July 2024

HCM Readiness

OFM - State Human Resources

Overview

The One Washington Enterprise Resource Planning (ERP) initiative will modernize and streamline Washington State's administrative functions by **integrating finance, procurement, budget, human resources, and payroll into the Workday ERP**.

The One Washington Program (One WA) is the business transformation project team leading the statewide effort.

State HR is excited to kick off HCM Readiness efforts with the HR and Payroll communities for the transition to Workday® Human Capital Management (HCM). Starting now ensures everyone has a consistent baseline of knowledge as we move forward to Phase 2 HCM implementation.

Who, what & why

Who is impacted?

All **general government** agencies using the centralized SAP-HRMS.

What is HCM?

Workday® Human Capital Management is a multimodal platform that supports the employee lifecycle. **OneWA ERP Phase 2 is focused on "Core" HCM** — the critical functions needed to build a strong foundation.

Core HCM includes:

- Human capital management
- Payroll
- Compensation
- Leave management
- Timekeeping
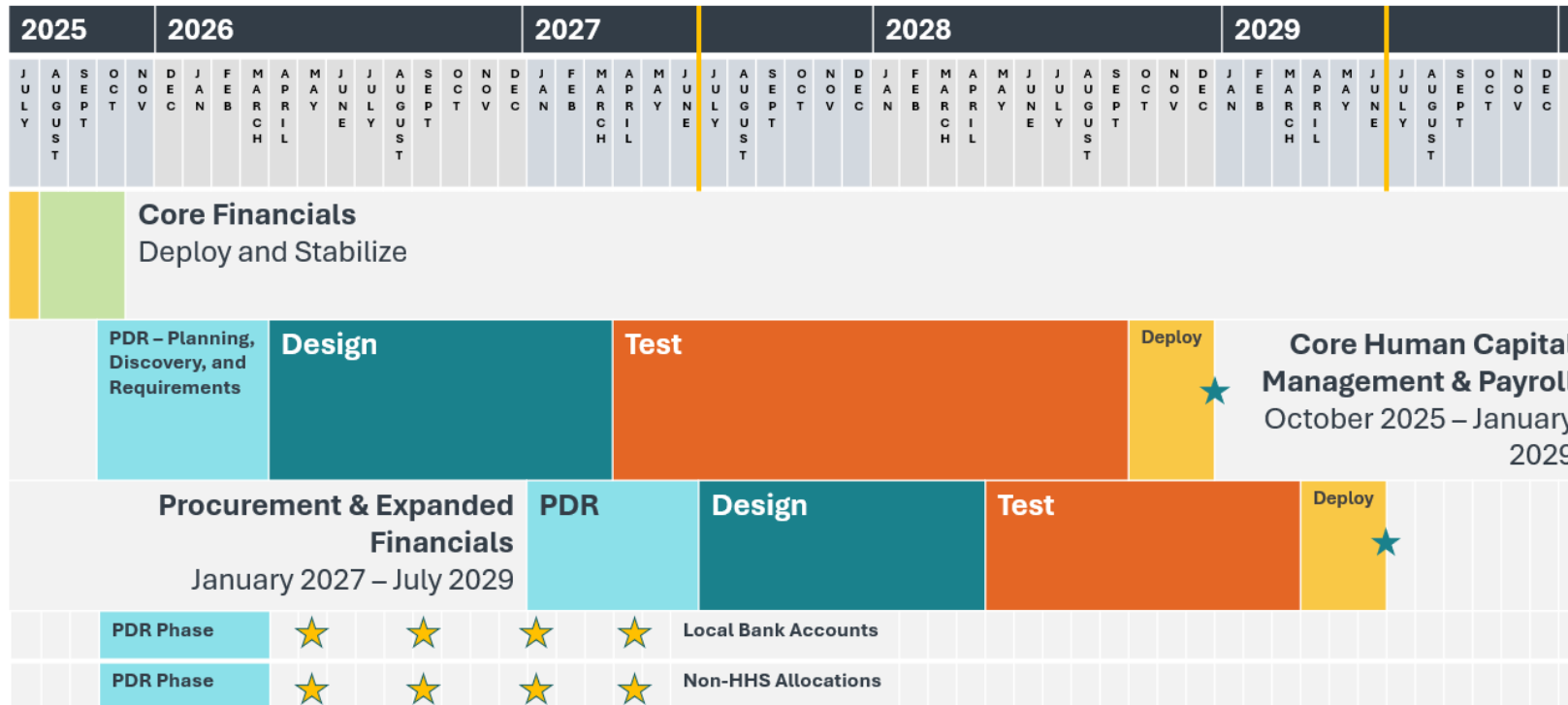- Reporting & analytics
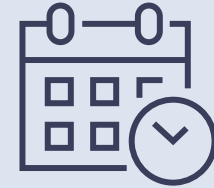
Why are we starting readiness NOW?

Phase 2 – Human Capital Management (CORE HCM) has been approved to **officially begin in the fall of 2025** for Planning, Discovery and Requirements.
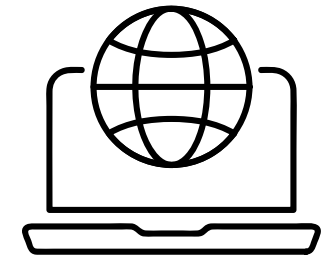
Implementation phases

Core FIN Stabilization, Core HCM, Procurement & Expanded FIN

For more information: Visit one.wa.gov

★ = Initial deployment   ★ = Indicates possible future waves, but not exact timing

Quick tips

New definitions

- State HR + Statewide Accounting + One Wa Program = **OFM**

- OFM + State Agencies = **HCM Readiness Community**

- HR + Payroll Functions = **Human Capital Management (HCM)**

For an introduction to the Workday® HCM suite you can register (*it's free*) to watch the video below. The video is approximately 45 minutes:

On Demand:

[Workday Human Capital Management for the Public Sector](#)

STATE HR HCM READINESS GOALS FY25

Goal 1: Change Readiness

Effective communication is key to navigating change, and we are committed to keeping everyone informed through multiple channels. Here's how we'll achieve this:

HCM Readiness Portal:

- **Workday Demonstrations & Materials** - Access detailed demos and topic-specific resources.

- **HCM Readiness FAQ** - Find answers to common questions.

- **HCM Readiness Blog** - Stay updated with the latest insights and updates.

Quarterly Community of Practice Meetings: Engage with peers and experts to share knowledge and best practices.

Regular Updates at HR Managers & PPA Exec Meetings: Keep our leadership in the loop with consistent updates.

Readiness Pulse Surveys: gather feedback and monitor progress. Identify what's working and what's not working.

Goal 2: Business Readiness

Conducting a business requirements gap analysis is essential for a smooth transition. To prepare for this work involves:

- **Reviewing Current Business Policies** and Ensuring they are consistent and compliant.

- **Identifying Areas of Potential Risk.** Recognizing areas that may need attention during transformation.

Goal 3: Data Readiness

Ensuring the integrity of our data and establishing a solid baseline for transition is crucial. This involves:

- **Identifying Critical Data Integrity Risks:** Pinpoint areas that require safeguarding.

- **Identifying Core HRMS Baseline Data for Transition:** Determine the essential data needed for a successful transition.

Goal 4: Technical Readiness

A gap analysis between our current and future state functionalities will help us align our technical capabilities. This includes:

- **Identifying State/Agency Unique Requirements:** Understanding specific needs to tailor our approach.

- **Standardization vs Centralization:** The enterprise will need to standardize business practices. In some cases, the technology may drive centralization of work.

Goal 5: Alignment with OneWA Program

Our readiness activities will be closely aligned with the One WA Program to ensure cohesive progress. This involves:

- **Collaborating with One WA HCM Team:** Working together to meet shared objectives.

- **Partnering with One WA Agency Readiness Team:** Streamline and integrate readiness efforts.
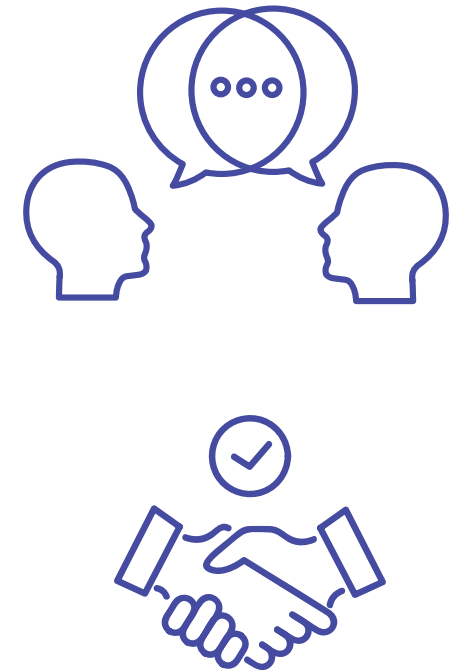
HCM Community Engagement

Interactive communication – Everyone needed!

Stay Informed: Keep up with updates, information, and announcements.

Provide Feedback: Share your thoughts, suggestions, and constructive criticism.
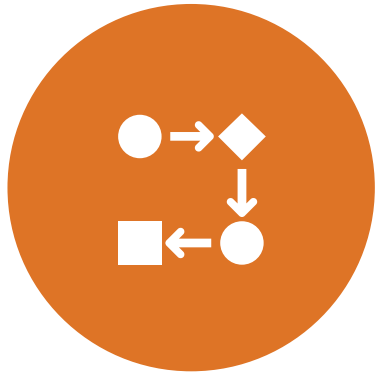
Share Insights: Contribute your knowledge and experience.

Complete Surveys: Help us measure readiness and identify where additional support is needed.

Embrace the change – It's happening!

Compromise for the greater good: understand that changes might not align perfectly with agency specific needs but are necessary for overall improvement.

Adopt new processes: be willing to learn and implement new policies and procedures.

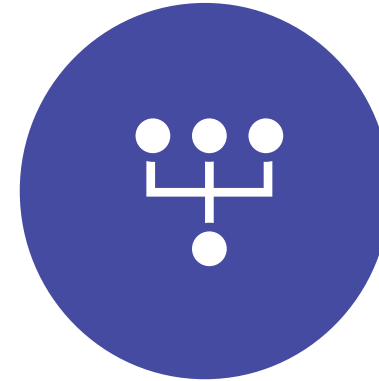**Access information:** start exploring resources and information about the new system.

Examples of needed engagement:

Data integrity: help verify and validate the accuracy of current data.
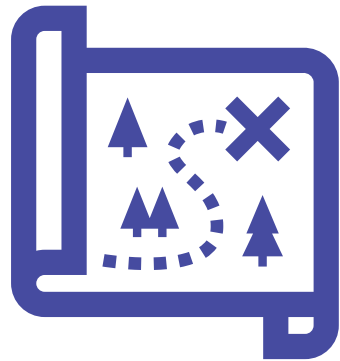
Participate in cleanup: assist in data cleanup activities.

Contribute to gap analysis: provide specific information about your agency's current systems and processes.

Have patience – We're just warming up!

There is a Learning Curve: We recognize that we don't have all the answers, but we're committed to getting them.

Grow Together: Our collective knowledge will expand as we progress.

Next steps

- **HCM Readiness Portal** - Go live July 2024

  - ○ OFM Service News communication to HRMS users

  - ○ HR Managers distribution list announcement

  - ○ Payroll & Personnel Executive Committee distribution list announcement

- **Readiness Pulse Survey's** – First survey July 2024 to establish baseline

- **Presentation to Personnel/Payroll Association Executive Committee** - July 2024

- **HCM Readiness Community of Practice meeting** - August 2024

Thank You!

Question? Concerns?

You can connect with the State HR HCM Readiness Team via **StrategicHR@ofm.wa.gov**.