

Workday Project Update

GGAF

8.28.19

Agenda

Refresher

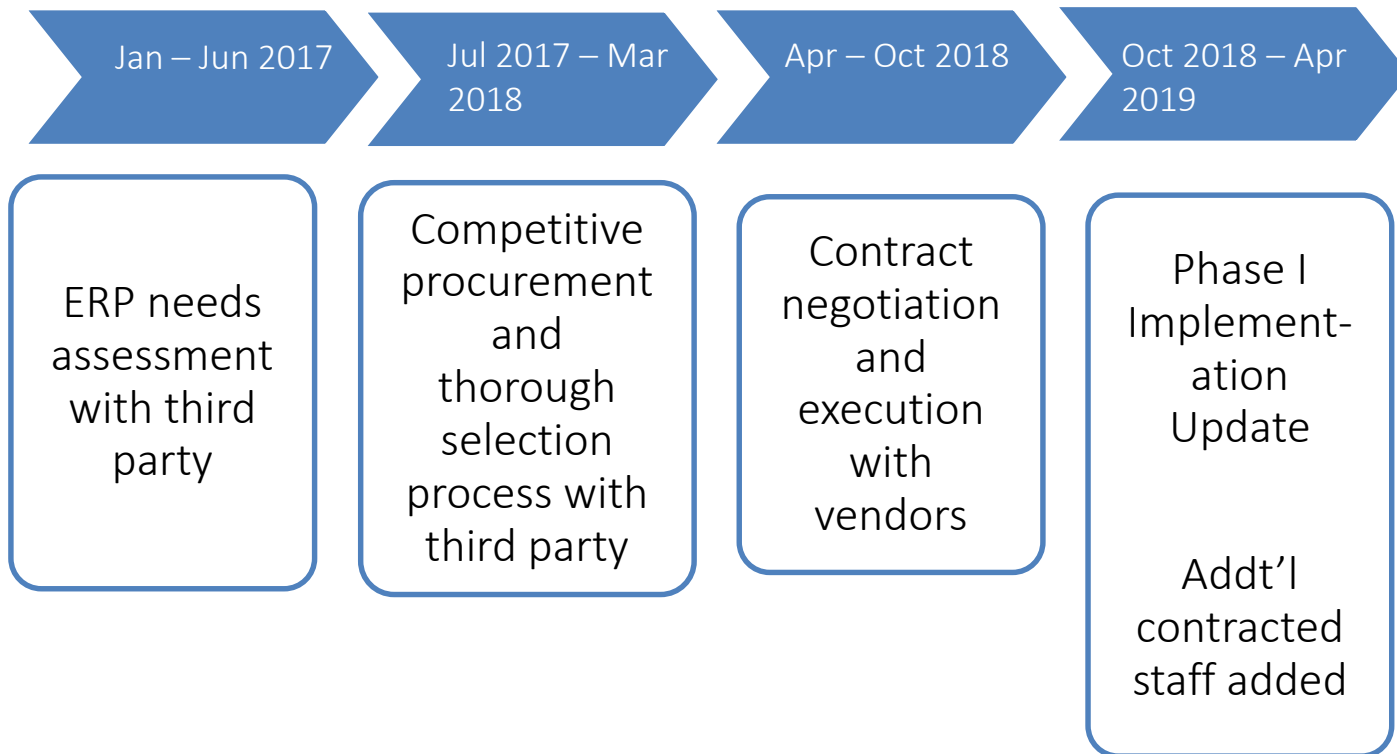
- Executive Summary
- Project Timeline

New Information

- Phase I Accomplishments
- Phase I Go Live timeline
- Phase II Accomplishments
- Phase II Change Order

Executive Summary

Council and GGAF Reviews

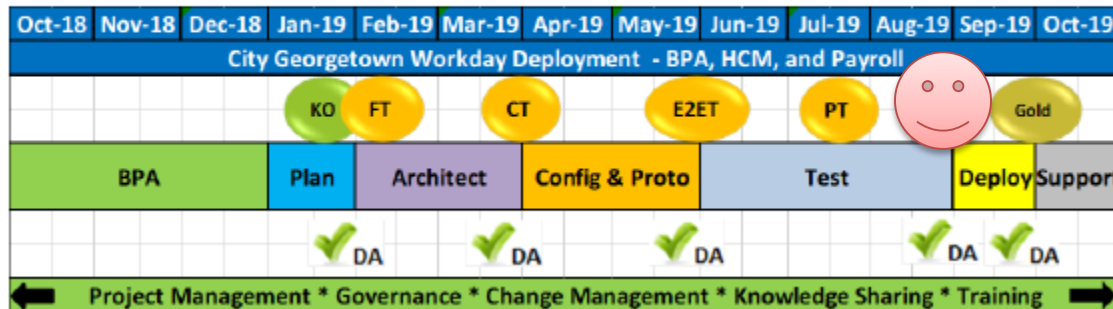


Ten Year TCO

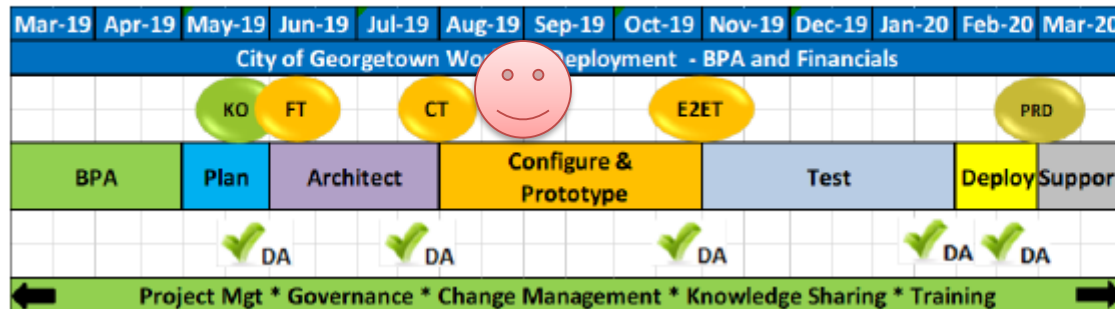
- Ten Year Total Cost of Ownership
 - Final Original Contracts: \$9.7 million
- IT Fund Budget for Annual Subscription and Service
 - Total \$501,000
- Capital Projects Budget for One-time costs
 - Original Total \$5.2M
 - Implementation consultant, data conversion, project management, delivery assurance, project training, travel
 - Apr 2019 added \$830K for additional contracted staff to support project

Project Timeline

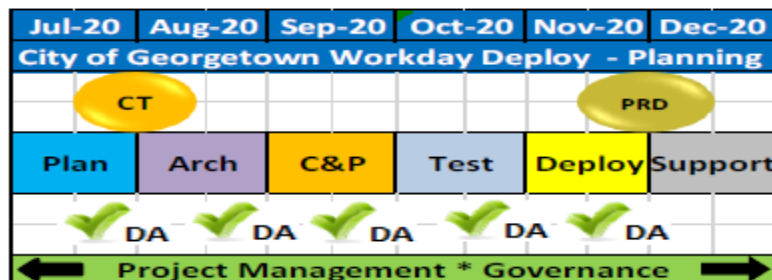
Phase 1 - HCM/Payroll Deployment Timeline with Business Process Alignment



Phase 2 - Financials Deployment Timeline with Business Process Alignment



Phase 3 – Planning Deployment Timeline



Phase I Accomplishments

Modules: Human Capital Management, Payroll, Time Tracking, Recruiting, Talent/Performance, Compensation, Benefits

Completed tasks to date:

- Business Process Alignment
 - 23 sessions
 - 159 alignment opportunities
- Change Management
 - Communication plan
 - Workday ambassador team
- Foundation tenant build/Data conversion
 - Supervisory org, active employees, location, pre hires and hires
 - Chart of accounts

Phase I Accomplishments Cont'd

- Data Extract/Transform/Load Results
 - Third party subcontract with Premier
 - Config tenant goal 80% - 100% accuracy
 - Results 96.6%
 - Testing tenant goal 90% - 100% accuracy
 - Results 99.9%

Data Loaded to Workday	Config Tenant Build - 4/7				End to End Tenant Build - 6/3				Parallel Tenant Build - 7/19			
	Records Provided	Records Loaded	Failures	Success %	Records Provided	Records Loaded	Failures	Success %	Records Provided	Records Loaded	Failures	Success %
HCM	8163	7980	183	97.8%	10608	10601	7	99.9%	11130	11112	18	99.8%
COMP	1272	1170	102	92.0%	1375	1375	0	100.0%	1661	1661	0	100.0%
BEN	4890	4740	150	96.9%	4854	4837	17	99.6%	4959	4916	43	99.1%
PAY	2608	2473	135	94.8%	5122	5118	4	99.9%	5339	5337	2	100.0%
Total	16933	16363	570	96.6%	21959	21931	28	99.9%	23089	23026	63	99.7%

Phase I Accomplishments Cont'd

Testing Results

Test Iteration	Status/Results	Duration
Unit Test- Logical and isolated tests of independent functions. Scenarios written to test all design decisions and business requirements.	90% of cases passed. Delivered results as expected. Configuration changes were required to resolve critical defects.	Dates: April 8 – May 15 Component level independent tests successfully executed.
End 2 End Test- Test flow of end-to-end processes between multiple functions and third-party integrations and the validation of reports.	95% of test cases passed. Delivered results as expected. Configuration changes were required to resolve critical defects.	Dates: June 3– July 3 Tested over 560 test cases; exited with no 1 or 2 critical issues.

Phase I Accomplishments Cont'd

Testing Results

Test Phase	Status/Results	Duration
Extended End to End Test- Test flow of end-to-end processes between multiple functions and third-party integrations and the validation of reports.	95% of test cases passed. Configuration changes were required to resolve critical defects.	Dates: July 5– July 19 We invited 15 of COG employees' outside of the Core project team to test out Workday with us. We received extremely positive feedback, 'extremely easy to navigate', user friendly, Users are excited about Workday. Some differences identified.
Payroll Parallel Testing- Validate same period processing against legacy production application. Validate payroll results and other third-party integration results. Validate data synchronization activities for deployment (catch up transactions, YTD balances).	Tested overall as 98% tested and passed	Dates: <i>Parallel # 1: July 25 – August 13</i> Accepted and signed off with explainable differences noted. as Completed successful

Phase I Accomplishments Cont'd

Testing Results

Test Iteration	Status/Results	Duration
Payroll Parallel Testing- Validate same period processing against legacy production application. Validate payroll results and other third-party integration results. Validate data synchronization activities for deployment (catch up transactions, YTD balances).	In Progress	<p>Dates: Parallel # 2: August 14th – August 23</p> <p>Parallel #2 – In Progress and scheduled to complete August 23rd. Currently validating Overtime differences due to the difference in the FLSA calculation between Workday and Incode.</p>

Communication Plan with Employees

Completed 

- Workday Ambassador cross departmental team assembled
- Four monthly Leadership meeting presentations
- Workday project page on internal website, including FAQ and Training Schedule
- Weekly updates via GO newsletter

Communication Plan with Employees

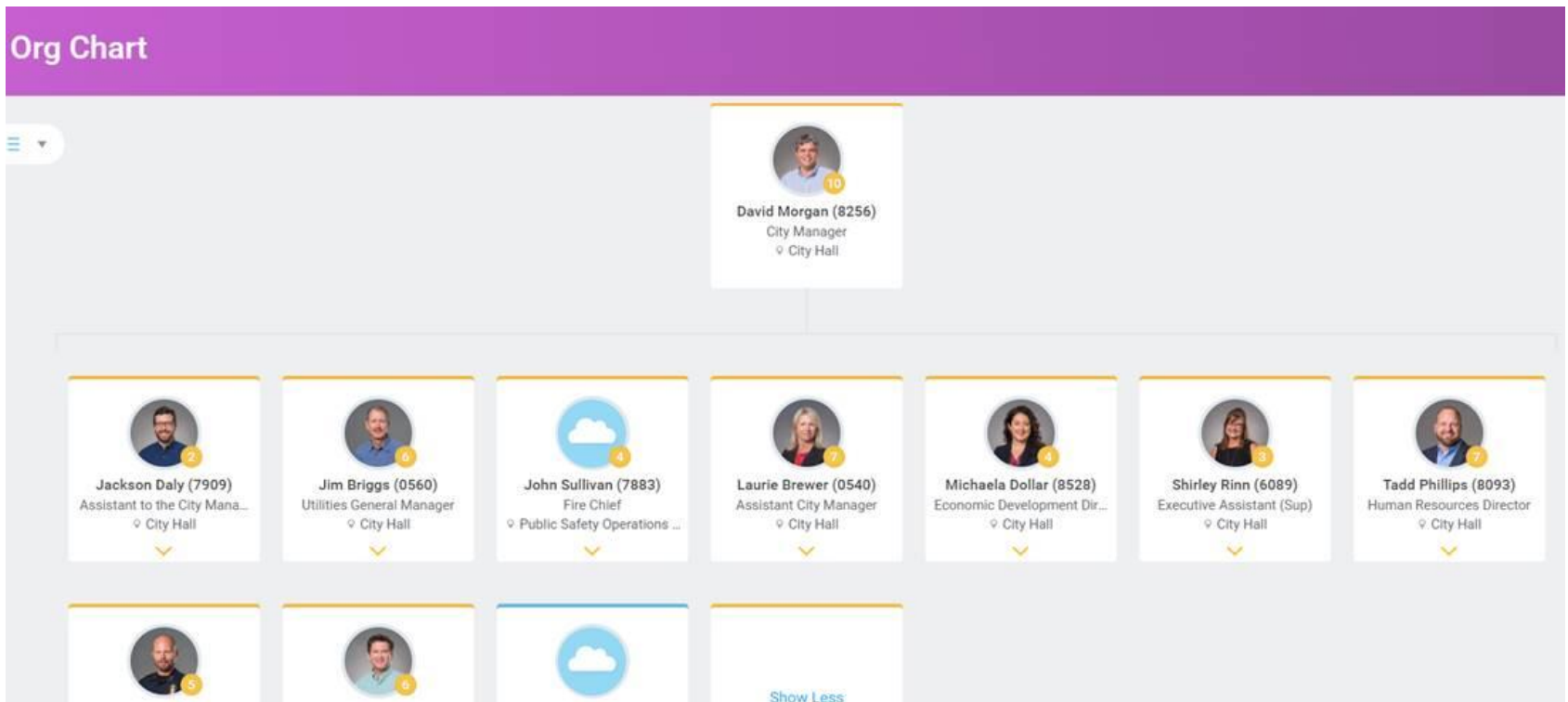
Completed



- Presentations/Q&A at department level staff meetings
- Video message to employees
- Payroll changes letter to employees
- Picture day for profile, with games and info
- “Gorilla” marketing with flyers, candy



Profile pictures

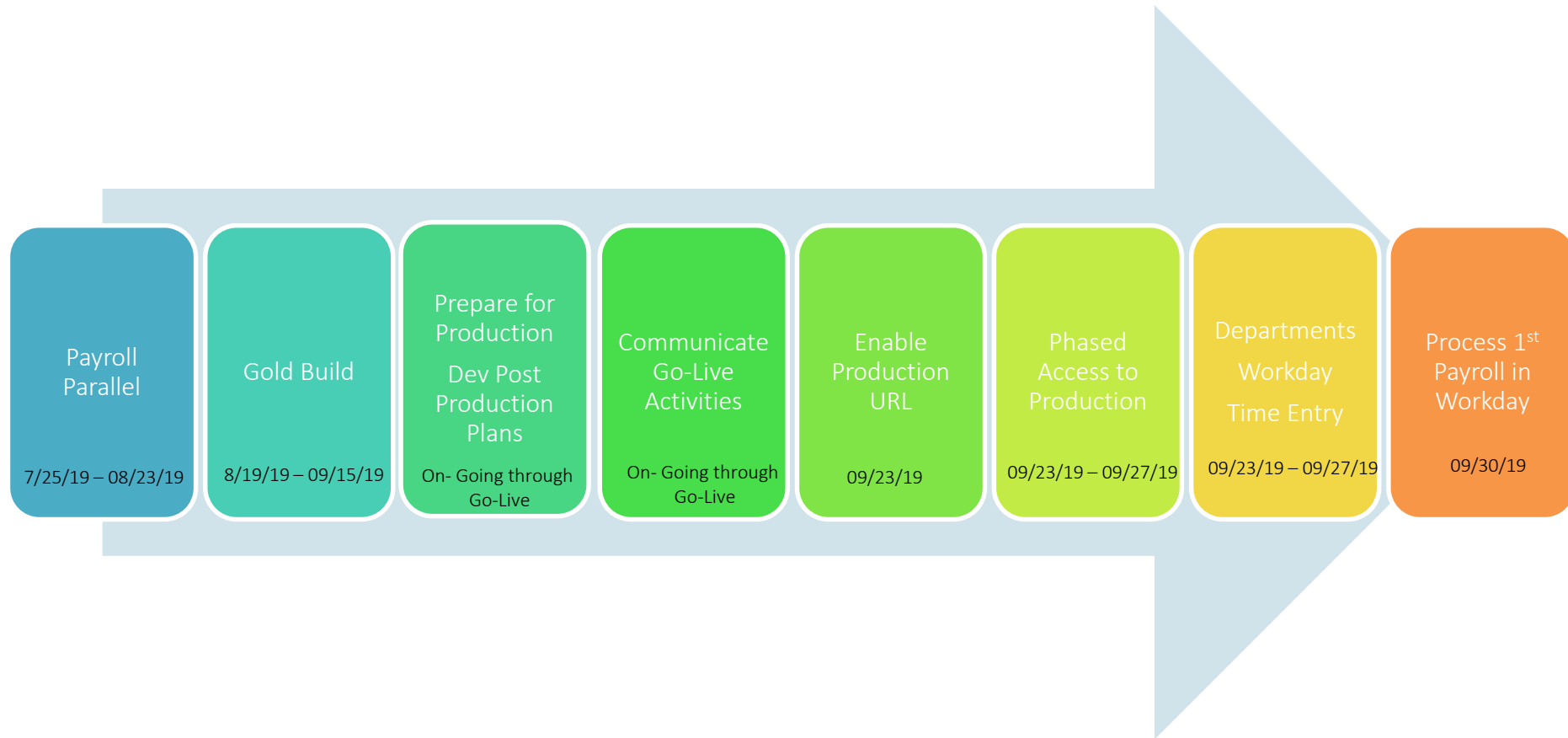


Phase I Training Schedule

- Curriculum: Employee self service, Manager self service, Time tracking
- Delivery Methods: Demonstration, hands on, labs
- Total # of seats: 2,168 over 6 weeks
- Job Aids: written instructions with screen shots accessible any time



Phase I Go Live Schedule



Phase II Accomplishments

Modules: Chart of Accounts, Invoice and Payments, Banking, Procurement, Projects Management, Grants Management, Budget Check, Travel & Expense, Assets

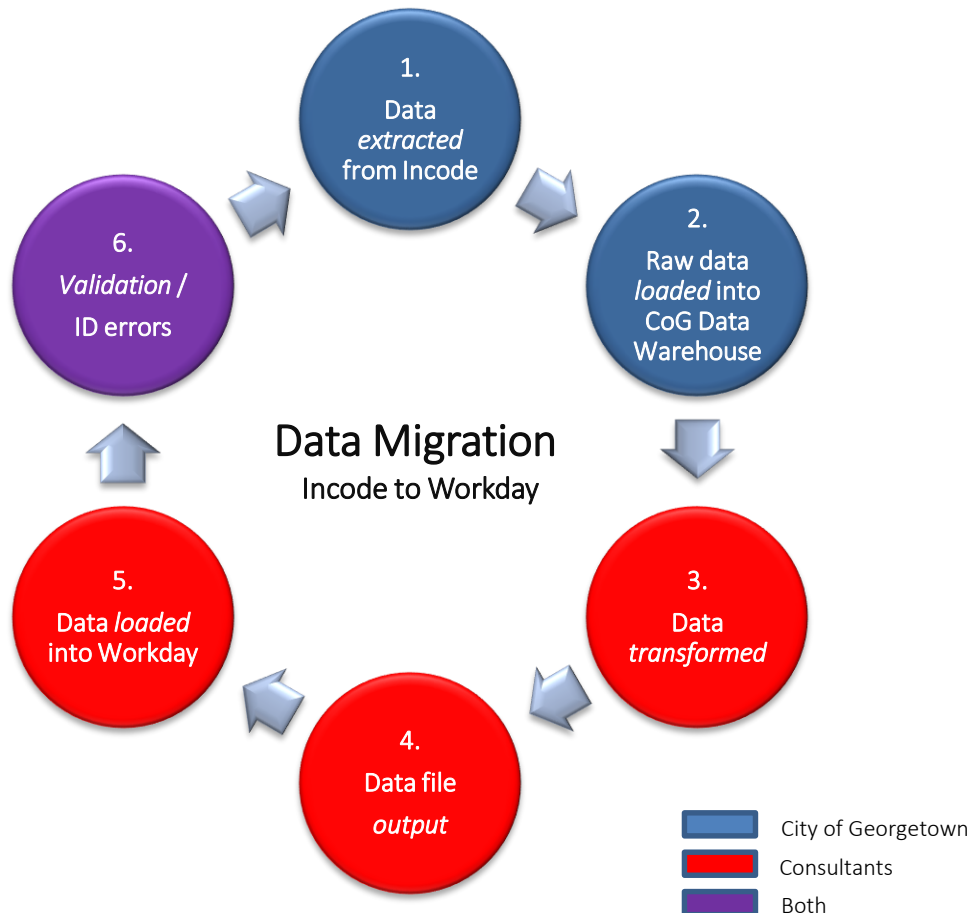
Completed tasks to date:

- Business Process Alignment
 - 22 alignment sessions and 12 multi-day design sessions
 - 126 alignment opportunities
- Change Management
 - Feedback sessions on Projects, Travel & Expense
- Foundation tenant build data conversion stats
 - Suppliers (98%), Customers (98%), Assets (90%)

Change Order Need

- Remaining Finance data to migrate:
 - Beginning balances, budget, open invoices, open purchase orders, contracts, grants, capital projects
- Original estimated total hours 2,500
- Original contracted cost \$500,000
- Additional Cost to finish: \$121,995
 - Absorbed through ongoing re-evaluation of project budget

Data ETL process



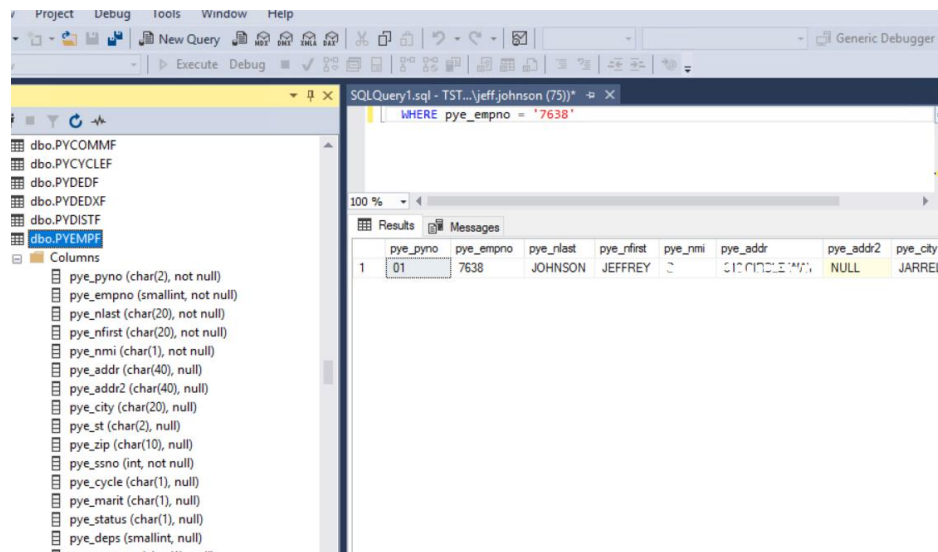
- Process repeated in iterations until significant error removed.
- Data constantly changing because source is still a “live” system.
- More complex source data = more repetition, more labor hours

Inside Incode

Inside Incode, all data is spread out across hundreds of non-relational flat files accessible only through COBOL programming language.

Name	Date modified	Type	Size	Tags
PYCODEXF.vix	08/12/2019 9:30 AM	VIX File	1 KB	
PYCODEZF	08/12/2019 9:30 AM	File	348 KB	
PYCODEZF.vix	08/12/2019 9:30 AM	VIX File	4 KB	
PYCOMMF	08/12/2019 2:03 PM	File	133 KB	
PYCOMMF.vix	08/12/2019 2:03 PM	VIX File	29 KB	
PYCSF	08/22/2011 7:57 PM	File	1 KB	
PYCSF.vix	08/22/2011 7:57 PM	VIX File	1 KB	
PYCVT.LOG	12/20/2002 9:52 AM	Text Document	11 KB	
PYCYCLEF	11/16/2018 11:47 AM	File	1 KB	
PYCYCLEF.vix	11/16/2018 11:47 AM	VIX File	1 KB	
PYDEDF	08/12/2019 1:52 PM	File	5,341 KB	
PYDEDF.vix	08/12/2019 1:52 PM	VIX File	47 KB	
PYDISTF	08/12/2019 1:52 PM	File	3,244 KB	
PYDISTF.vix	08/12/2019 1:52 PM	VIX File	47 KB	
pyempf	08/12/2019 2:03 PM	File	6,087 KB	
pyempf.vix	08/12/2019 2:03 PM	VIX File	415 KB	
PYERRF	08/12/2019 2:03 PM	File	1 KB	
pyexpf	08/12/2019 2:03 PM	File	1,006 KB	
pyexpf.cmp	05/19/2003 5:01 PM	CMP File	151 KB	
PYEXP.F.SAV	05/01/2003 3:40 PM	SAV File	141 KB	
pyexpf.vix	08/12/2019 2:03 PM	VIX File	90 KB	
PYEXPTMP01F	08/07/2019 2:52 PM	File	1,006 KB	
PYEXPTMP01F.vix	08/07/2019 2:52 PM	VIX File	90 KB	
PYFORMCF	01/09/2001 8:27 PM	File	11 KB	
PYFORMHF	08/22/2011 8:02 PM	File	1 KB	

Inside the Data Warehouse



Once inside the Data Warehouse, data is an unstructured collection of arcane tables with no descriptions and no relationships defined between them.

Data Mapping, Translation, and Loading


1. Project team manually “maps” unstructured Incode data to Workday data fields. Format changes are defined in Excel tables, field by field.

2. Consultants use this information to build computer programs to extract the data and transform it.

3. Data extracted and loaded into Workday.

Workday		Incode Field	Transformation
A	B	H	
Workday Fields		Legacy Fields	
S No	Field Name	Field Name	Formatting
1	Employee Key	pye_empno	Pad with leading '0's out to 4 digits
2	Worker Name	pye_nfirst pye_nlast	Trim all spaces - mixed case PYE_NLAST + " " + PYE_NFIRST
3	Worker Reference Descriptor		
4	Worker Reference ID type		Default to "Employee_ID"
5	Worker Reference ID	pye_empno	Pad with leading '0's out to 4 digits
6	Date of Birth	pyi_dob	MMDDYYYY - reformat (leading 0s on months will be dropped)
7	Hispanic or Latino	pyi_race	If pyi_race = 'H' set to 'TRUE' else set to 'FALSE'

Data Validation


 Search


Withholding Elections

(76)

Actions

Home Address

3874




Jarrell, TX 76537

United States of America

Social Security Number

000-00-0000



Federal Elections

State Elections

Local Elections

Tax Allocations

Company

City of Georgetown

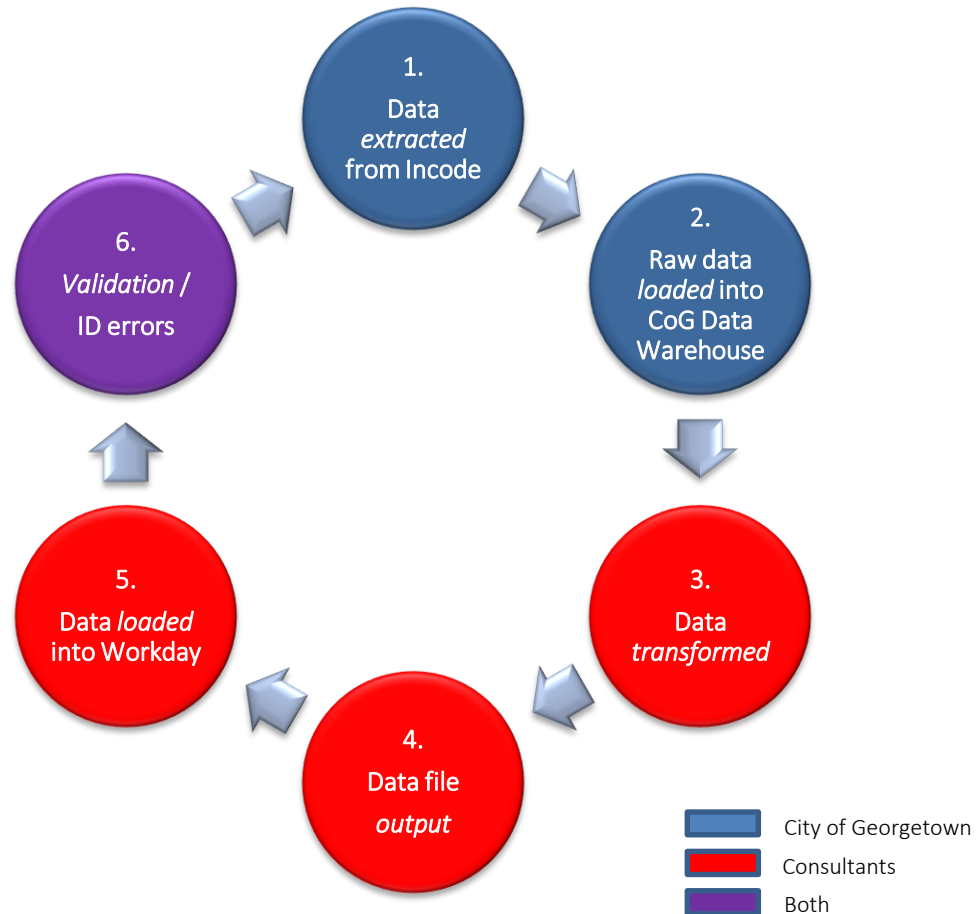
Effective Date

01/01/2019

Lock In Letter

Project team opens Workday and validates that data is correct. Errors are documented.

Repeat...

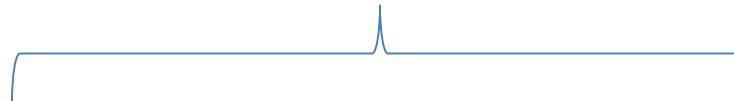


Complexity of Incode data has taken more “repeats” than estimated.

Complexity is difficult to estimate prior to actually beginning the migration process...

Premier Value

Iterations getting data right, saving staff hours



Data Loaded to Workday	Config Build- Post-Build Statistics 4/7				End to End Build 5/22 - Pre-Load Statistics												E2E Build- Post-Build Statistics 6/3			
					Critical				Warning				Info							
Component	Records Provided	Records Loaded	Failures	% Success	29-Apr	06-May	13-May	17-May	29-Apr	06-May	13-May	17-May	29-Apr	06-May	13-May	17-May	Records Provided	Records Loaded	Failures	% Success
Primary Position	3627	3537	90	97.5%	269	157	156	3	133	144	145	145	139	226	168	168	4624	4624	0	100.0%
Pre-Hire	55	54	1	98.2%	119	0	0	0	61	81	89	28	161	162	164	192	1836	1835	1	99.9%
Personal Information	1822	1745	77	95.8%	273	32	45	2	2	0	0	0	30	30	30	30	1864	1862	2	99.9%
Location	263	263	0	100.0%	72	0	0	0	0	0	0	0	0	0	0	0	Locations migrated from Config tenant			
Absence Balances	3279	3228	51	98.4%	0	0	0	0	0	0	0	0	0	14	14	14	3215	3211	4	99.9%
Dependents	1075	1068	7	99.3%	124	2	0	0	3	0	0	24	23	21	21	2	1060	1057	3	99.7%
Benefit Elections	3815	3672	143	96.3%	2358	1637	288	1	16	95	11	12	0	0	2319	2313	3794	3780	14	99.6%
Compensation	772	679	93	88.0%	154	2103	48	2	0	0	0	0	0	0	0	0	885	885	0	100.0%
Compensation Allowances	500	491	9	98.2%	179	732	25	0	0	0	28	2	0	0	0	0	490	490	0	100.0%
Payment Election	857	782	75	91.2%	0	112	112	7	0	0	0	0	0	75	76	1826	874	871	3	
Payroll History					0	1704	491	0	0	0	0	0	0	0	0	0	2360	2360	0	100.0%
Pay Input Deductions					0	0	80	0	0	0	0	0	0	0	0	0	71	71	0	100.0%
Core Taxes	868	844	24	97.2%	0	0	0	0	0	0	0	0	0	0	0	0	886	885	1	99.9%
Total	16933	16363	570	96.6%	3548	6479	1245	15	215	320	273	211	353	528	2792	4545	21959	21931	28	99.9%

Funding Sources

- Repurpose existing project budget
 - \$50,000 middleware services
 - \$60,000 contracted labor services
 - \$12,000 project travel
 - = \$122,000 reallocated for change order

Summary

- Project is on schedule
- Contracted resources essential:
 - supplement skill sets and perform large volume of work in shorter time period
 - carry on two phases at once, plus regular jobs
- Action item to approve Change Order for data transformation to finish Phase II; substantially absorbed in existing project budget