HR/Payroll Modernization Overview

January 2015

HR/Payroll

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Technology has Changed Our Workplace

Technology in the workplace has changed dramatically between the 1980s and today:

- Typewriters ⟶ Computers
- Classified Job Ads ⟶ Internet Job Postings
- Handwritten Pay Checks ⟶ Direct Deposit
- Wired telephones ⟶ Smartphones
- Floppy Discs (170 KB) ⟶ Thumb Drives (32 GB)
- Commodore 64 Computer ⟶ Laptops and Tablets
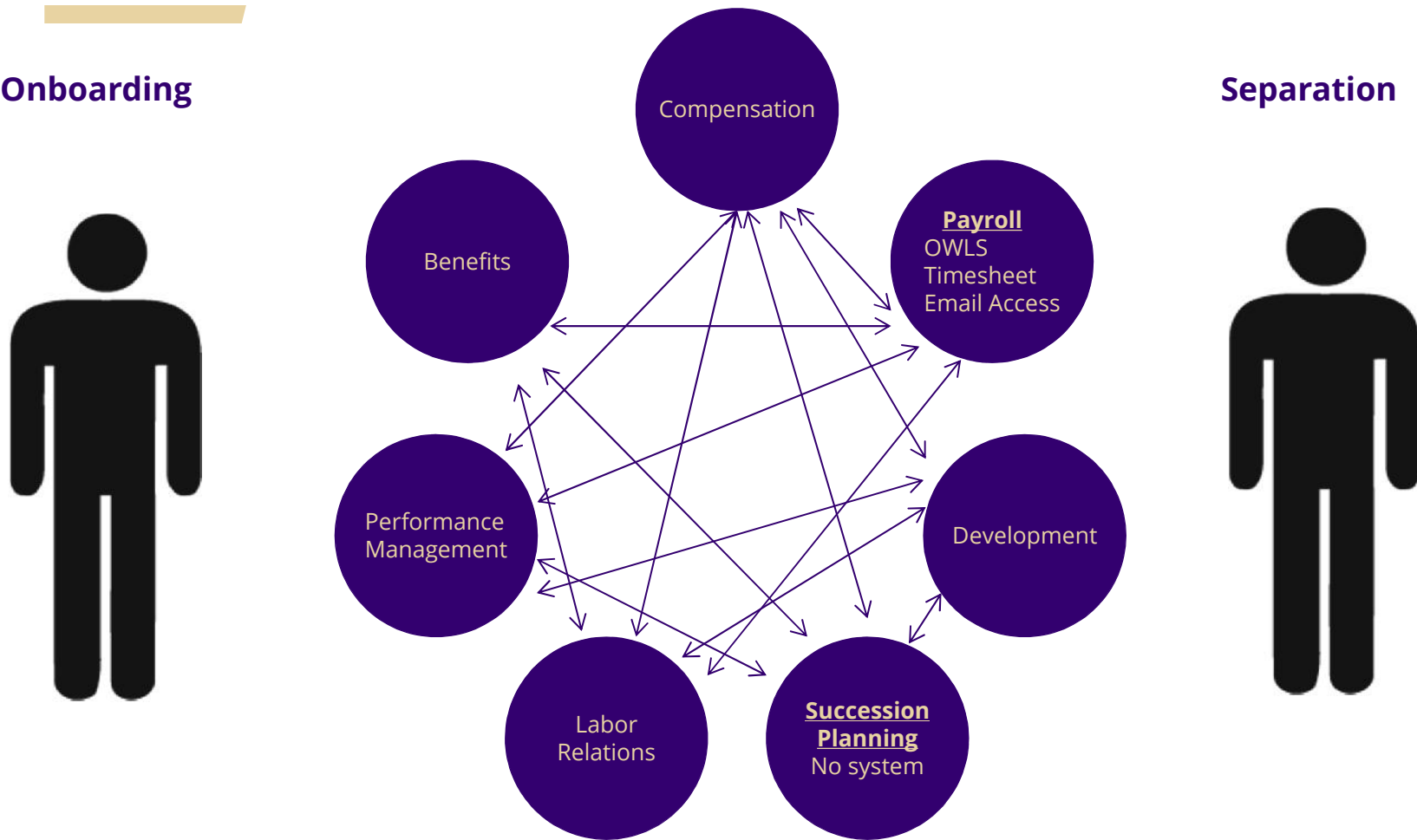
UW has Changed: 1982 – Now

The current payroll system was implemented in 1982; the UW's business needs have evolved significantly since then.

		1982	Today
Annual Revenue		$552 million	$4.6 billion
Primary Revenue Sources	State appropriation	28% ($154M)	6% ($276M)
	Tuition and fees	13% ($71.8M)	13% ($598M)
	Research grants and contracts	27% ($149M)	30% ($1.38B)
	Patient care	14% ($77.3M)	29% ($1.33B)
Human Resources	Number of employees	20,000	40,000
	Number of faculty	2,496	3,927
	Unionized staff	7,000	17,000

Current State of Information Flow

Onboarding

Separation

- Compensation
- Benefits
- **Payroll** OWLS Timesheet Email Access
- Performance Management
- Development
- Labor Relations
- **Succession Planning** No system

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Basic Questions UW Can't Answer

Due to limited access to HR and payroll data, UW is unable to answer some questions that are necessary for strategy and organizational planning.

- How many open positions does the University have at any given time?

- Which employees work at a given UW location?

- What percentage of new hires were still here one year and two years from hire date?

- What is the average turnover rate?

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Our Opportunity

- Replace UW's existing payroll system with a *modern*, integrated HR and payroll system

- Implement a technology platform that allows UW to outsource the infrastructure

- Implement standardized HR and payroll processes and practices across the entire University

- Reduce UW's risks, realize efficiencies, enable modern practices, and provide better competitive positioning

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What is an HR System?

An HR system is a tool used to store and access HR-related information and perform HR-related functions ranging from recruitment through separation or retirement.

- Job announcements
- Compensation tasks
- Onboarding of new employees
- Position management
- Leave tracking
- Administering benefits

Such a system provides management of all employee information, allows reporting and analysis, and integrates with a payroll system.

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Introducing Workday

- Selected to provide the new HR/payroll system
- Provides a single source of employee data across the University
- Is highly configurable, but will not be customized to meet every department's unique needs
- Successfully implemented in other universities, including
  - Brown
  - Carnegie Mellon
  - Cornell
  - Georgetown
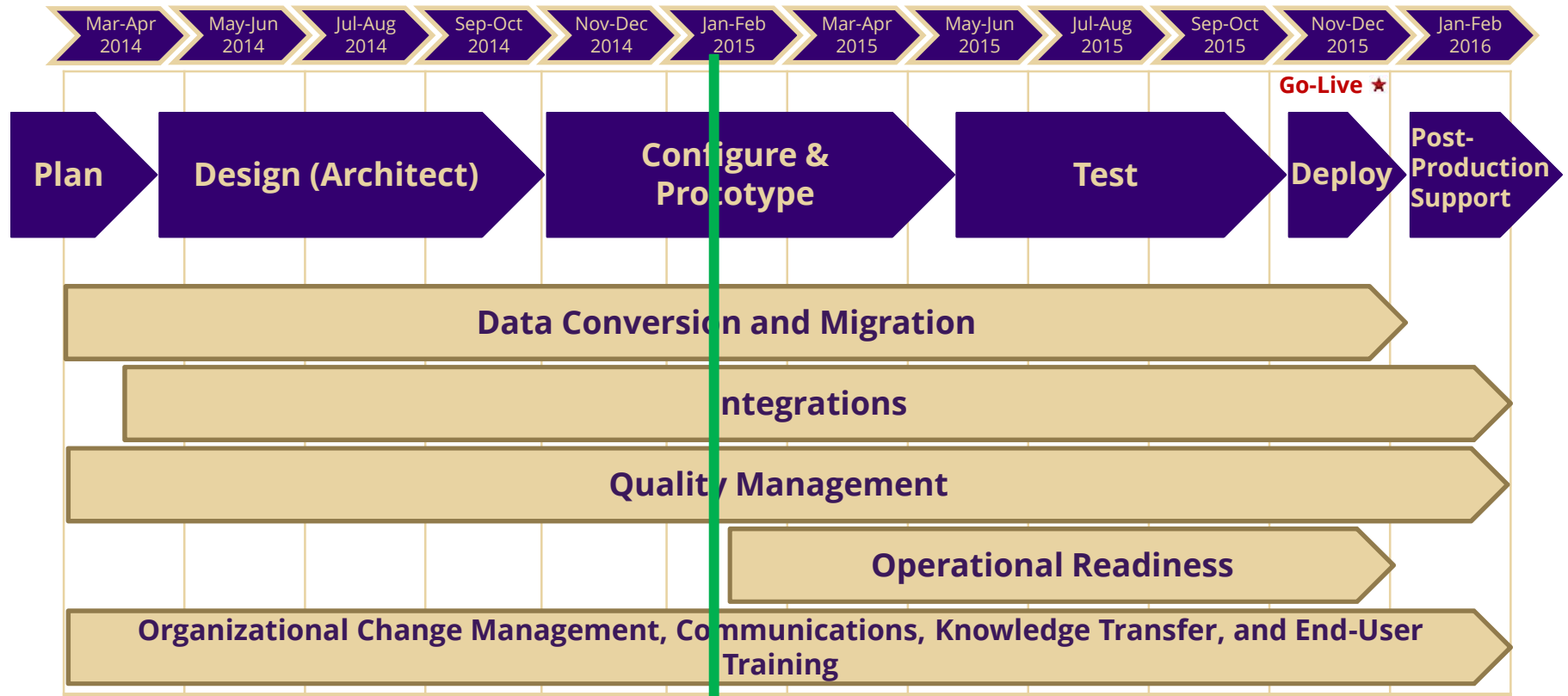 - University of Chicago
  - University of Southern California

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Going Live December 20, 2015

HR/P Implementation Timeline

We are here!

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Work Completed to Date

- Extensive planning work in 2012-13 to redesign the UW's HR and payroll business processes
- Completed a seven-month design process, with more than 300 campus representatives participating
- Loaded employee data into Workday
- Launched a project newsletter, UW@Work

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High-Level Impacts

Area of Impact	Current and Future Approach
Employee Self-Service (ESS)	Employees currently use ESS to review earnings statements, check leave balances, update contact information, and obtain W2s. In the future, employees will use Workday for these functions. Access to historical W2s (prior to 2016) will continue to be available through the Payroll Office.
Pay Frequency	Currently, employees are paid on the 10th and 25th of the month (a semi-monthly pay cycle in which employees receive pay 24 times per year). Beginning Dec. 20, 2015, employees will be paid on a biweekly pay cycle, meaning they receive pay 26 times per year.
Time Tracking	UW employees currently use a variety of methods to submit hours worked or leave hours. In the future, most employees will use Workday to submit time worked and leave time, and that leave will be approved by managers in Workday.

Current Activity

- Building the system to the specifications outlined in the Design phase
- Finalizing design decisions (such as Academic quarterly pay)
- Testing and validating employee data in the system
- Reaching out to the UW community through stakeholder engagement activities

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