

WORKDAY PHASE 2

Unit Testing

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From the Desk of Jennifer Gourley – Workday Lead

This email is being sent to HR and business representatives from Workday Phase 2 companies selected to represent business needs in Workday Phase 2 Unit Testing Sessions.

You're Invited to Participate in Workday Phase 2 Unit Testing

As an important stakeholder in Workday Phase 2, you are invited to participate in Unit Testing. Besides helping to validate the system design and identify issues, Unit Testing gives you an opportunity to become familiar with the functionality and processes.

We are asking for a portion of your time during the coming weeks, and hope you will see testing as a good investment. Ensuring the system is designed correctly helps our entire workforce during the months and years to come.

When Your Help Is Needed

- You'll be asked to participate in testing on particular days during the four weeks **between August 12 and September 9**. The amount of time you need to budget for testing will depend on your Workday role (e.g., Manager, HR Partner, etc.). Expect more communication in the next 7 to 14 days regarding when you will be required and for how long.

What to Expect During Unit Testing

- **Kickoff Call on Aug. 12:** Please attend the kickoff call so you are properly oriented to the testing process. Invitations will go out soon.
- **Live and Virtual Testing:** We will group testers by Workday role and have them attend sessions in person with their laptop if they work in Houston or attend an online meeting if they are remote.
- **How It Works:** Unit Testing is about making sure the system works the way it was designed to work. So, you'll receive a quick review of the business processes, and then you'll follow a test script. Your job will be to make note of any defects.
- **Instructions:** It's recommended that you learn how to log issues prior to testing (see information below). Instructions, including login credentials, and test scripts for conducting Unit Testing will be provided during the kickoff meeting or a few days before.

Training Calls on Logging Defects

A week before testing begins, we will provide webinar training on how to log defects you discover during testing. You'll receive invitations for all three available webinar times, so you can accept the session you want and decline the rest. If you can't attend any of these sessions, don't worry. We will provide PDF instructions for you during testing.

Action Item

Watch for calendar invitations for training on logging defects, the Unit Testing Kickoff Call and your Unit Testing Sessions in the next 7 to 14 days.

More Information and Questions

If you are new to Workday, you can learn more at [SyscoWorkday.com](https://www.sysco.com/workday). It has videos, tours, job aids and more.

Please email WorkdayHR@corp.sysco.com if you have further questions prior to Unit Testing.