records retention and disposition schedule . . . and the record's retention period has expired;

(ii) a certificate of records destruction . . .Has been properly completed and approved by the agency's designated records officer;

(iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act

(VA Code§42.1-86.1.)

Let's Go Paperless with Workday

- Workday = system of records for all transactions
- Scan/attach supporting documentation to the transaction
- Do not print electronic - attach
- Destroy paper once attachment is confirmed (30-90 days max)
- Do not retain electronic (scanned or born digital beyond retention periods)

Shadow/retired systems

Shadow systems:

- Keeping – review retention of data copied from Workday
- Replaced by Workday . . .

Retiring systems:

- Recon, Chrome River, etc.
- Review with RIM for retention of information
- Document disposal of information

Records Retention & Disposition

Overview

> Records Destruction (RM3)

Retention Schedule Database

Per the requirements of the Virginia Public Records Act (VPRA), you must confirm all of the following before destroying University records:

- the retention period for the record series, as specified in the retention schedule database, has expired;
- there is no pending litigation, audit, investigation, or Virginia Freedom of Information Act request for the records; and
- a completed Certificate of Records Destruction (RM3) form has been approved by the University Records Officer.

Completing the Destruction Process

These instructions apply to UVA Academic (Agency 207) records. For UVA Medical Center (Agency 209) records, consult the Medical Center Records Management Office.

1. Determine the appropriate record series and retention by searching the retention schedule database.
2. Download the Certificate of Records Destruction (RM3) form and email it as a Word document attachment to records@virginia.edu. Review these detailed instructions before completing the RM3 form.
3. Once the form is approved, you may destroy the records. Watch this video on preparing records for destruction.

U Completing the Certificate of Records Destruction (RM3)

Watch later   Share

COMPLETING THE CERTIFICATE OF RECORDS DESTRUCTION (RM3 FORM)

Training & Resources

> On Demand Training

Events Schedule

Tip Sheets

On-Site Training & Consultations

Records & Information Management Basics

Records & Information Management Basics is a 30 minute course where you will learn how to identify records, manage them responsibly throughout their retention period, and properly dispose of them once they are eligible for destruction This course is a prerequisite for attendance at all RIM live training courses.

You must complete all ten lessons and get six out of eight questions correct on the quiz to receive credit for completing this course.

General Topics

- Completing the Certificate of Records Destruction (RM3 Form)
- Preparing Records for Destruction
- Using the Records Retention Schedule Database

Managing Records

- Managing Faculty Records
- Managing Financial Records
- Managing HR Records
- Managing IT Records
- Managing Research Records
- Managing Student Records

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RAPID Decisions

WFCA Workflow Changes

Workflow Changes

UVA financial leadership has expressed a desire to shift away from UVA's current heavy reliance on detailed post-transaction reconciliation and move towards **front-end, real-time transaction approvals** – this would allow UVA to:

- Enhance internal controls that facilitate *"Getting it right the first time"* – before the money goes out the door, regardless of funding source. (For grants, this may reduce the number of cost transfer corrections and perception of parking charges)
- Increase the real-time accuracy of financial data within the system.
- Reduce level of detail required for month-end reconciliation/monitoring activity.
- Change partners will provide resources to help go from current state to future state
- Training will be available to help employees understand their role responsibilities
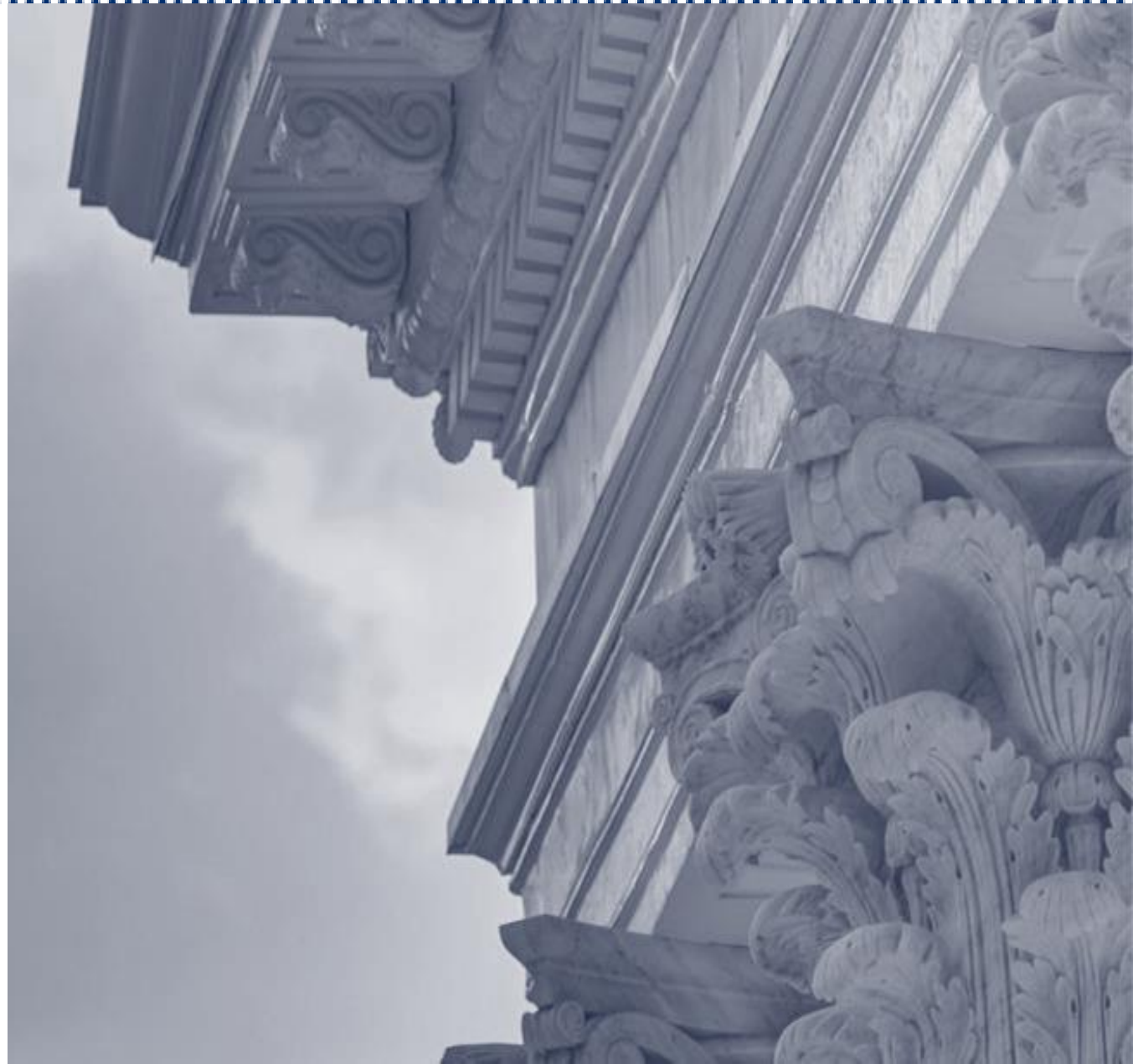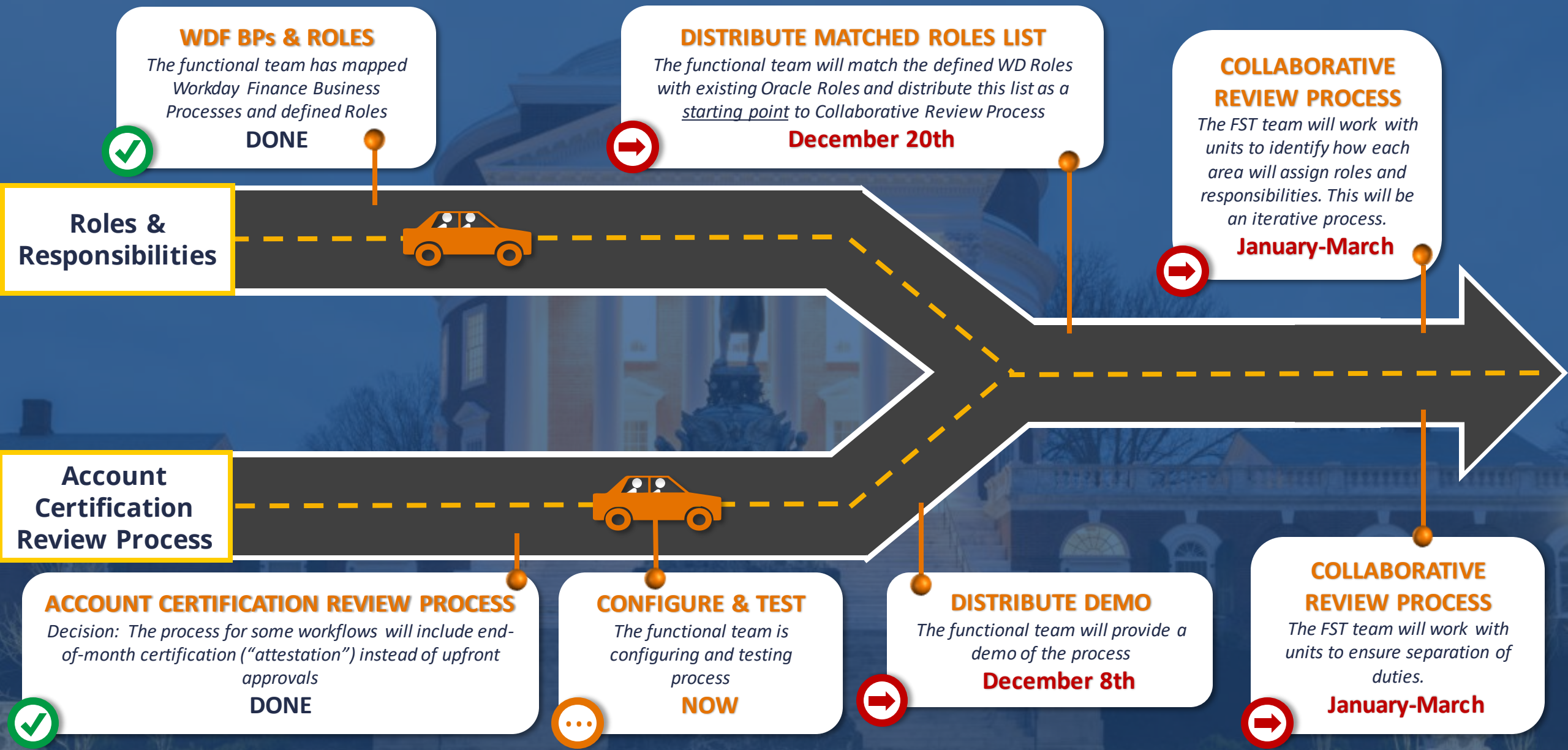
Questions

- **What does this look like?**
  - These efforts will reduce time and increase accuracy on the back-end, which could translate to more effort up front.

- **Why are we doing this?**
  - We are doing this to stay current with regulatory requirements.

- **Is Recon@ still going away?**
  - The tool itself will go away. However, we are still required to do a month/quarter-end attestation, which will more streamlined.
  - There will be transactions that go through without front-end approval such as:
    - SIS Transactions
    - Internal Service Charges
    - Cost Transfers
    - Accounting Journals
    - Gifts & Endowments Creation

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Roles & Responsibilities

Efforts will be focused on identifying and evaluating roles and responsibilities within each MBU.

- Some roles will look the same, while others will shift depending on the structure or to ensure a proper separation of duties. Training will be provided to ensure a smooth transition into newly defined roles.

- Project leadership will define what the role will look like and work together with those in the VP/Dean areas to determine how the structure will look and how security roles will be distributed.

- Estimated start date: January 2022

Intercompany Transactions

Activity Needed to Draft Consolidated Financial Statements:

There are two consolidated Financial Statements produced by Financial Operations:

- UVA Standalone Statements – UVA Academic, UVA Wise and UVAMC

- UVA Consolidated – DOA (state) reporting – UVA Academic, UVA Wise, UVAMC and its material foundations/UAOs

Current State Oracle:

Inter/Intracompany transactions are booked in Oracle under the UVA Academic company using various entity codes to differentiate the company. The statement production is done outside of Oracle. When data is pulled for UVA Academic and UVA Wise financial statements, all revenues and expenses on entity codes 15/25 (UVAMC) and 80 (UPG) are ignored. The balance sheet items on 80 are still picked up. Financial Reporting obtains audited financial statements from these entities which are used as the source data for the consolidated statements. Financial Reporting then reconciles and eliminates (manually) all intra and intercompany activity between the various entities.

Challenges

1. Often one entity (e.g. UVAMC or UPG) has a transaction recorded but it is not recorded on the UVA Academic side. Intercompany revenues/receivables /expenses/payables are reconciled between the two entities and any corrections are made by Financial Reporting in Oracle (as an ADJ2 entry).

2. There are specific projects in Oracle used to capture intercompany activity, along with certain object codes (i.e. revenue object codes 4890 and 4891). However, in practice it is very difficult to properly identify all intercompany transactions in current state, as projects are numerous. This is especially true if they have never been recorded on our side (see 1. above).

Current State

Oracle today leverages LO or YY-prefix projects to track balances/activity for entities that are engaged in "intercompany" activity with UVA. This allows stakeholders from different companies to see what they owe or are owed by UVA through UBI warehouse reporting and allows UVA to track balances it needs to bill or pay to external entities, like foundations.

Standard Operating

NACUBO definition: *The agency fund group consists of funds held by an institution as custodian or fiscal agent for others such as student organizations, individual students, or faculty members. The institution has little or no discretion over the use of the resources. Agency funds should be accounted for as a separate fund.*

General Counsel Guidance

As part of our review of current state operations, Finance Leadership consulted with General Counsel on properly handling of transactions with non-Agency entities. Per GC recommendation, UVA must maintain an "arm's length" relationships with these external entities.

Future State Entity Designation

Based on guidance from counsel, entities have been categorized to properly align with the necessary agency or non-agency treatment, per below:

University-Affiliated Organizations:	Agency:	Non-Agency/Non-UAOs utilizing YYs:
University of Virginia Law School Foundation	Journal Analytic Chemistry	UVA Credit Union
The College Foundation of the University of Virginia	Tuesday Evening Concerts	Morrison's Operating
University of Virginia Darden School Foundation	UCEA	McIntire Foundation
Alumni Association of the University of Virginia	Seven Society	School of Education Foundation
Jefferson Scholars Foundation	VMEC Scholarship*	Engineering Foundation
Virginia Athletics Foundation	IEEE Fellowship*	Patent Foundation
University of Virginia Foundation	Student Group – Activity Fees	School of Medicine Foundation
University of Virginia Physicians Group	Darden Student Group – Activity Fees	Medical Alumni Foundation
University of Virginia Investment Management Company	AP Trust	
UVA Global LLC	Family Housing Association	
	Virginia Humanities Foundation	
	...and more	

Future State Operations in Workday FIN:		
UAOs will be set up as companies in WD for consolidated reporting purposes only. Any operational activity must be handled as an external customer/vendor. No intercompany settlement will be done at month end.	Agencies will be set up on the balance sheet only and activity will be recorded to the ledger.	Non-agency/Non-UAOs that, in current state, are set up as YY will be handled as an external customer/vendor. No intercompany settlement will be done at month end.

Outstanding questions related to the set up and handling of these scholarship/fellowships.

Company	HCM	FIN (Operating)[1]	FIN (Consolidated Reporting)[2]
Rector and Visitors of UVA	Yes	Yes	Yes
UVA College at Wise	Yes	Yes	Yes
University of Virginia Physicians Group	Yes	*Limited*	Yes
University of Virginia Medical Center	Yes	*Limited*	Yes
Southwest Virginia Higher Education Center	*No*	Yes	*No*
University of Virginia Law School Foundation	*No*	*No*	Yes
The College Foundation of the University of Virginia	*No*	*No*	Yes
University of Virginia Darden School Foundation	*No*	*No*	Yes
Alumni Association of the University of Virginia	*No*	*No*	Yes
Jefferson Scholars Foundation	*No*	*No*	Yes
Virginia Athletics Foundation	*No*	*No*	Yes
University of Virginia Foundation	*No*	*No*	Yes
University of Virginia Investment Management Company	*No*	*No*	Yes
UVA Global LLC	*No*	*No*	Yes

[1]These companies are in scope (fully or limited) for all workers and FIN functionality to be engaged for operational transactions and reporting, unless otherwise noted.
[2]These companies must be represented in consolidated reporting. If not also in scope for operating, then these companies will be created in Workday FIN simply to load trial balances at year-end.

GL Balance Conversion Approach

- **Meet External Audit Requirements** - General Ledger is source of truth – must balance by Company and Fund

- **Timing** - Need "correct" balances in FDM for departments/units as early as possible at start of fiscal year

- **School and MBU Balances** – Need to match Settlement amounts provided by FP&A within a reasonable degree of materiality

- **Department/Unit Balances** - Departments are best positioned to know what balances they are expecting in specific FDM strings

- **Gift & Endowment Balances** – Balances need to reconcile to ending Oracle balances for individual gifts/endowments

- **Fund Balances** - Balances need to reconcile in aggregate by Company

- **Assignee/Program/Activity Balances** – Schools/units need the ability to capture balances down to a level lower than MBU or cost center

- **Complexity** - Minimize rework and effort given the complexity of the task

Option 1: Convert Oracle GL Balances to Workday "as is"

Revenue and expense are not aligned in the GL. Revenue is posted to Revenue Projects, and Expenses are posted to expenditure projects, therefore fund balances are spread across both Revenue and Expenditure projects (the latter has negative balances). This works for external reporting, but not for internal unit reporting. Units use the UBI Cash Balance report to their determine balances.

Pros:

- Converted GL balances are accurate from external reporting & compliance perspective
- GL Balances are converted to Workday from the UVA financial system of record (Oracle)
- Accurate, lower risk conversion
- Little effort required from units on the front end

Cons:

- GL balances are not recognizable to units because they use the UBI Cash Balance report to their determine balances.
- Converted GL balances would not be reflective of how fund balances will be calculated in Workday (revenue and expense are aligned in Workday)
- Unit would be responsible for any reconciliation of Cash Balances to GL Balances

Option 2: Convert UBI Cash Balances to Workday Fund Balances Based on UBI Cash Balance Report

Revenue and expense are aligned in UBI through reporting for non-grants only (which do not have Revenue Projects), so UBI <> Oracle GL Balances. Detailed analysis determined that other non-grant UBI cash balances <> GL balances in some cases (e.g., Fixed Asset accounting).

Pros:

- **GL balances in Workday are recognizable to units**

Cons:

- **Conversion is not from the financial system of record (Oracle)**

- **Converted Cash balances do not agree to GL balances from UVA financial system of record.**

- Converted GL balances would not be reflective of how fund balances will be calculated in Workday (UBI = Cash Balance, Workday = Fund Balance/Equity)

- Converted GL balances would not be reflective of how fund balances will be calculated in Workday (UBI = Cash Balance, Workday = Fund Balance/Equity)

RECOMMENDATION

✓ **Option 3:** Convert GL Balances "as is" at a high level, then realign balances across units' FDM worktags in Workday

A two-step process is being proposed: (1) Convert Oracle GL balances to Workday "as is", at a level that meets external reporting and compliance requirements (2) Work with units to realign balances to properly align revenue and expense in Workday. (3) "Cash" Balance would still available in Workday via reporting.

Pros:

- Converted GL balances are accurate from external reporting & compliance perspective
- GL Balances are converted to Workday from the UVA financial system of record (Oracle)
- Accurate, lower risk conversion
- At conversion, GL balances by fund type in Workday would be more recognizable to units

Cons:

- Reconciliation of Cash Balances to GL Balances would take significant effort from the units and from FST

FDM Mapping Progress
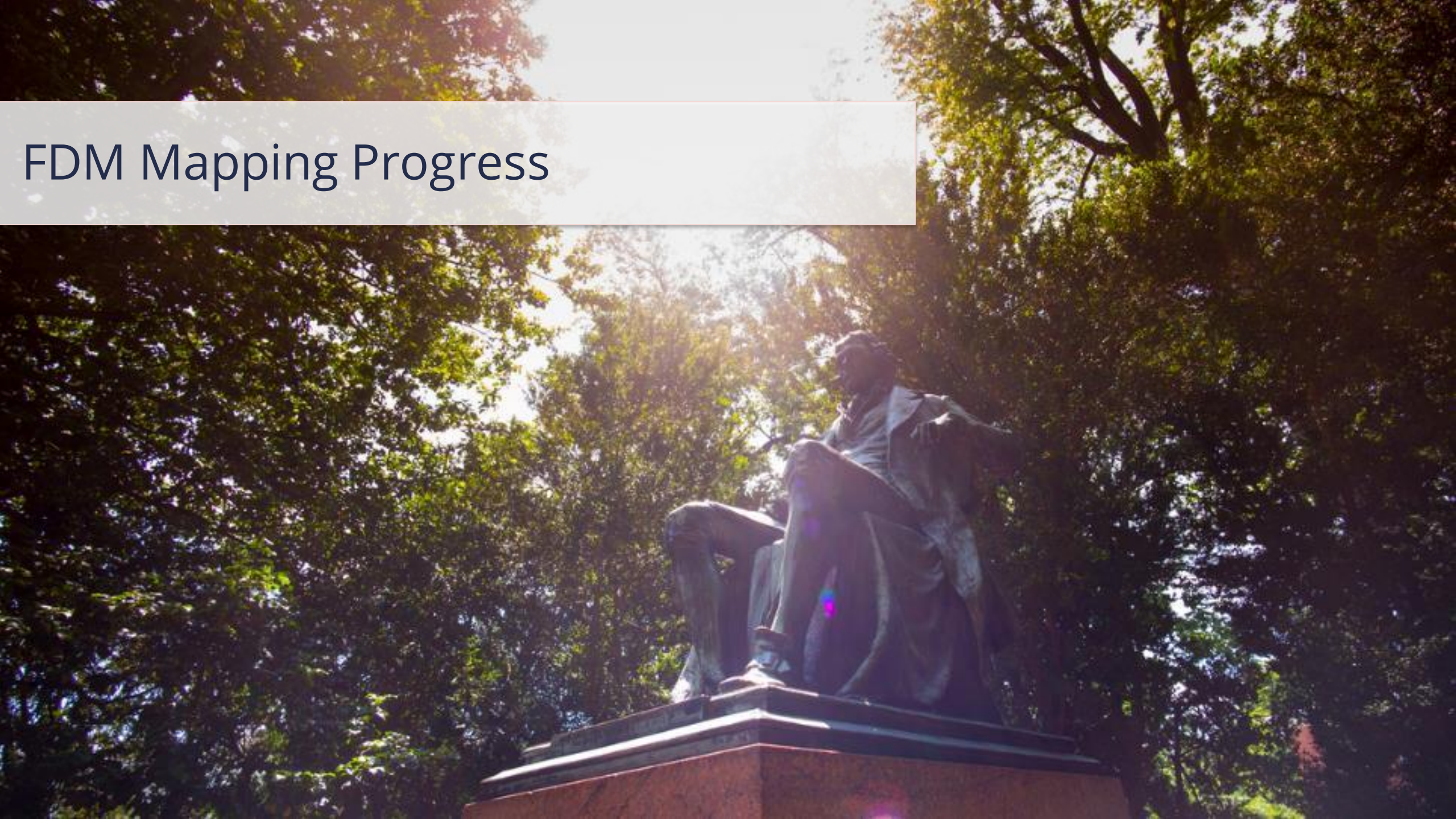
- **Current Sprint Effort**
- **FDM Mapping Timeline – Now to July 1 To-Do Items**
  - **New Values**
  - **Mapping**
  - **Connection to Oracle**
  - **GA, GL, Balance, and Budget Implications**

Need help?
Contact your Area Lead and join us at All-Pods.

#1 – Auxiliaries

AT-Athletics	**Sarah May**
AT-IM Sports	Kay Johnston & Jason Reed
BU-Business Operations	**Melissa Clarke**
FDM Team Member	Jacob Mair

#2 – COO Admin 1

FM-Facilities Management	**Blake Watson**
FI-Finance	Scott Adams
OP-Operations	Penny Cabiniss
FDM Team Member	Jennifer Hale

#3 – COO Admin 2

CO-Audit & Compliance	**Dave Boling**
CO-AVP for Safety	Paulette Turner
CO-Human Resources	**John Mastrandea**
CO-Office of the Executive VP & COO	Ana Lynch
DV-Advancement	Michael May
IT-Info Tech Services & IT - Enterprise Apps	**Carol Temerson**
FDM Team Member	Jennifer Hale & Jacob Mair

#4 – President/Provost Admin -

PR-Miller Center	Jen Starkey
RS-VP Research	**Anjula Joseph**
LB-Library	Barbara Paschke
SA-Student Affairs	Wayland Bryan
HS-Health Sciences Library	Kyle Bowman
PR-President's Office & PR-EOCR Office	**Missy Brads** & Justina Duncan
PR-University Communications	Sheela Linstrum
PR-University Counsel	Ericka Craig
PV-Institutional Research & Analytics	**Ashley Bagby**
PV-Provost's Office	**Eduardo Lorente**, **Cynthia Vaught** & Andrea Craig
RS-Office of Sponsored Programs	**Catina Seitz**
FDM Team Member	Jennifer Hale & Thomas Schneeberger

Highlighted name indicates member of FDM Extended Working Group.

#5 – Schools 1

CP-School of Continuing and Professional Studies	**Sue Herod**
DA-Darden School	**Kirby Armentrout**
DS-School of Data Science	Diane Wendelken
AR-School of Architecture	Allen Lee
ED-School of Education & Human Development	**Chris Peper**
LW-Law School	Stephen Parr & **Troy Dunaway**
FDM Team Member	Jacob Mair

#6 – Schools 2

AS-College of Arts & Sciences	Tammy McHale, **Elissa Morton** & **Glenda Notman**
NR-School of Nursing	Julie Lassetter
MD-School of Medicine	Jennifer Horton, **Brendon Coll** & Briggs Moyers
EN-School of Engineering	**Benjamin Baer**
MC-McIntire School	Rob Tharpe
BA-Batten School	Charles Rush
FDM Team Member	Elissa Morton

Independent Units (not assigned to a Pod)

SW-Southwest VA Higher Education Center	**Debbie Hensley**
WS-College at Wise	**Kristy Robertson**
HS-University Physicians Group	**Loraine Pelzer**
FDM Team Member	Thomas Schneeberger

*Highlighted name indicates member of FDM Extended Working Group.*

E2E Testing Update

UNIVERSITY of VIRGINIA
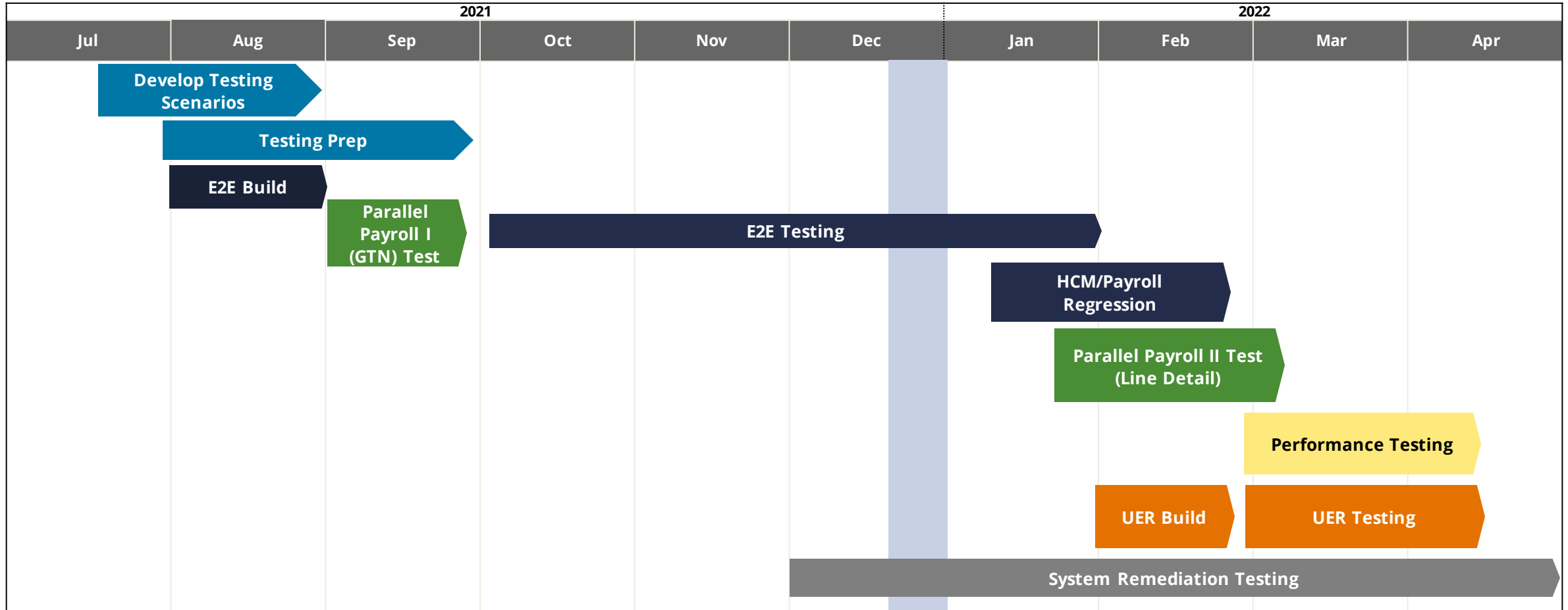
Cycle 2

Week 6	11/8/2021	11/9/2021	11/10/2021	11/11/2021	11/12/2021
Functional	Requisitions, POs, Change Orders Supplier Invoice Creation and Match CC Expense Reports Non-CC Expense Reports Projects Master Data Validation Award Configuration, Corrections, and Amendments	Requisitions, POs, Change Orders Supplier Invoice Creation and Match CC Expense Reports Non-CC Expense Reports G&E Transaction Processing Customer Document Printing / Emailing Award Configuration, Corrections, and Amendments	Requisitions, POs, Change Orders Supplier Invoice Creation and Match CC Expense Reports Non-CC Expense Reports Asset GL Reporting G&E Transaction Processing Award Configuration, Corrections, and Amendments	Settlement Run, Payment Release, Print Checks, Stop Item, Escheatment Supplier Invoice Creation and Match G&E Transaction Processing Award Configuration, Corrections, and Amendments	Award Configuration, Corrections, and Amendments
Integrations	Procurement | eVA-State Procurement system | Outbound | Purchase Orders Procurement | Jaggaer - Marketplace | Outbound | Update Cancel/Closed Purchase Order status in Jaggaer	BOA | Inbound | Credit Cards and Transactions			
Week 7	11/15/2021	11/16/2021	11/17/2021	11/18/2021	11/19/2021
Functional	Supplier Invoice Creation and Match Projects Funding Source Processing Composite Asset Creation Requisitions, POs, Change Orders CC Expense Reports Accounting Journal EIB / Secure FX Award Budget Amendments, Award Cost Reprocessing, Subawards, Subaward Invoices	Misc Payees & Payments Supplier Invoice Creation and Match Requisitions, POs, Change Orders CC Expense Reports Customer Payments / Deposits Award Budget Amendments, Award Cost Reprocessing, Subawards, Subaward Invoices	Supplier Invoice Creation and Match Requisitions, POs, Change Orders CC Expense Reports Budget Setup & Maintenance Award Budget Amendments, Award Cost Reprocessing, Subawards, Subaward Invoices	Settlement Run, Payment Release, Print Checks, Stop Item, Escheatment Supplier Invoice Creation and Match Customer Refunds Award Budget Amendments, Award Cost Reprocessing, Subawards, Subaward Invoices	Award Budget Amendments, Award Cost Reprocessing, Subawards, Subaward Invoices
Integrations	Jaggaer OCR- AP | Inbound | Supplier Invoices through OCR AssetWorks AIM | Inbound | Invoices Supplier Accounts | eVA-State Procurement system | Outbound | Supplier Invoices	Jenzabar | Inbound | Misc Payments Jenzabar | Inbound | Misc Payee SIS | Inbound | Misc Payee SIS | Inbound | Misc Payments Supplier Accounts | Student Information System (SIS) | Load Student bank accounts	Facilities Management | Inbound | ISD	BOA | Inbound | Load bank reconciliation file	
Week 8	11/22/2021	11/23/2021	11/24/2021	11/25/2021	11/26/2021
Functional	*Catch-up Testing + Defect Resolution*	*Catch-up Testing + Defect Resolution*	*Catch-up Testing + Defect Resolution*	HOLIDAY	HOLIDAY
Week 9	11/29/2021	11/30/2021	12/1/2021	12/2/2021	12/3/2021
Functional	FDM Validations Supplier Creation and Update Projects Inbound Transactions (eBuilder, AiM) Asset Creation from ISD Activity Award Accounting Adjustments + Journals, Subawards, Subaward Invoices	Supplier Creation and Update Period Close Activities Cash Sale Award Accounting Adjustments + Journals, Subawards, Subaward Invoices	Supplier Creation and Update Credit Card Revenue / Fees Award Accounting Adjustments + Journals, Subawards, Subaward Invoices	Settlement Run, Payment Release, Print Checks, Stop Item, Escheatment Award Accounting Adjustments + Journals, Subawards, Subaward Invoices	Award Accounting Adjustments + Journals, Subawards, Subaward Invoices

Grant Accounts

Nancy Honeywell
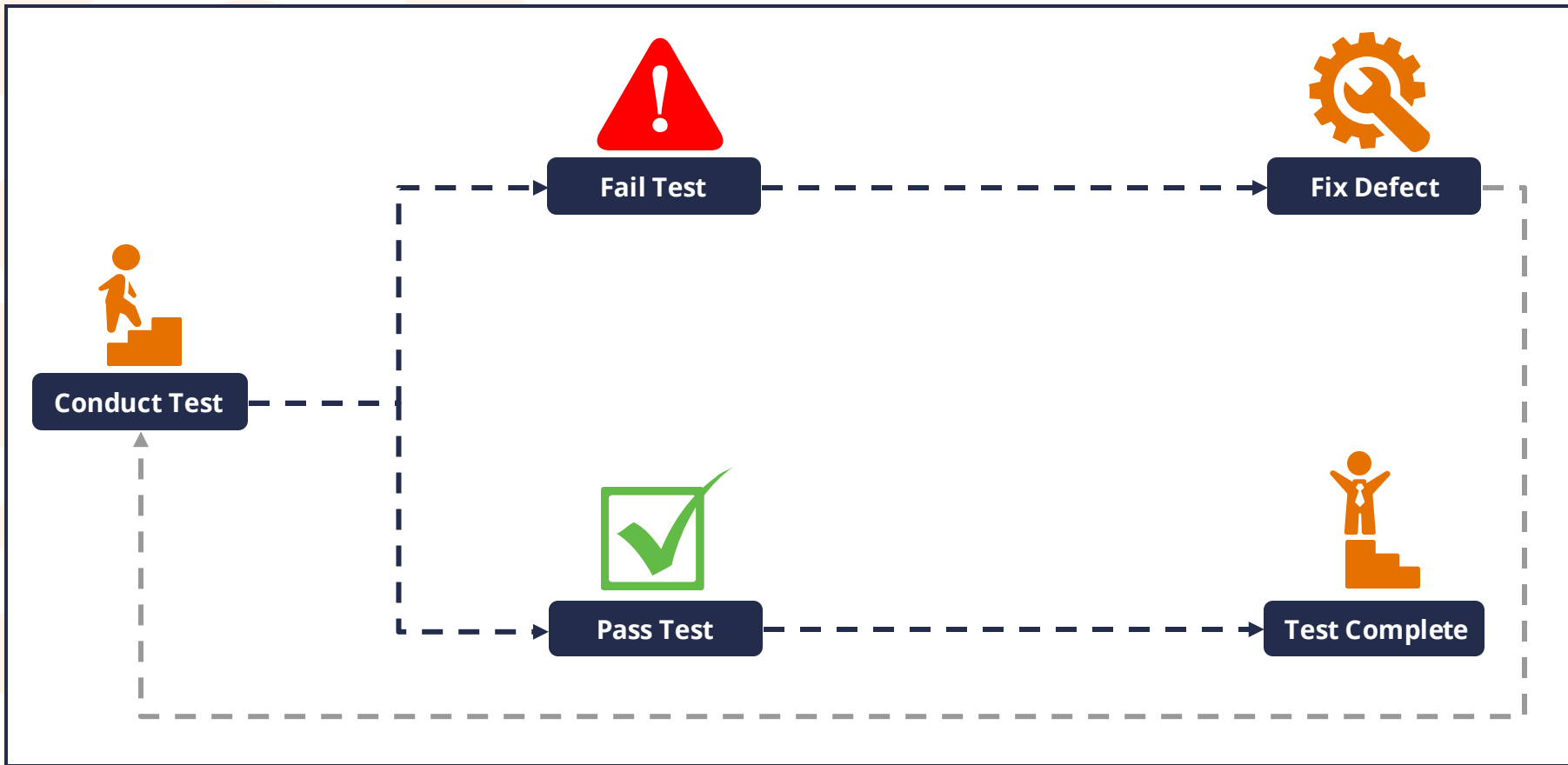
Reporting & Analytics
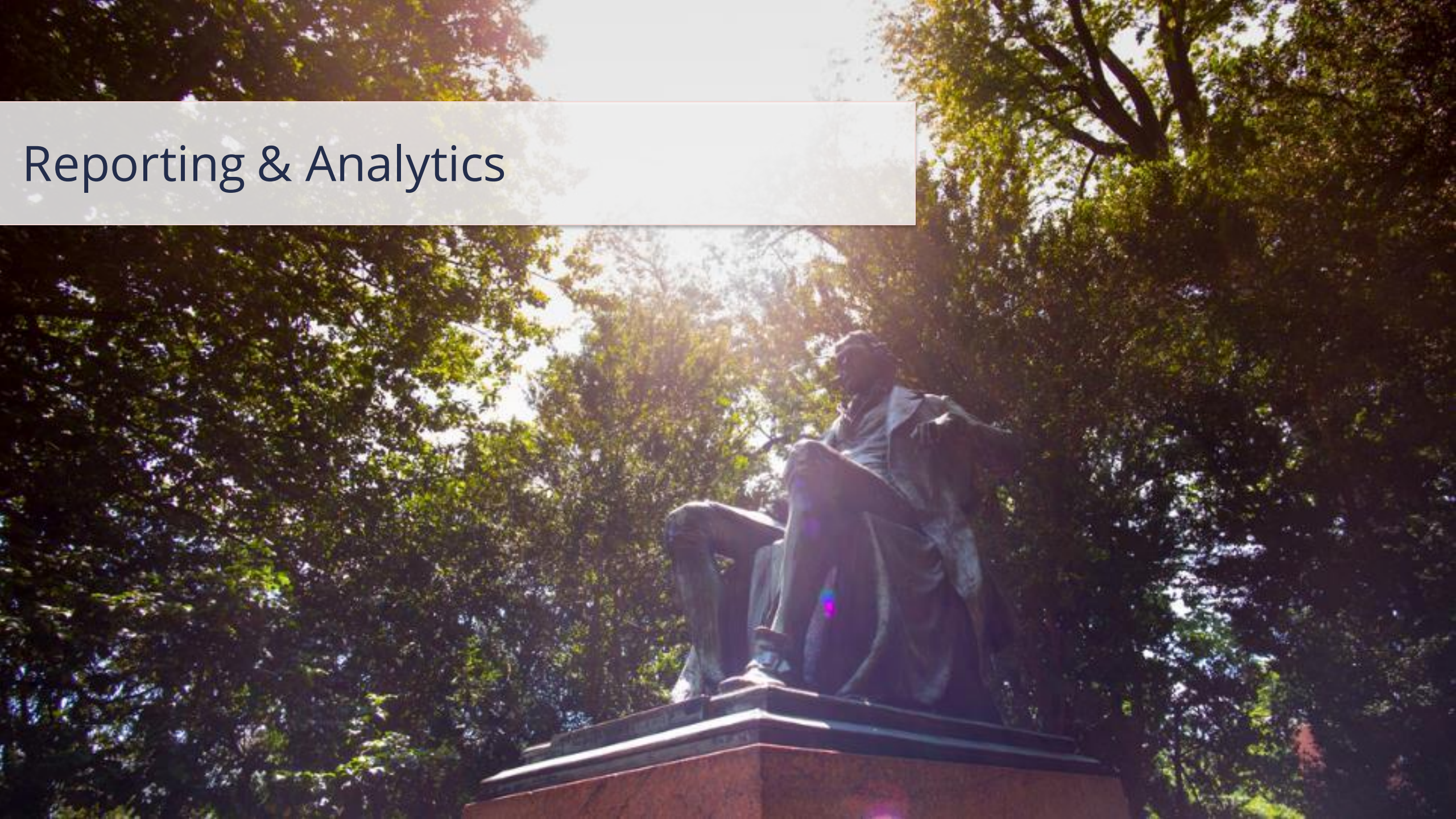
Member	School
James Cathro	Batten
Beth Grimm	SOM
Elena DeLiso	SOM
Doug Johnson	SOM
Esther Sheler	SOM
Ashley Rogers	SFS
Crystal Lamm	SEAS
Carey Reinicke	SDS
Jason Davis	FM
Julie Lassetter	SON
Justina Duncan	PR
Lorrie Jean	A&S
Sarah May	Athletics
Tracy Crehan Gerlach	PV/IRA
Bill Click	Bus Ops/Housing
Kristy Robertson	UVA Wise
LeAnn Hopkins	VPR
Barbara Paschke	Library

Leader	Focus Area
Ashley Bagby	UBI/FST Reporting
Sri Kuppuswamy	Deloitte Reporting Lead
Linda Leshowitz	OCM
Danielle Hancock	OCM (as needed/available)
Jack Jensen	OCM (as needed/available)
Erica Priddy	OCM (as needed/available)
Patty Marbury	OCM (as needed/available)
Mark Anderson	FST Reporting Lead

1 — Establish a Reporting and Analytics "Personas" organizing mechanism that will initially bound/structure the portfolio of reports and dashboards delivered at launch - recognize the cross-functional needs (HR/Fin/SIS/FM) of the customers/users/stakeholders and intentionally cross boundaries.

2 — Build out the Department Administrator persona reporting and analytics needs and create their report and dashboard portfolio.

3 — Navigation pathways for Department Admins to access needed information, reports, and tools

4 — Deliver Department Administrator Persona and Path: January 31, 2022

Representation: IRA/UBI, Finance BI, FST, Training, People Analytics, End Users, IT

Members: Ashley Bagby, Brad Kurtz, Linda Leshowitz, Derrick Carter, Xavier Wiltbank, Alex Jeter, James Cathro, Sarah May, Alicia Rudie, Teresa Wimmer

Workday Report Development
P1: 144 reports developed, 116 Signed off by functional owners
P2:   163 reports total, 49 developed, 13 signed off by functional owners

Adaptive/UFM report development
- Adaptive 2.0 reports informing Adaptive 3.0 build
- Getting conversion data into the Adaptive tenant this week will enable more report build out

Data warehouse
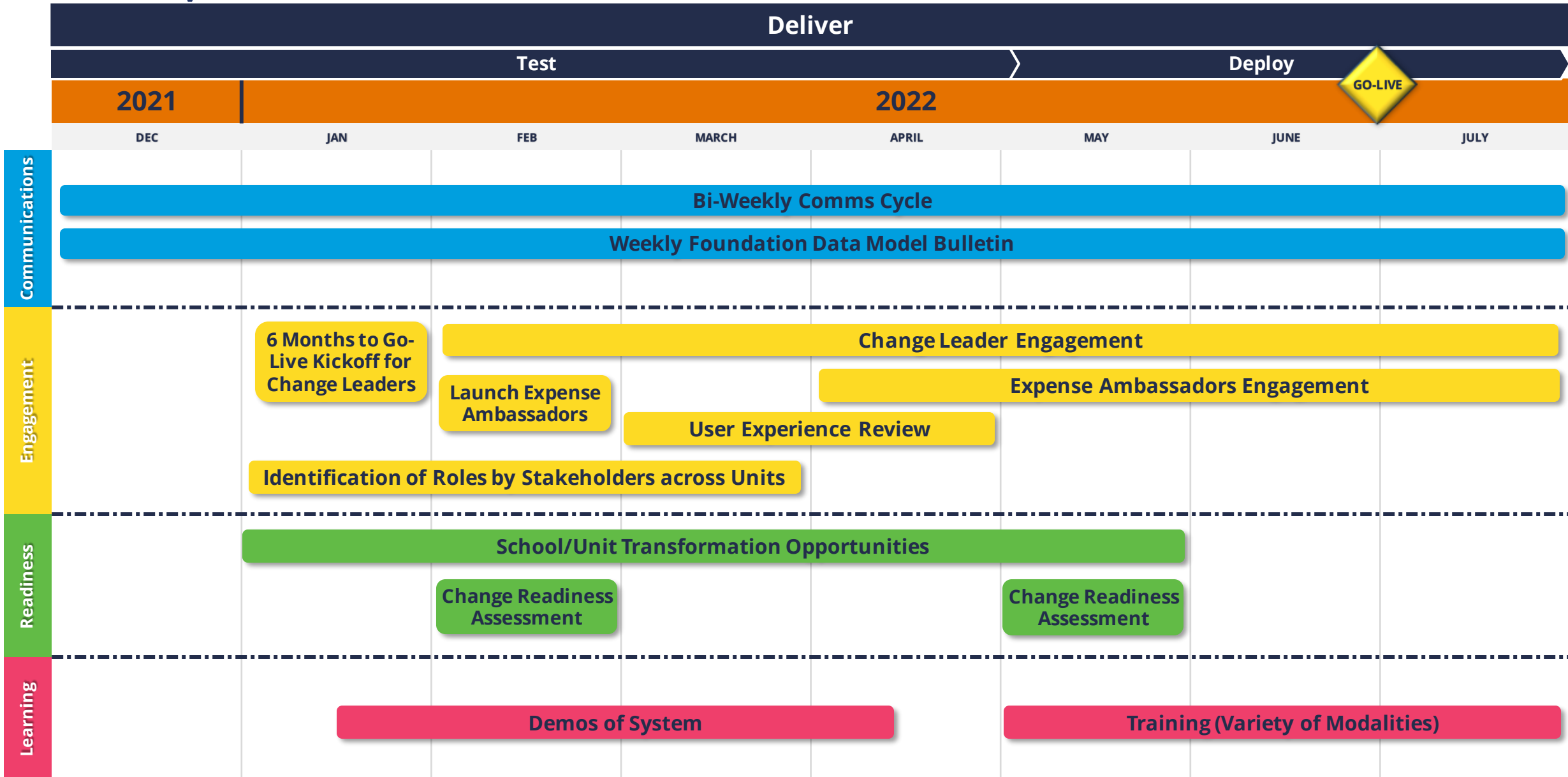- 1st pass of data model in QA – FDM worktags/hierarchies and journal lines

Challenges:
- FDM mapping and hierarchy build out still in process
- Sparsity of transactional data in the tenant

Looking Ahead

Stakeholder Roadmap | FST Six-month Countdown

Deliver

Test		Deploy

2021 | **2022** | GO-LIVE

DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY

Communications

Bi-Weekly Comms Cycle

Weekly Foundation Data Model Bulletin

Engagement

6 Months to Go-Live Kickoff for Change Leaders

Change Leader Engagement

Launch Expense Ambassadors

Expense Ambassadors Engagement

User Experience Review

Identification of Roles by Stakeholders across Units

Readiness

School/Unit Transformation Opportunities

Change Readiness Assessment

Change Readiness Assessment

Learning

Demos of System

Training (Variety of Modalities)

Other Business and Wrap Up