Pre Go-Live Activities for Internal Communicators

November 2014

Pre Go-Live Tasks for Internal Communicators

Task	Supporting Materials
❏ Kick off awareness communications	Workday Awareness Communications Toolkit
❏ Identify retired academic and staff HR and payroll forms on internal websites and plan for removal on January 5	List of retired HR and payroll forms for faculty, staff, and other personnel
❏ Identify links to ESS on internal websites and plan for redirect to workday.uchicago.edu on January 5	
❏ Be aware of browser requirements and plan for upgrade if needed	See *Workday Browser Requirements*.
❏ Review and understand ESS transition dates	See *ESS Transition Dates*. Will also be communicated during Getting to Know UChicago, on ESS homepage, project website and newsletter

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☐ Kick off Workday awareness communications

Contents of Awareness Communications Toolkit

1. **Communication Plans**
   a. Key Dates for Internal Communicators
   b. Consolidated Communication Plan to Support Transition to Workday@UChicago

2. **Background materials**
   a. What is Workday?
   b. Facts and FAQs
   c. Project Team
   d. July News Office story

3. **Useful Links**
   a. Workday@UChicago project website
   b. July News Office story

4. **Graphics**
   a. Workday@UChicago wordmark
   b. On the way to Workday header
   c. Workday logo
   d. Image of Workday landing page for employees
   e. ESS-Workday transition timeline
   f. ESS-Workday comparison checklist

5. **Resources**
   a. Overview of Workday@UChicago for Faculty and Staff (Powerpoint)
   b. Awareness Email from (HR) Leadership to Faculty and Staff
   c. Talking Points for Department Meetings
   d. Sample Internal News Article
   e. Flyer (8.5 x 11)
   f. Poster (11 x 17)
   g. Graphic for Digital Board

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☐ **Kick off Workday awareness communications**

The awareness communications toolkit supports the following <u>department</u> communications activities:

Date	Activity	Resources	Audience
After Thanksgiving holidays	Send out awareness email. Includes link to ESS transition schedule and ESS-Workday comparison checklist.	– Awareness Email (5b) – ESS-Workday transition timeline (5h) – ESS-Workday comparison checklist (5i)	Faculty and Staff in respective division, school or department
Before December 15	Distribute flyers and/or other promotional materials	– Flyer (5e) – Poster (5f) – Digital Board Graphic (5g)	Faculty and Staff in respective division, school or department
Before December 15	Publish awareness article in online newsletter or intranet (if applicable)	News article (5d)	Faculty and Staff in respective division, school or department
Before December 31	Include Workday@UChicago on staff and/or faculty meeting agenda	– Overview of Workday@UChicago for Faculty and Staff (5a) – Talking Points (5c)	Faculty and Staff in respective division, school or department
Before December 31	Distribute Workday reminder. Link to December UChicago News article and Workday demo video online	Go-Live Support Kit (to be distributed December 10)	Faculty and Staff in respective division, school or department

☐ Kick off Workday awareness communications

The following University-wide communications activities will be managed by the project team and University Communications:

Date	Activity	Resources	Audience
Mid-December	UChicago News story on Workday@UChicago	Link to UChicago News story	UChicago News readers
Mid-December	Posters (24 x 36) to be displayed at key campus locations	Poster (5e)	UChicago Faculty and Staff
January 2	Send "Discover Workday" postcard	"Discover Workday" postcard with seven to-dos	All UChicago payroll recipients
January 2 (TBC)	Launch email from CHRO	Email	Deans and Officers
January 5 (TBC)	Launch email from Executive Sponsors	Email	UChicago Faculty and Staff

❑ **Identify retired academic and staff HR and payroll forms on <u>department</u> websites and plan for removal on January 5 (if applicable)**

Retired Paper Forms for Faculty and Other Academic Appointees:
Academic EEO Survey
Academic Termination Form
Employment Eligibility Verification (I-9 Form)
Mandated Reporter Status Form (ILDCFS)
Monthly Extra Service Payment Request
Multiple Action Form (MAF)
Patent Policy Agreement
Postdoctoral Fellow Agreement

Retired Payroll Paper Forms (Everyone):
Direct Deposit Form
Federal W-4
Student Casual Form

Retired Paper Forms for Staff and Students
Argonne Joint Staff Employment Form
Benefits Change Form
Biweekly Additional Pay Form
Employment Eligibility Verification (I-9 Form)
Employment Survey
ERIP Vendor Selection Form
Group Life Insurance - Notice of Change of Beneficiary
Mandated Reporter Status Form (ILDCFS)
Monthly Extra Service Payment Request
Pay Confirmation
Personnel Action Form
Post-Doctoral Scholar Employment Form
Request for Short-Term Disability Leave
Retirement Plans Change of Contribution Allocation Form
Salary Reduction Agreement
Student Employment Form (Teaching Assistant/Research Assistant)
Student Employment Form
Temporary Employment Form (HR Managers Only)
Temporary Employment Form (Court Theatre)
Temporary Employment Form (Graham School)
Termination Form

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❑ **Identify links to ESS on <u>department</u> websites and plan for redirect to workday.uchicago.edu on January 5 (if applicable)**

https://ess.uchicago.edu/ess/ → http://workday.uchicago.edu/

- The project team will manage transitioning all University-wide websites, including:
  - Employee Self-Service
  - University of Chicago Faculty and Staff pages
  - Human Resources
  - IT Services
  - Financial Services

- Project website will transition to "Discover Workday" on January 5.

- Users will be able to log onto Workday from the project website starting January 5.

- Users looking for archived pay stubs and W-2s will be directed to Employee Self-Service.

☐ Review browser requirements and plan for upgrade if needed

- Requirements have already been communicated to campus IT teams and local CIOs

- These will also be included in Employee FAQs and on the project website

Browser		Version	Requirements
	Firefox (recommended)	17.X or higher. Current version preferred.	Requires Adobe® Flash Plug-in (10.1.53+)
	Chrome	20+	
	Safari	6.x+	Requires Adobe® Flash Plug-in (10.1.53+)
	Internet Explorer	9.X or higher. Current version preferred.	

Source: https://community.workday.com/browser-policy

❑ Review and understand ESS transition dates

- These dates will also be published on Employee Self-Service and on the project website
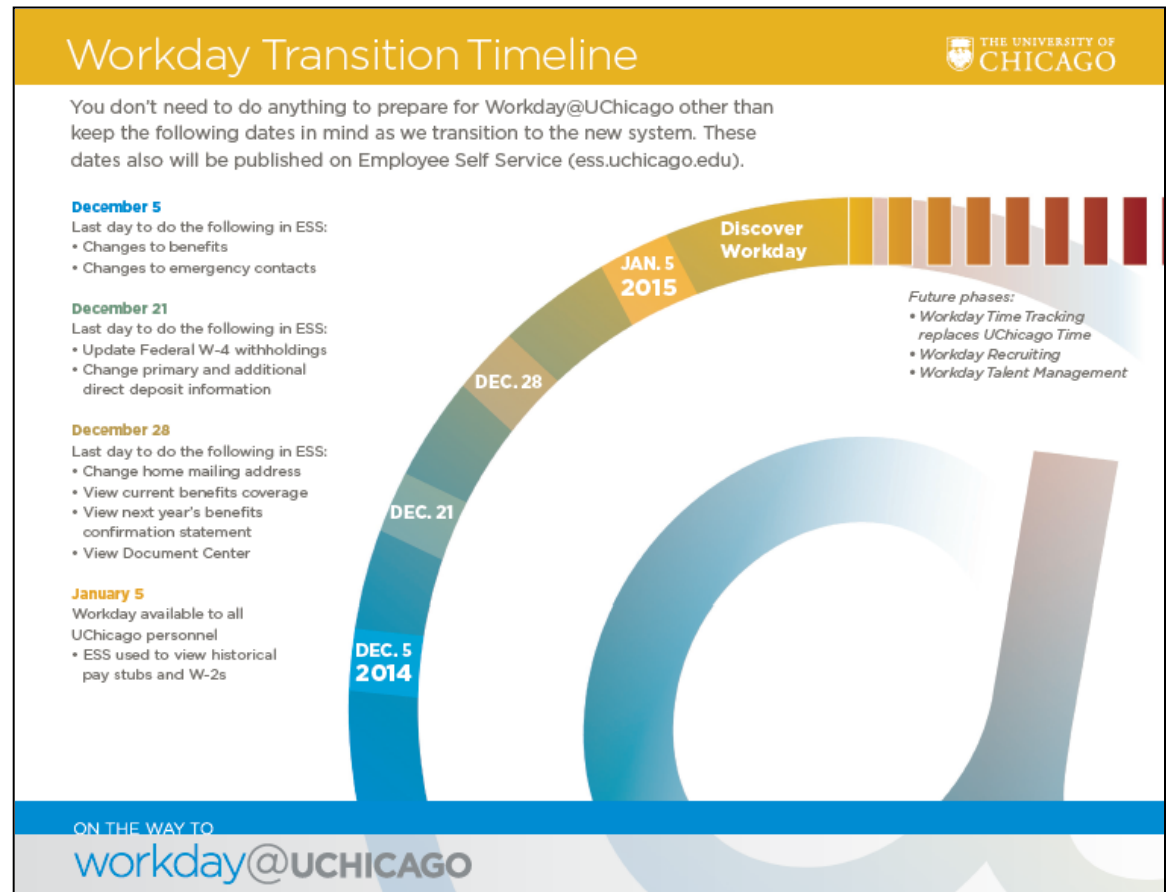
Go-Live Support Kit

Contents will include:

- Top 10 Post Go-Live Tasks for (Academic) HR Partners
- Top 7 Post Go-Live Tasks for Everyone
- Top 10 Reports for Role-Holders
- List of available Quick Reference Guides and videos
- On-site and mobile unit support schedule for January
- January roles-based training schedule
- FAQs for Faculty
- Top 20 Employee FAQs, e.g. browser requirements
- Who to call for support
- Reminder and/or launch email template to faculty and staff, including support contacts
- Overall "readiness" checklist, e.g. remove forms, redirect links

Next Steps

- A check-in meeting will be organized for the week of December 15 to see how activities are progressing, and if any additional assistance is needed.

- Internal communicators will continue to be included in the biweekly Workday@UChicago newsletter.