



State HR Readiness Team Update

HR Managers Meeting, 11/6/2024

Phase 1A Financials

On October 9, 2024, the One Washington Executive Steering Committee voted to support the program's recommendation to assess the Phase 1A go-live date to address comprehensive risks and issues and implement mitigation strategies to support the successful implementation of Workday for the state. This means that they will evaluate how much time is needed for the program and the agencies to complete the remaining activities and implement mitigation strategies for key risks and issues. The next Executive Steering Committee meeting is on November 13, 2024, where an informed recommendation on the Phase 1A go-live date will be made.

At this time, there is no impact to the Phase 2 HCM scheduled start for planning, discovery and requirements in October 2025.

Phase 2 Core HCM

- **Change Readiness:** Establishing effective communication and change management resources is crucial to preparing agencies for the transition.
 - ✓ **HCM Readiness Pulse Surveys:** Baseline survey July 25, 2024. Follow up pulse survey in development and anticipate release in December.
 - **HCM Readiness Community of Practice Meetings:** Next meeting is being scheduled for December 17, 2024. Agenda is in development.
- **Business Readiness:** Analyzing business requirements to ensure policies align with the new system.
 - ✓ **State HR is presenting a workshop on HRMS Org Management on November 14, 2024.** Presenting the best practices and standards for org structures in HRMS and ensuring data integrity and consistent business processes today will enhance the transition to Workday.

- **Data Readiness:** Ensuring data integrity and preparing essential information for a seamless transition.
 - ✓ **Wage Type Self Audit:** All wage types in HRMS undergoing validation and updated documentation. In Workday, these are known as Pay Codes.
 - ✓ **Org Structure Coding:** Guidance and resources to ensure current and accurate org structures in HRMS to support transition.
- **Technical Readiness:** Assessing technical capabilities and aligning them with future state requirements.
 - ✓ **Agency Technical Questions:** Logging and responding to questions from agencies about functionality, technical connectors and/or APIs, etc.



Please **do not** contact Workday or Deloitte directly with questions about Workday HCM business functions or technical requirements. Send inquiries to: StrategicHR@ofm.wa.gov. We are tracking these requests for research and response. Until contract work is completed these entities should not be working directly with agencies.

- ✓ **Preparation to start working with contracts specialist January 2025 for system integrator and business advisory services.**
 - Reaching out for recommendations from other public sector organizations that have implemented HCM such as UW, WSU, Oregon, etc.

What can agencies do between now and the start of Phase 2:

- Fully document your business processes and policies. This documentation will be essential for the discovery and requirements phase.
- Identify and document any unique business requirements specific to your workforce.
- If you use shadow or auxiliary systems, collaborate with internal partners to ensure documentation is up-to-date and complete. The system integrator will need the requirements documentation and technical diagrams for these systems.