

WORKDAY PHASE 2 August Update



From the Desk of Jennifer Gourley – Workday Lead

This email is being sent to HR and business representatives selected to represent business needs in Workday Phase II Customer Confirmation Sessions.

You play a critical role in the success of the Workday project, so we want to make sure you stay informed. Each month, you'll receive an update email about what's happening now, what's on the horizon and what we need your help with.

NEXT STEPS

Unit Testing

Unit Testing is the next step in the Phase 2 process, when we test business processes using test scripts. The Business Technology and Workday core teams are testing right now. A wider group will begin testing in August.

Unit Testing Kickoff Call

Invitations to the **Aug. 12 kickoff call** for testing participants were sent on July 12. If you were selected, please be sure to attend the call so you are properly oriented to the testing process.

Defect Logging Training

Testers also received invitations to the following training sessions:

- **Wednesday, Aug. 7:** 3 p.m. – 4 p.m.
- **Thursday, Aug. 8:** 10 a.m. – 11 a.m.
- **Thursday, Aug. 8:** 12 p.m. – 1 p.m.

You can accept the one you want to attend and decline the other two. A recording will be available for those who can't make any of these times. A PDF of defect logging instructions will also be provided.

ACTION NEEDED

Readiness Deck

The first Readiness Deck is now available for download [here](#). It includes information about:

- Workday objectives
- The project timeline
- Manager and Employee Self-Service
- Changes and enhancements for new and current users
- Communications and more.

Please use this deck to start talking to your leaders about Workday and laying the groundwork for the changes ahead.

WHAT'S AHEAD

To help you with forecasting the next several months, here is our current high-level project timeline.

Event	Timeline
Unit Testing – HCM & Recruiting	July – Early September 2019 (Testing by the business will be 8/12 – 9/9)
End to End Testing – HCM & Recruiting	November 2019
User Acceptance Testing – HCM & Recruiting	December 2019
Workday Phase 2a: HCM & Recruiting Go-Live	January 27, 2020
Looking ahead: The Workday Phase 2b (Payroll) Go-Live is scheduled for July 2, 2020.	

CHANGE MANAGEMENT AND COMMUNICATIONS

Our change management and communication team has been a part of the Workday Phase 2 project team from the beginning. You'll have a complete suite of tools to help make this transition a smooth one.

The tools will be versioned with separate messages targeted to Workday first-timers and Workday veterans. [Here](#) is a high-level look at some of the change and communications tools and when they will be available.

MORE INFORMATION AND QUESTIONS

If you are new to Workday, you can learn more at [SyscoWorkday.com](#). It has videos, tours, job aids and more. Start with the [Welcome to Workday](#) video.