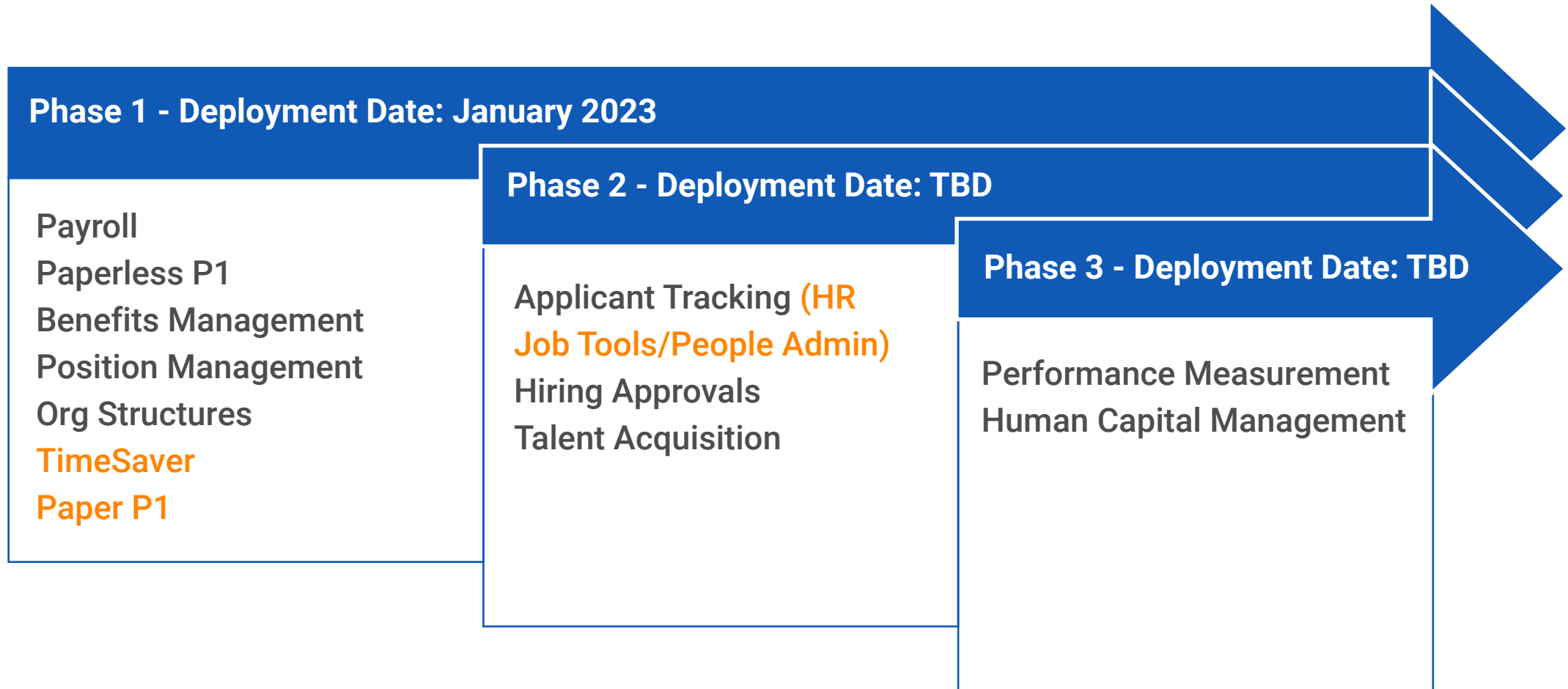


# Workday Training Plan

January 2022

A decorative graphic at the bottom of the slide consisting of several overlapping, rounded shapes in shades of blue and white, resembling a stylized cloud or wave pattern.

# What is Workday **Replacing**?



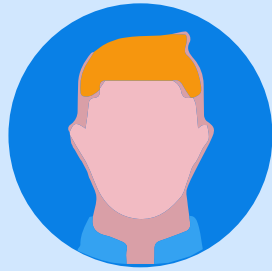
# Training Tracts



## All Users

---

Time, Absence,  
Benefits



## Supervisors

---

Time and vacation  
approvers, also for  
those that supervise  
employees, including  
initiating disciplinary  
actions



## Managers

---

Employee onboarding,  
initiate hiring  
recommendations,  
promotions and  
compensation  
changes



## Division Leaders

---

Manage organization  
structures, maintain  
position attributes  
like job profiles and  
compensation, create  
HR disbursements or  
Faculty Pay



## VPs

---

HR strategy in  
Workday, reporting  
overview, executive  
support

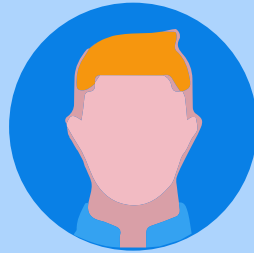
# Training Tracts - Estimated Training Time



## All Users

Time, Absence,  
Benefits

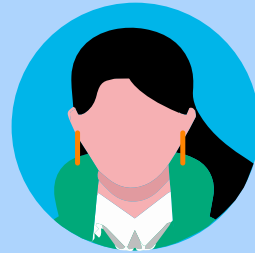
**1 Hour**



## Supervisors

Time and Vacation  
approvers, also for  
those that supervise  
employees, including  
initiating disciplinary  
actions

**+1 Hour**



## Managers

Employee onboarding,  
initiate hiring  
recommendations,  
promotions and  
compensation  
changes

**+3-12 Hours**



## Division Leaders

Manage organization  
structures, maintain  
position attributes  
like job profiles and  
compensation, create  
HR disbursements or  
Faculty Pay

**+3-10 Hours**



## VPs

HR strategy in  
Workday, reporting  
overview, executive  
support

**2 Hours**



## Academic

Academic  
Appointment and  
Faculty Contracts

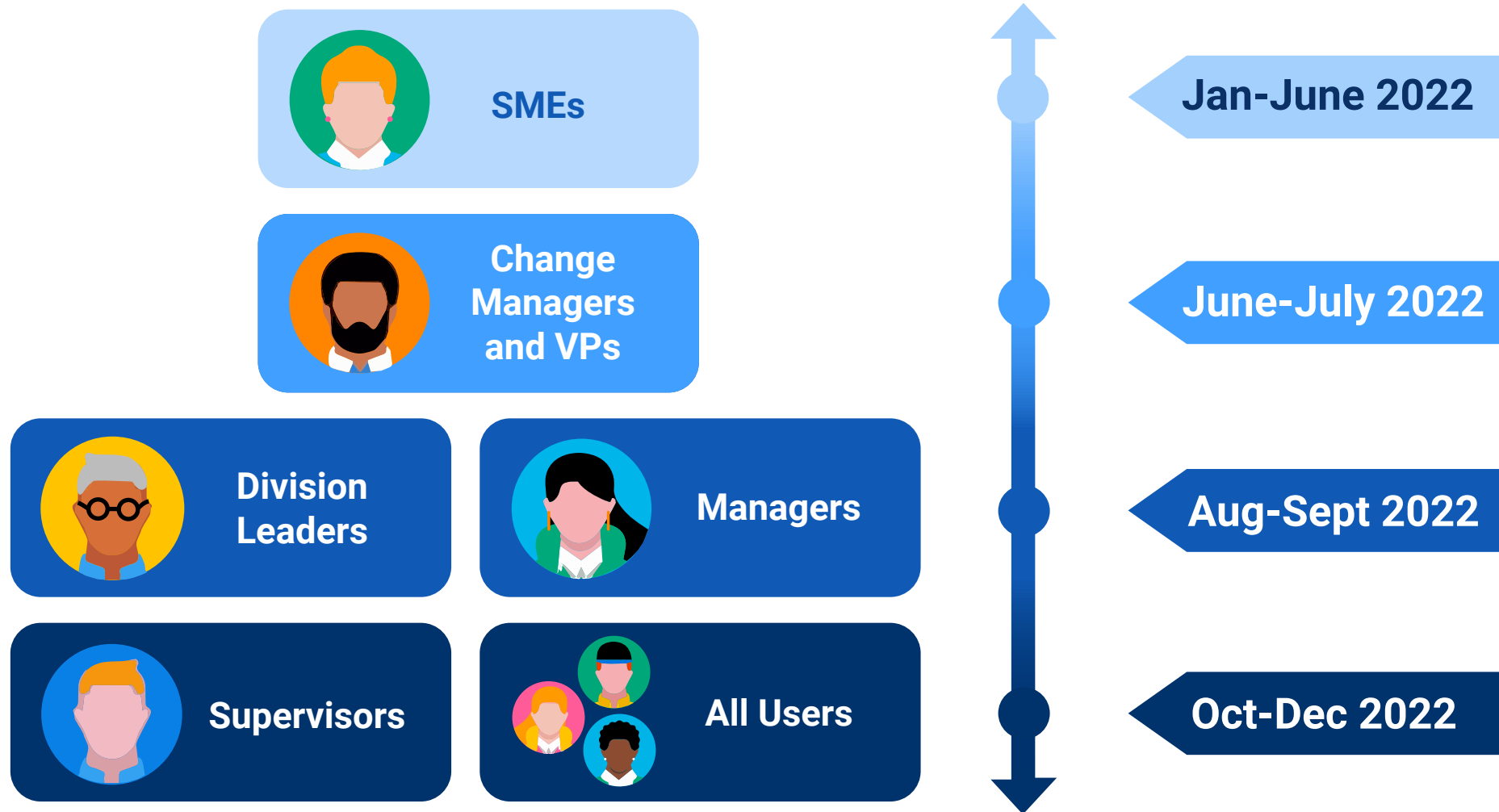
**+2 Hours**

# Training Tracts - Estimated Training Time



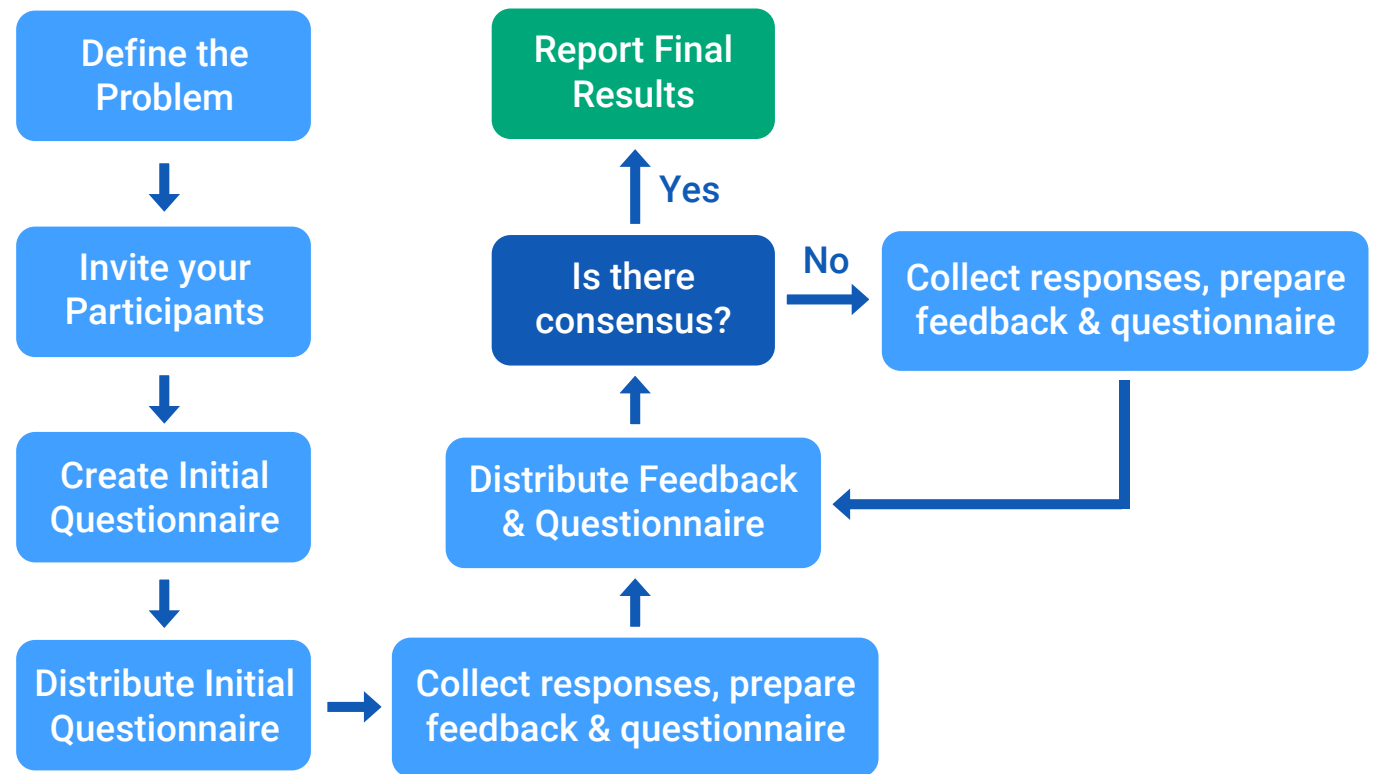
We are asking for a significant time and effort investment, but it will be necessary for your area to have input into the system structure at the appropriate level to effectively eliminate paper processing for HR actions.

# Training Timeline



# What is a SME? - Delphi Method

- **Delphi Method** - A method of group decision-making and forecasting that involves successively collating the judgments of experts.
- SMEs will assist the Project Team with “design thinking” feedback for the technology implementation.
- SMEs will help to tailor end user communications, and eventually ensure trainings for your departments and participate in initial Go Live Support.



# SME Expectations



**SMEs**

**Jan-June 2022**



**Homework from each testing session:**

- Survey on content
- Transactions to test
- Liaison Departmental needs

HR will train Division SMEs and test (SME will complete hands on training validation with HR staff)

<b>Departments</b>	<b>Target Dates</b>
Academics, Finance, Information Services (plus one-offs for some departments to pilot content)	Jan-Feb
Enrollment, Athletics, LUPD, Aux Services Admin, Club Sports, Facilities Management	March-April
Legal Affairs, Student Affairs, Campus Logistics, Campus Recreation, and all other departments	May-June

# Change Manager Expectations

- Support Division HR SMEs with Workday Readiness activities
- Work directly with their department's end users (Division Leader to All Users) to observe successful training and testing prior to go-live (Driving ADKAR)
- Provide initial Go Live Support



Change  
Managers

June-July 2022

A

AWARENESS OF THE  
NEED FOR CHANGE

D

DESIRE TO SUPPORT  
THE CHANGE

K

KNOWLEDGE OF HOW  
TO CHANGE

A

ABILITY TO DEMONSTRATE  
SKILLS & BEHAVIORS

R

REINFORCEMENT TO MAKE  
THE CHANGE STICK

# Add/Update Your Departmental Stakeholders

- Add or remove?
  - **Select the three lines (hamburger)** beside the row, click add or delete row
  - **Enter Business Unit, Role, and Username (click Save button)** and remaining information will validate and fill in email and departmental information
- Replace a stakeholder?
  - **Update the username (click Save button)**

## View Project Status & Update Stakeholders

Use the link below to view our progress. Department leadership and representatives can update the organizational partners and change management team members by role for Project communications under the Stakeholders section in the form.

Workday Data Collection Tracking

Workday Project Management

Search: All Text Columns [Go] [Actions] [Edit] [Save] [Add Row]

Unit [x]  
Inactive Records [x]

Business Unit	Role	Username	Name	Email
Unit: ADS HR				
ADS HR	Project Resource	maevans1	Michael Evans	maevans1@liberty.edu
ADS HR	Department Head	jpzealand	Joshua Zealand	jpzealand@liberty.edu
ADS HR	SME	WYCHEN	Wei Chen	wychen@liberty.edu
ADS HR	Security	ecviets	Eric Viets	ecviets@liberty.edu
ADS HR	Project Resource	fpachecorocha	Filipe Pacheco Rocha	fpachecorocha@liberty.edu
ADS HR	Project Resource	nhmcglothlin	Nathan McGlothlin	nhmcglothlin@liberty.edu
ADS HR	Project Resource	ilbrabham	Ivie Lilly	ilbrabham@liberty.edu
Airs/Provost				
Provost	SME	JPARROW	Julie Parrow	jparrow@liberty.edu
Provost	SME	JRMARKLEY	John Markley	jmarkley@liberty.edu
Provost	SME	SMSOLITRO	Sean Solitro	smsolitro@liberty.edu
Provost	Department Head	SMHICKS	Scott Hicks	smhicks@liberty.edu
Provost	SME	kbennett10	Kathy Bennett	kbennett10@liberty.edu
Athletics				
Athletics	Security/SME	MAGURIDY	Miguel Guridy	maguridy@liberty.edu

Single Row View [Airs/Provost]  
+ Add Row  
Duplicate Row  
Delete Row  
Refresh Row  
Revert Changes

# Update My Stakeholders

- **SME** - Divisional HR SME (Subject Matter Experts) have been designated by Human Resources, the Workday Executive Committee, and the VPs of each area
- **CM** - (Change Manager) responsible for ensuring training meets objectives by observing employee adoption and usage prior to Go Live
- **Security** - responsible for departmental roles that maintain the visibility of data in HR systems (approvers, personnel actions, position history, etc.)
- **Department Head** - Operational VPs and Academic Deans responsible for HR transactions

# View Progress at [Liberty.edu/Workday](https://liberty.edu/Workday)

