



# #HelloMary

Workday Information

October 21, 2024

Workday Special Edition #6

## GO-LIVE PREPAREDNESS

The upcoming months will be focused on **user readiness testing, staff readiness, and system transition**. The items below will be scheduled out and communicated in the November Workday Special Edition #7.

### User Readiness Testing

- Diverse employees from different departments will participate in User Readiness Testing starting in November.
- Testing focused on manager and employee use in Workday for daily tasks.
- Feedback on testing will guide final configurations before going live.

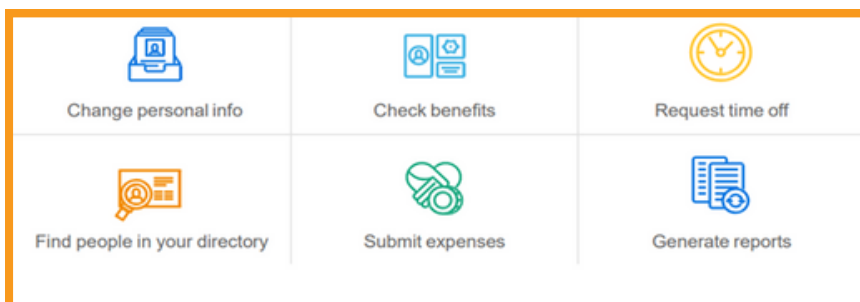
### Staff Readiness Training

- HR staff will be rounding in the hospital to answer questions from employees and leaders about navigating Workday beginning mid-December.
- Manager workshops will be held to ensure go live readiness.
- Workday specific training will be held for self-service, time tracking, leave of absence, benefits, etc.
- A Workday website will be available for user guides.

### System Transition

The transition to Workday will overlap the of running two HR systems simultaneously. This requires thorough management of data to ensure employee records are accurate. Below are some examples of items that may be impacted:

- Employee self-service to pause through the transition with only paper changes.
- Needs assessment may be require for new hire requests.
- Delayed creation of new positions.
- Black out period for employee job changes.



Want to be a  
User Readiness Tester?  
Scan the QR code below  
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