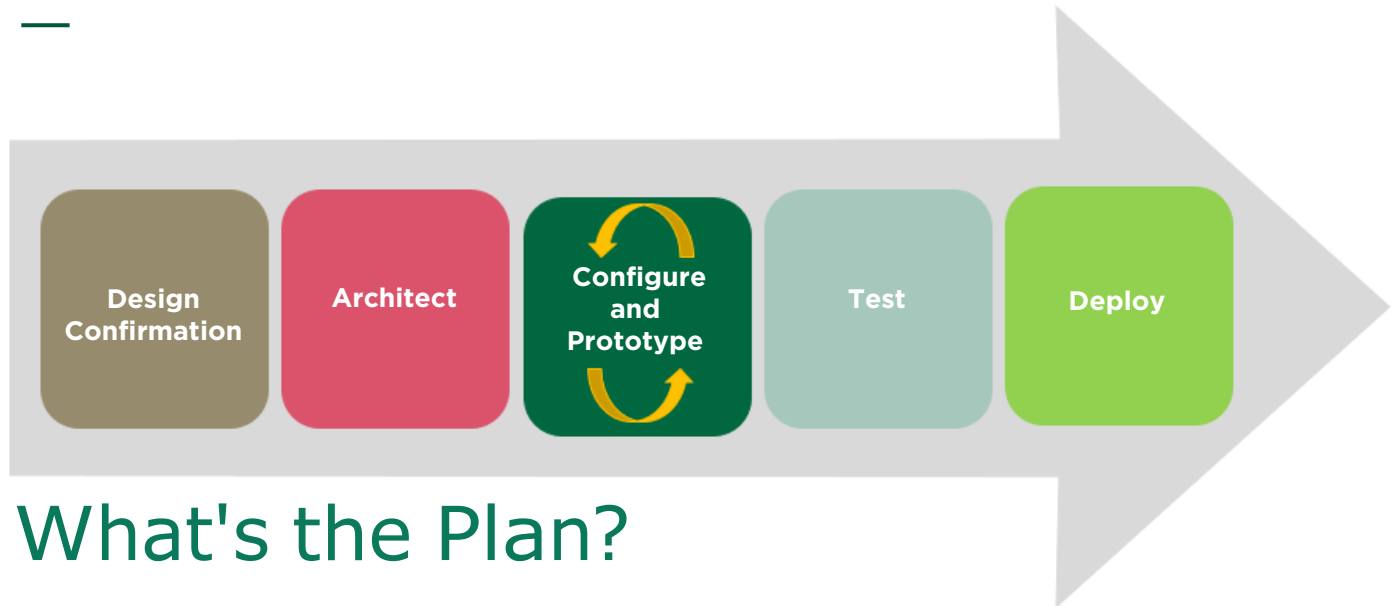




PROJECT WORKDAY NEWSLETTER

JUNE 2018



What's the Plan?

Since last publishing an update, the Workday team has re-set its course with a new implementation partner, PwC, and we are off to a good start. On May 1st, the Steering Committee signed off on the achievement of its first major milestone, an updated project plan.

In addition to planning the way forward, in April the PwC team was focused on evaluating the status of our current Workday systems. The AC Project Workday team and the PwC team are currently holding design confirmation sessions to bring to light any areas that can be improved and to set us up for configuration activities — and for go-live success.

Much design work has already been done, and we expect to find a majority of that work is accurate and up to date.

These sessions are scheduled to run until early June, and will ensure our Workday environment includes all necessary applications when we go live. As we told you previously, a new go-live date will be announced at a later date.



Dmitri Grijalva and Colette Lepine from Workday Canada were on hand for a re-set meeting held in April with the AC Project Workday team and steering committee and a number of members of the PwC implementation team.

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Workday Concept Corner

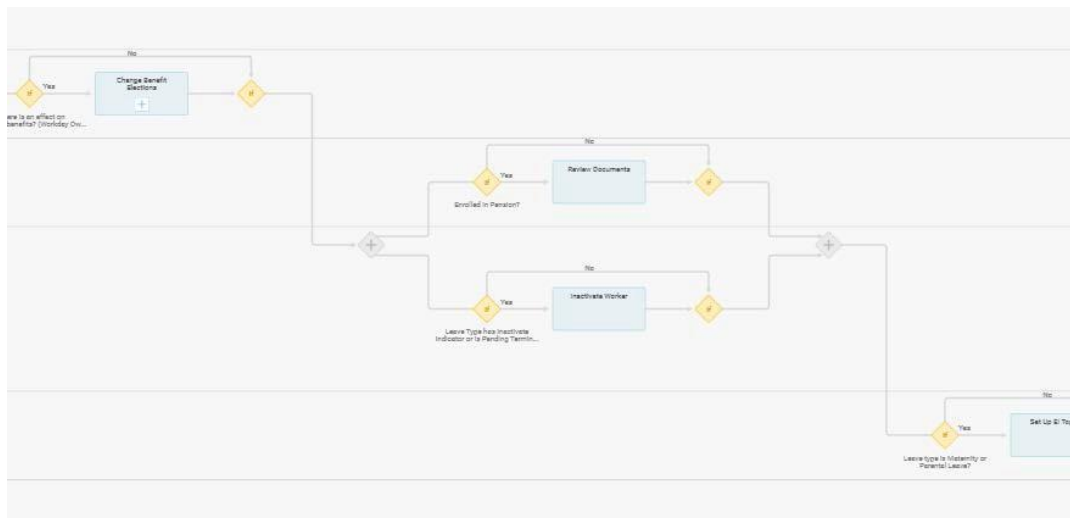
The Business Process

A business process in Workday is a set of tasks that you can initiate, act upon, and complete in order to accomplish a desired business objective. Once a business process is initiated, Workday routes each task in the business process to the responsible employee based on the security permissions they have been assigned. Security and business rules are enforced through the business process.

There are many types of business processes in Workday. A good example, applicable to most Algonquin employees, is the internal hiring

process. The process of filling new or vacated positions at the College will be done entirely through Workday. Any active Algonquin College employee can apply to the position using the application, and the process for filling that position is done by Hiring Managers and Human Resources exclusively in Workday.

It doesn't stop there, as Workday will also cover the processing of spend authorizations (previously known as travel authorizations), expense reports, and many more.



This partial diagram shows how business processes are mapped in Workday.



Algonquin College Innovation and Strategy Vice-President Doug Wotherspoon and President Cheryl Jensen at the re-set meeting.

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Once the Workday design is built, updated, and configured, data will be brought in to Workday from the legacy (current) systems. More testing will then get underway. Once testing has been successfully completed, Workday will be ready to be introduced to the College.

The project team is excited to be striding down our newly repaved road. We know you are eager to see Workday go live at the College, and we are, too. We hope you will join us in our journey by staying informed through our regular updates, by participating in any engagement activities and training we offer, and by asking any questions you may have.

Our new plan, which PwC developed using Workday methodology and applying their own experience, is rigorous, and it guarantees we cover all of the steps necessary to successfully implement Workday for all employees at Algonquin College.

WORKDAY Q&A

PRIVACY AND WORKDAY

How is access to my personal information in Workday controlled?

Workday uses role-based security group access to determine what individual/unique users can see and do in Workday. A role-based security group is defined by basing security group membership on a common set of access permissions, usually grouped by function, such as Benefits Administrator or HR Administrator. Role-based security groups are usually constrained, meaning they can only see and act on information within the context of their organization assignment.

Specifically:

- Individuals are assigned security roles that impose responsibilities and provide access to data appropriate to their position.
- Security roles determine the routing of actions in a business process.
- All employees are assigned the security role of 'Employee-As-Self', which allows employees to have access to their own personal information in Workday.
- Examples of other security roles in Workday include Manager, Timekeeper, Compensation Partner, Recruiting Coordinator, and Payroll Partner.
- Employees may be assigned multiple roles.
- Read more about role-based security at algonquincollege.com/workday/faqs

What practices should I follow to ensure information in Workday remains private?

The following are good practices to put in place in order to keep your Workday information private:

- Lock your computer out when you leave your desk for any length of time. This can be done by pressing Ctrl-Alt-Delete on your keyboard, and then selecting 'Lock'.
- Do not share your password. Workday makes delegations for assigned tasks easy. Watch for more information about delegation to come later.
- Don't use portable media such as USB drives or external hard drives to store your personal information unless they are the encrypting type.
- Lock your portable computer in a secure space or lock it to your desk with a computer lock, when not being used.




Visit the Workday team in Room C336,
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Call Senior Project Manager
Andrea Fobert at 613-219-1944


Send us an email at
workday@algonquincollege.com


Visit our website at
[algonquincollege.com.workday](http://algonquincollege.com/workday)

About Workday

Workday is the College's modern new software system for human resources, finance and payroll that will replace seven systems, including our 28-year-old human resources system and 15-year-old finance system, and many paper processes. Workday brings the human resources, finance, and payroll functions together into a single standardized and seamless cloud-based system.

- Be very careful when sending your personal information via email to make sure you have the correct recipients.
- Don't use Workday using insecure Wi-Fi services such as at a restaurant, hotel or airport unless you are using Virtual Private Network (VPN) software.

If you have any concerns about your information security or data privacy, please contact the IT Service Desk immediately at extension 5555.