<table>
<thead>
<tr>
<th>Topic</th>
<th>Today’s Agenda Item / Objective</th>
<th>Target Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>• Agenda Overview&lt;br&gt;• Project Timeline – Where are We?</td>
<td>5 min</td>
</tr>
<tr>
<td>Cutover</td>
<td>• Cutover Overview&lt;br&gt;• Cutover Website demo&lt;br&gt;• Payroll Cutover Dates</td>
<td>20 min</td>
</tr>
<tr>
<td>Role-to-Position Mapping</td>
<td>• Role-to-Position Mapping Update</td>
<td>10 min</td>
</tr>
<tr>
<td>GL Balance Conversion</td>
<td>• Upcoming Activities &amp; Limitations</td>
<td>10 min</td>
</tr>
<tr>
<td>Fund Balance Ownership</td>
<td>• Overview of Fund Balance Ownership&lt;br&gt;• Sample Report&lt;br&gt;• Upcoming Resources</td>
<td>10 min</td>
</tr>
<tr>
<td>Training Update</td>
<td>• Training Progress</td>
<td>15 min</td>
</tr>
<tr>
<td>Finance Solution Center</td>
<td>• Support for Go-Live &amp; Beyond</td>
<td>10 min</td>
</tr>
<tr>
<td>Stakeholder Engagement</td>
<td>• Stakeholder Pulse Check&lt;br&gt;• Change Journey Revisited</td>
<td>10 min</td>
</tr>
</tbody>
</table>
FST Project Overview | What Should I Expect & When?

JANUARY - MAY: CUTOVER PLANNING
- System Remediation Testing
- Role Mapping Complete
- UER Kick-Off

FEBRUARY - MARCH: HCM/PAY PREP/TESTING
- UER Completion
- Role Mapping Complete
- Change Readiness Survey

APRIL: FST FRIDAYS
- Change Readiness Survey
- Role Mapping Complete

MAY: FST FRIDAYS
- Change Readiness Survey
- Role Mapping Complete

JUNE: FST FRIDAYS
- Change Readiness Survey
- Role Mapping Complete

JULY: FST FRIDAYS
- Change Readiness Survey
- Role Mapping Complete

< 5 Weeks to FST Go-Live
- Support
- Stabilization
Cutover | Launch Approach

**Launch Approach**

**Cycle 1 – Pre-Cutover (5/23-6/28)**
Configurations, conversions, integrations, reports, etc. that may be migrated or entered in Production prior to cutover.

**Cycle 2 – Cutover Period (6/29-7/3)**
Configurations, conversions, integrations, reports, etc. that may NOT be migrated or entered in Production prior to cutover.

**Soft Launch – What & Who (7/3-7/4)**
- **What**
  - Smoke testing / Shake-out testing
  - Controlled Production
  - Catch-up Transactions
- **Who**
  - FST Project Teams
  - Key process owner areas (treasury, HCM transaction center, procurement/AP, controller, etc.)

**All Community Access (7/5)**
Access to Workday HCM/Payroll will be limited to certain business processes during the core cutover period. HCM / Payroll business processes that will not be available during this period include:

<table>
<thead>
<tr>
<th>Process</th>
<th>Alternative Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/End Additional Job</td>
<td>Hire</td>
</tr>
<tr>
<td>Assign Cost Allocations</td>
<td>Job Requisitions</td>
</tr>
<tr>
<td>Evergreen Requisitions</td>
<td>Move Workers</td>
</tr>
<tr>
<td>Change Job</td>
<td>Requests (e.g., Educ Benefits, EAF, Nursing Clin Lad)</td>
</tr>
<tr>
<td>Create/Edit Positions</td>
<td>Request Leave of Absence</td>
</tr>
<tr>
<td>Change Org Assignments</td>
<td>Offers</td>
</tr>
<tr>
<td>Close Position</td>
<td>One Time Payments</td>
</tr>
<tr>
<td>Contract Contingent Worker</td>
<td>Period Activity Pay</td>
</tr>
<tr>
<td>Create/Edit Reorganization*</td>
<td>Payroll Accounting Adjustments</td>
</tr>
<tr>
<td>Create/Edit Position Restrictions</td>
<td>Security Access Requests Dashboard</td>
</tr>
<tr>
<td>Create/Edit Named Professorships</td>
<td>Terminations</td>
</tr>
</tbody>
</table>

*Set Up of Workday Depts and Accounting Strings
Freeze EOD on 5/31/2022
Cutover | Pre and Post Go-Live Resources

**MAY: PREPARATION**

**Review:** Checklists for areas of work like payroll, expense, grants, and more.

**Ask:** “What does my area need to do to be ready and have what we need by the time the cutover is in full swing?”


**JUNE: DEADLINES**

**Review:** Deadlines for each area of work, chart of cutover deadlines that you can sort by area.

**Ask:** “What deadlines related to common business processes to be completed in Oracle before go-live should I be aware of?”


**JULY: CLEAN-UP**

**Review:** Checklists related to clean-up post go-live.

**Ask:** “What clean-up activities are expected of my area post go-live?”


https://uvafinance.virginia.edu/finance-strategic-transformation/cutover-resources
Deadlines for the MC/UPG bi-weekly payroll 07/01 check date must be adhered to.

The week of 6/27, the Payroll Department will be unable to process any late timecards or manual adjustments. We are completing the 7/1 payroll in a single day.

Any missed time will be processed on the next regular Payroll.

Off-cycle payments will not process until the week of 07/11.

All standard time entry deadlines will be followed for the Academic Division bi-weekly pay period end 7/3 (check date 07/08). Employees should enter all hours by the end of their last day worked in the pay period and submit their time for approval.

The week of July 4, Payroll will be unable to process any late timecards or adjustments.

Any missed time will be processed on the next regular Payroll.

Off-cycle payments will not process until the week of 07/11.
Role-to-Position Mapping
The final security role assignments report was distributed to department leaders Thursday 5/26; the due date to submit change requests was Monday, 5/30. Role assignments are now frozen until after go-live.

All departmental security roles and any associated required training have been outlined in the following resources:

- Security Roles: Day in the Life Summaries
- Security Roles & Training Overview

**Frequently Asked Questions**

If we need to request changes or additions to security role assignments, what is the process? What is the deadline to submit these change requests before go-live?

How are roles assigned to cost centers? What role do cost center hierarchies play in this process?

Have business processes been reviewed to ensure separation of duties? Will there be additional changes to security as a result of this review?

How is delegation setup from the security perspective?
GL Balance Conversion
GL Balance Conversion | Upcoming Activities & Limitations

At Go-Live

- Fund balances will be available in Workday at a Cost Center, Fund, Gift, and Designated level. Optional worktags will not be on balances.
- Team working on process for converting ITD on the Project worktag (capital projects) and will be loaded in a similar manner as the Gift/Designated balances.
- Schools/Units will work over the course of the summer to attach optional worktags (Project, Program, Activity, Assignee) or correct cost center mapping as needed.
- These entries will be made in prior year and rolled forward so FY23 transactional reporting will not be impacted by this work.
- FY23 Budgets from Adaptive will not be available in Workday until mid-August.

Impact

- The FDM team continues to refine default mappings and engage units on how to realign balances.
- Until your unit completes fund balance realignment – which will take at least the first two months of the fiscal year – you will not have detailed balances or budgets for answering faculty questions about balances available.
- Fund balance reports in Workday will be changing over the first couple of months while this activity is happening.
- You will be able to run reports in UBI for ending Oracle balances as of June 30, 2022.
- The structure of the current “BBA” report will change to reflect both Fund Balance Available AND Budget Variance.
Fund Balance Ownership
## Fund Balance Ownership | What does this mean?

<table>
<thead>
<tr>
<th><strong>Budget</strong></th>
<th><strong>Actuals</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comes from Adaptive daily (starting August 17).</td>
<td>Results of transactions made in Workday. Pulled back into Adaptive after each month end.</td>
</tr>
<tr>
<td>Tells you the plan, and only the plan. The unit is responsible for ensuring funds are available.</td>
<td>As a general rule, funding from central will be budgeted and transferred in actuals to the recipient unit.</td>
</tr>
<tr>
<td>The budget (plan) allows you to monitor spend against expectations using budget vs actuals reporting.</td>
<td>Units will choose the extent to which they will transfer funding to subunits.</td>
</tr>
<tr>
<td>May be adjusted for a variety of reasons (e.g., new information, new initiatives, permanent base adjustments, etc.).</td>
<td>If units have both the funds transferred, along with any revenues received directly, they can utilize fund balance reporting.</td>
</tr>
</tbody>
</table>
Fund Balance Ownership | Resources: FAQ

Technology Questions:

Which reports should I use to monitor my funds?
Reports for fund balance monitoring are in development and will be available in different forms in Workday, UBI, and Adaptive. Workday reports will be used for day-to-day operational balance reporting. UBI may be used for more detailed reporting of fund balances, especially with large datasets. Adaptive will be used for fund balance reporting and projection, especially in relation to budget and multi-year financial planning.

Process Questions:

What are the benefits of this change?
Expendable fund balance reporting enabled – Units have the ability to accurately report on funds available without needing to wait for year-end settlement and carryforward calculations. In combination with the FDM, anyone with reporting access can run a trial balance on any combination of FDM worktags at any time.

Policy and Procedure Questions:

What is a fund balance?
A fund balance is a unit’s available cumulative net position, inclusive of operating surplus (deficit), and/or carryforward. Fund Balances appear in the General Ledger and may also be referred to as Expendable Fund Balances. Fiscal Year End (FYE) Fund Balances only include actuals; any other time throughout the year, Fund Balances include all Workday obligations and Workday commitments (what is expendable).
This guide is intended to provide detailed transaction information on funds transfers occurring across the University of Virginia. As updates are made to the document, a new version is distributed showing an updated version date in the header. Previous versions are archived and changes since the last version are listed below.

Last version date: n/a

Changes since the last version:
- This is the first version of the document.
Fund Balance Ownership | Next Steps: Implementation

Upcoming Items

• Budget Officers will submit any requested clarifications or edits for FAQs and/or Transaction Processing by Friday 6/3
• OFP&A will post first copies of FAQs and Transaction Processing document by EOD Tuesday 6/7
• Budget officers & teams will determine how they will implement fund balance ownership in each unit
• Units will communicate internally how they will be implementing fund balance ownership

OFP&A Support Options

• Office Hours aimed at budget officers – open and/or sign-up
• Facilitated information sessions with units
• Resource updates (e.g., FAQs)
• Other?
Training Update
Training Update | Training Overview (May 2-May 27)

Training began in early May and is in full swing. As of Friday, May 27th, 1059 users have attended an instructor-led or a self-paced course; there have been a total of 2351 course completions.

**Instructor-Led Courses**
- 9 of 10 instructor-led courses launched
- 49 of 110 instructor-led sessions completed
- 110 instructor-led sessions scheduled May-June

**Self-Paced Courses**
- 6 of 19 self-paced courses deployed in Workday Learning
- 1009 users have completed Introduction to Workday Financials

**Quick Reference Guides**
- 71 Quick Reference Guides are being finalized and in process of being published on website

**What We’re Hearing**

“I feel so much better about being able to help my colleagues!”

“The activities we walked through on our own really helped in gaining an understanding on how to navigate Workday and complete the tasks at hand.”

“I went in today feeling comfortable with this subject for costing allocation and now I feel like I can do this with even more confidence.”

“I am glad to have access to the tenet for a while. I will make use of it!”
Training Update | Associated Required Training by Security Role

Training courses were designed only for those roles that execute high impact transactions in Workday, meaning that **not all security roles will have associated required training**. All self-paced courses will be available in Workday Learning and all learning materials will be posted on the Workday Finance Training webpage by mid-June.

<table>
<thead>
<tr>
<th>Instructor-Led Training**</th>
<th>Self-Paced Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Title</strong></td>
<td><strong>Security role</strong></td>
</tr>
<tr>
<td>1 Accounting Journals and Accounting Adjustments</td>
<td>Accountants</td>
</tr>
<tr>
<td>2 Ad Hoc Bank Transactions</td>
<td>Cost Center Deposit Specialists</td>
</tr>
<tr>
<td>3 Customer Accounts</td>
<td>Customer Billing Specialists &amp; Customer Contract Specialists</td>
</tr>
<tr>
<td>4 Expense Reports For Expense Ambassadors</td>
<td>Expense Data Entry Specialists</td>
</tr>
<tr>
<td>5 Gift Creation</td>
<td>Unit Gift Managers</td>
</tr>
<tr>
<td>6 Grants Management</td>
<td>Grant Managers</td>
</tr>
<tr>
<td>7 Internal Service Delivery</td>
<td>Internal Service Delivery Data Entry Specialists</td>
</tr>
<tr>
<td>8 Payroll Accounting - Costing Allocation</td>
<td>Payroll Costing Managers &amp; Payroll Costing Specialists</td>
</tr>
<tr>
<td>9 Payroll Accounting – HCM Subtasks</td>
<td>Payroll Costing Managers</td>
</tr>
<tr>
<td>10 Petty Cash Account Replenishment</td>
<td>Petty Custodians</td>
</tr>
</tbody>
</table>

Each of the above courses will address **reports relevant to the transactions** covered in the course.

*Prerequisite to be taken before any role-specific training courses

**Each instructor-led course will also be available as a self-paced course by mid-June
### What Resources Are Available?

#### What other resources are available?

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Workday Financials</strong></td>
<td>Enroll in and complete the Introduction to Workday Financials and any other self-paced course available in Workday Learning.</td>
</tr>
<tr>
<td><strong>Security Roles: Day in the Life Summaries</strong></td>
<td>Access the Security Roles: Day in the Life Summaries resource to learn more about the actions users can execute in Workday based on their security role(s).</td>
</tr>
<tr>
<td><strong>Quick Reference Guides (QRGs)</strong></td>
<td>Review relevant Quick Reference Guides (QRGs) related to Workday navigation, approvals, dashboards, delegation, and more.</td>
</tr>
<tr>
<td><strong>Forthcoming additional courses</strong></td>
<td>Complete any additional courses that may be forthcoming. (All self-paced courses available in Workday Learning by mid-June.)</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td>Attend Office Hours for additional Workday demonstrations and opportunities to practice transactions in the system.</td>
</tr>
<tr>
<td><strong>Workday Digital Assist</strong></td>
<td>Utilize Workday Digital Assist, which offers on-screen process guidance and step-by-step assistance in real time.</td>
</tr>
<tr>
<td><strong>Course Slides</strong></td>
<td>Access course slides from all published instructor-led and self-paced courses under the course title accordion items on the training webpage.</td>
</tr>
<tr>
<td><strong>FST Friday Q&amp;A, Recordings &amp; Slides</strong></td>
<td>Review the FST Friday Q&amp;A document and the recordings and slides from FST Friday sessions for role-based day-in-the-life previews of specific Workday topics.</td>
</tr>
</tbody>
</table>

#### Which roles do not have associated training?

- Award Analyst  
- Cost Center Financial Analyst  
- Grants Compliance Reviewer  
- Internal Service Provider Manager  
- Multi Funding Source Access P2P Approver  
- Senior Department Finance Approver  
- Sponsored Programs Manager (Cost Center)
There are numerous training related resources available for finance reporting. These resources are in the form of stand-alone training, quick reference guides, and as part of instructor-led and self-paced courses.

**Finance Reporting Training**

This is a self-paced course that will be available for employees on Workday Finance Reporting. The objectives covered in the course are as follows:

- Provide an overview of Workday reports and Fiscal Admin Dashboard
- Explain how to access reports and dashboards in Workday
- Add and manage favorites for reports
- Explain and review the various report and dashboard functionalities

**Training Materials**

Quick reference guides (QRGs) provide step by step guidance for Finance reports. Specific QRGs related to reporting have been developed:

- Reporting Functionality
- Fiscal Admin Dashboard
- Grant Admin Dashboard

**Reporting Topics Incorporated into All Other Finance Courses**

Each instructor-led and self-paced training course provides a list of reports related to the transactions covered in the course and how to run a report in Workday.
We appreciate your help socializing learning materials that are available to employees holding finance roles in Workday. You can help by sharing the following resources with your Schools and Units:

**Security Roles & Training Overview** – Share this resource that contains information about the required training courses associated with each security role, the self-paced courses that are available and relevant to all employees, and additional learning resources.

**Employee as Self Self-Paced Courses** – Encourage staff in all departments to register for self-paced training courses intended for all employees, including *Introduction to Workday Financials; Purchase Requisition – Employee as Self; and Reporting*.

**Course Materials** – Direct staff to reference materials including Quick Reference Guides and the PDFs of course slides, both of which are posted to the training webpage.
Finance Solution Center
Finance Solution Center | Overview

The Finance Solution Center is UVA Finance's **centralized**, first **human point of contact** for most support requests. Users may seek support by emailing askfinance@virginia.edu.

**Agents in the Finance Solution Center...**
- **Gather** customer information
- **Analyze** the problem to **identify** the cause
- **Solve** the problem if there is a documented solution/answer
- **Escalate** cases to the appropriate specialist if it cannot be resolved

**Finance Solution Center Impact**
- Dedicated full-time team to support your questions
- Single point of entry for all UVAFinance inquiries (Workday and others)
- Live person response when calling
- Monitored queues to ensure prompt response and resolution

Soft launch was March 14, 2022. As of May 26, 2022, the Finance Solution Center has logged **3100+ cases**.
Our ability to provide meaningful support leading up to, and beyond, go-live is due in part to the Finance Solution Center’s early launch.

Since March, the team has refined its ability to troubleshoot issues well in advance of go-live, helping prepare us for the upcoming critical period during which case counts are expected to increase.
Stakeholder Engagement
We will be using the Mentimeter app to capture some of your responses today.

Scan the QR code with your smartphone camera to respond.

OR

Go to [www.menti.com](http://www.menti.com) and enter the code 2761 2782.

Note: When putting in the code above, remember to put the space in between.
Stakeholder Engagement | The Change Journey

- Current State
- Valley of Despair
- Chaos
- Cautious
- Confidence
- Competence
- Future State
Thank You for Attending!