

**Human Resource
Information System
Modernization**

Overview:

**Department of
Administrative
Services**

**Madilyn Zike,
Chief Human Resources
Officer**



Joint Legislative Committee on Information Management and Technology

February 23, 2018

Human Resources Information System



Workday Project Co-Sponsors:

- Madilyn Zike, Chief Human Resource Officer
- Lisa Sumption, Director, Oregon Parks and Recreation Department



Approved Replacement of

HR



workday.
Human Capital Management

The icon features the Workday logo (an orange arc above the word 'workday.' in white) and the text 'Human Capital Management' in white. Below the text is a white silhouette of three people connected by lines, representing a network or organizational structure.



workday.
Recruitment

The icon features the Workday logo (an orange arc above the word 'workday.' in white) and the text 'Recruitment' in white. Below the text is a white silhouette of two hands shaking, representing a recruitment or agreement process.



workday.
Planning

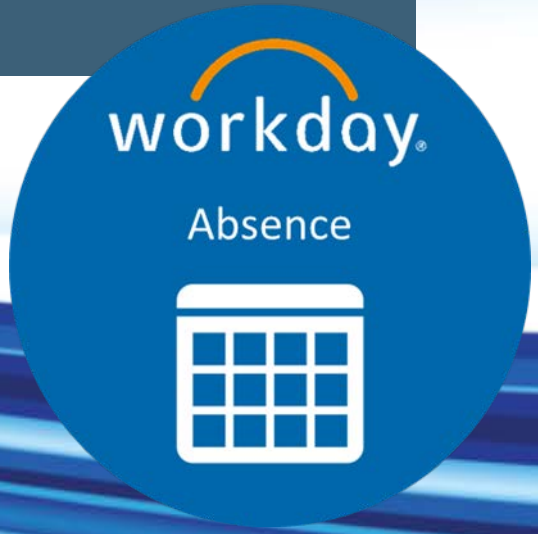
The icon features the Workday logo (an orange arc above the word 'workday.' in white) and the text 'Planning' in white. Below the text is a white silhouette of a stack of papers or a calendar, representing planning or scheduling.

NEW



workday.
Compensation

The icon features the Workday logo (an orange arc above the word 'workday.' in white) and the text 'Compensation' in white. Below the text is a white silhouette of a document with a line graph and a dollar bill, representing compensation management.



workday.
Absence

The icon features the Workday logo (an orange arc above the word 'workday.' in white) and the text 'Absence' in white. Below the text is a white silhouette of a calendar, representing absence management.

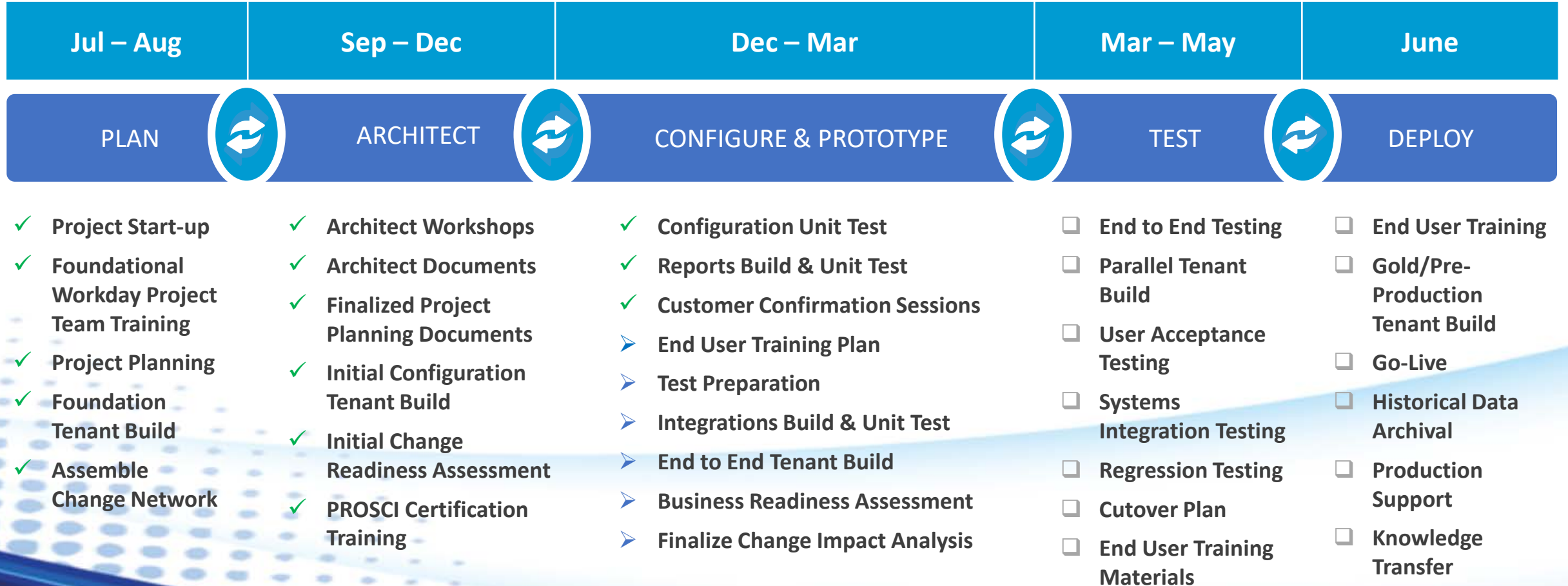


workday.
Talent

The icon features the Workday logo (an orange arc above the word 'workday.' in white) and the text 'Talent' in white. Below the text is a white silhouette of a person on a laptop with a magnifying glass over them, representing talent management or recruitment.



Project Implementation Schedule Activities and Milestones



Production Schedule Activities and Milestones



- Lessons Learned
- Issue Tracking
- PPDB Decommission
- Stabilization
- Agency Adoption Support
- Archive Historical Data

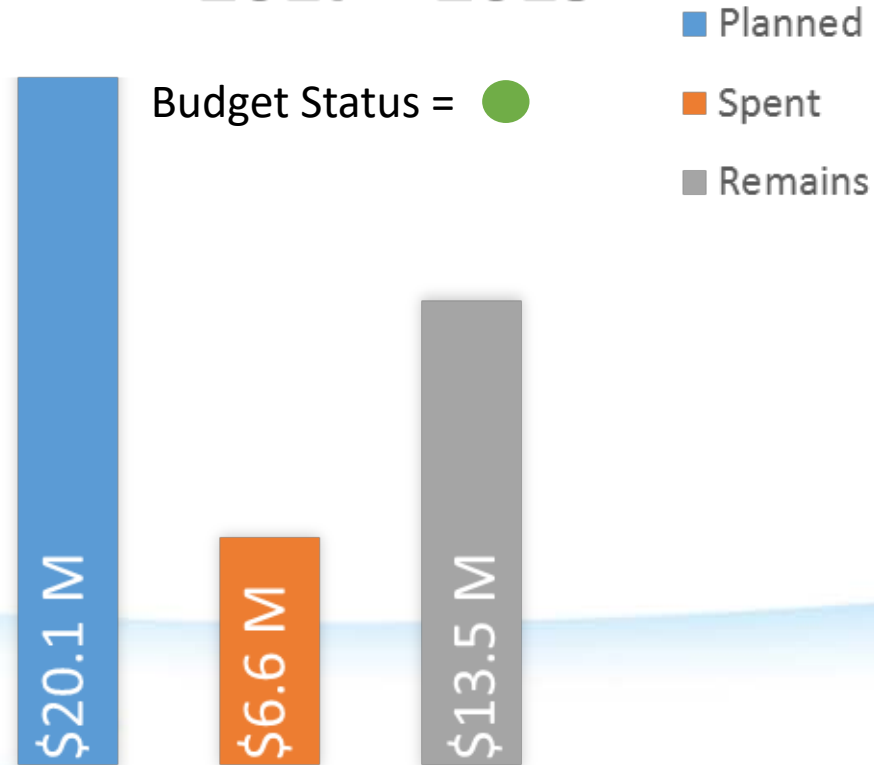
- Workday 31 Release Tasks
- Ongoing Training
- Ongoing Agency Adoption Support
- System Administration and Operations & Maintenance Activities

- Workday 32 Release Tasks
- Ongoing Training
- System Administration and Operations & Maintenance Activities
- Finalize Support Team Selection

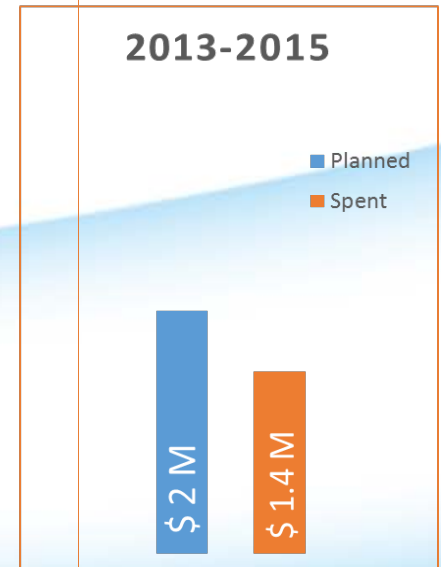
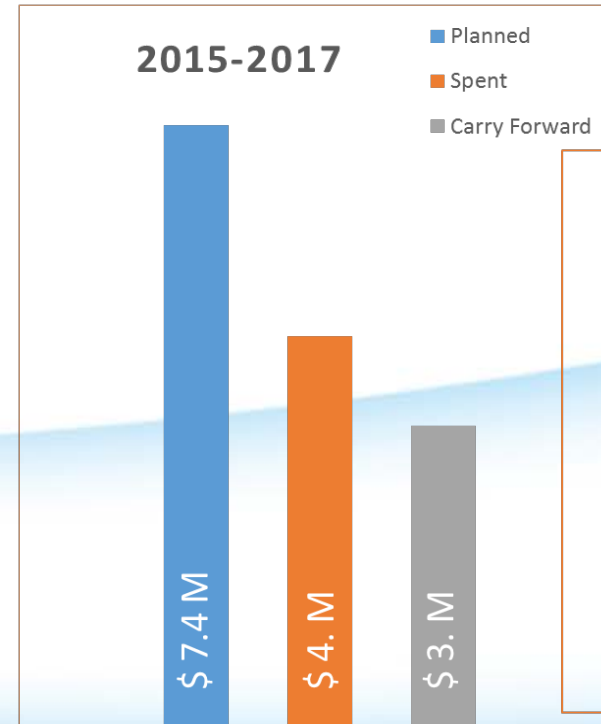


Project Budget

2017 - 2019



- Yearly licensing cost = \$2.6M included in agency assessments

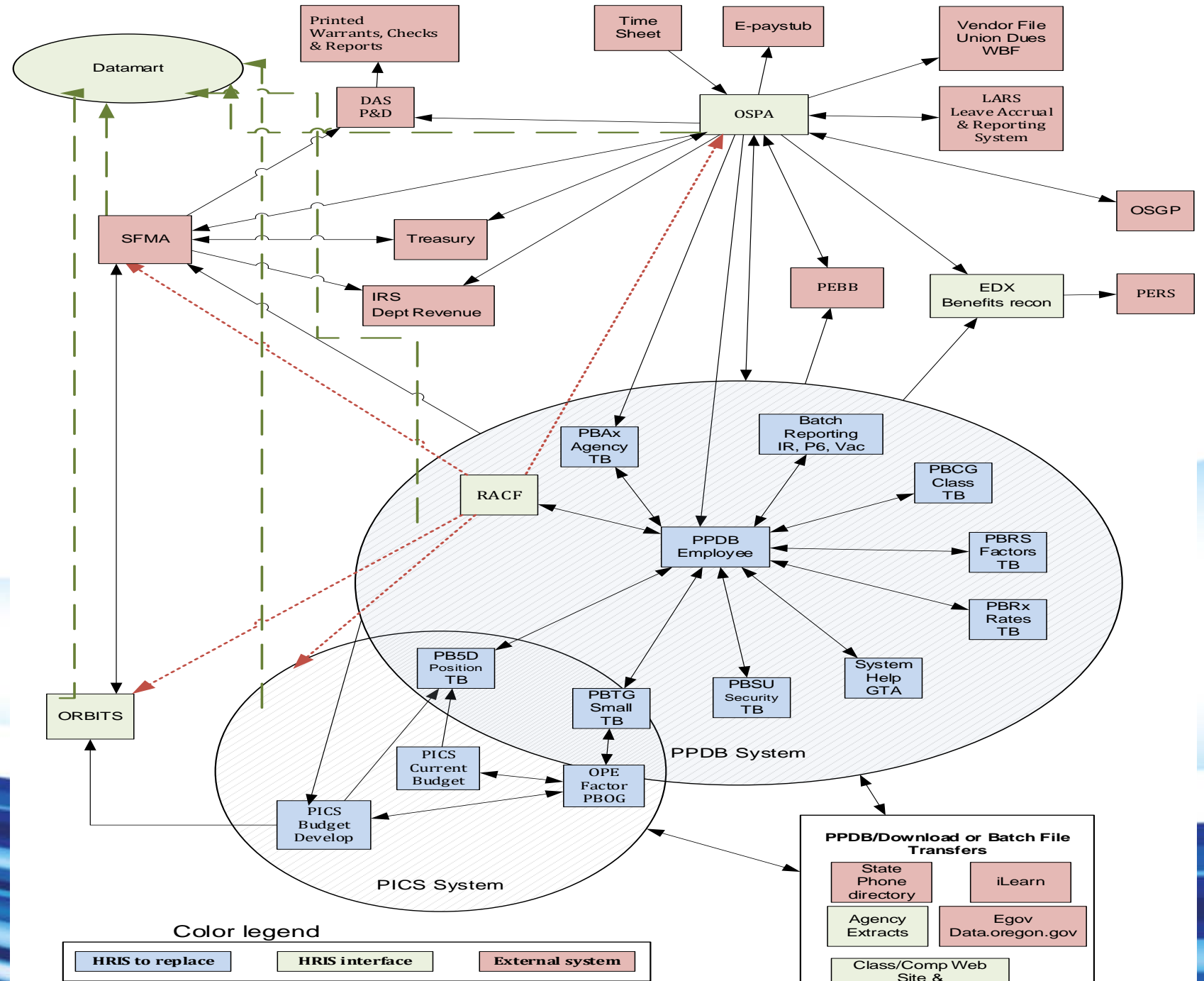


Project Interfaces

Agency Continuity Extract Files:

- Currently 19 Agencies will receive an extract

The highest risk interface is the interface from Workday to the 25 year old legacy payroll system.



Workday Change Management



Administrative Programs	Consumer Business Service Programs	Economic & Community Development Programs	Education Programs	Human Services Programs	Natural Resources Programs	Public Safety Programs	Transportation Programs
Gina Beaman	Jay Wayland	Jeff Vidal	Jeff Vidal	Sue Williams	Shilo Muller	Dan Jones	Tracy Posey

Project Success Metrics



Modern Technology

100% of employee lifecycle processing (onboarding, offboarding, and employee transfers) are paperless.



Comprehensive Functionality

100% of work out of class, job rotation, limited duration, and position descriptions are electronically (approved/denied) by appointing authority.



Valuable Reporting

100% of agencies gather and report detail vacancy and pay-line exception reasons for quarterly reporting within twelve months post go live.



Increased Efficiency

100% of OFLA/FMLA letters are generated through the system using template letters available.



Improved Risk Management

100% of public records requests on current employees are provided to requester in two days or less.



Self-Service

100% of employee record updates relating to emergency contact information and address changes are completed by the individual employee within six months post go live of Employee Self-Service portal.



Gartner Quality Assurance

Project Assessment December 2017

OVERALL PROJECT RISK RATING



LOW RISK

RATING GUIDE

Red = Strong Alert, i.e., High Risk

Amber = Use Caution, i.e., Medium Risk

Green = Acceptable to Excellent, i.e., Low Risk

*The Workday Implementation project is perceived to be operating at a **Low** level of risk with few high risk indicators in specific areas.*

Why is the status low?

- Overall, the project is on track to meet its June 2018 Go-live date. It is currently on schedule and budget and the project team appears to be functioning well together
- There are some key activities, particularly with regards to Data Conversion, Integration, and Change Management, which we continue to monitor closely.

High Risk Status Areas

- There are currently no high risk status areas

Medium Risk Status Areas

- **Customer Involvement / Business Impact** – Despite the significant communication effort, there is still much more outreach needed across state agencies. This is not unexpected for a project that affects every State employee and will include general Organizational Change Management as well as training
- **Deliverable Quality** – Test planning is in the early stages with the test coordinator just recently being named
- **Technology/Scope** – There is not a clear plan regarding the agency shadow systems. Although there was a list of shadow systems compiled at the beginning of the project, there is no clear plan for decommissioning or ongoing maintenance. Data migration remains a significant undertaking and one of the higher risks

