HR/P Talking Points
January 2015

Overview

- HR/Payroll Modernization (HR/P) is a major initiative to replace the University's 33-year-old legacy payroll system with a modern, integrated human resources and payroll system.

- As the name reflects, HR/Payroll Modernization encompasses more than replacing a system. It also will provide a set of standardized processes to significantly improve support for critical HR and payroll work across the University, including the Medical Centers.

- The new system will go-live in late-December 2015 to support the first payroll of 2016.

Current Status

- The Configuration and Prototype phase began November 1 and continues through mid-May.

- The original scope for the HR/P Modernization project is largely unchanged. No key scope items are being deferred to future phases of the project. The project will deliver full functionality in late-December 2015, consistent with the original plan.

- The project is currently under budget, primarily due to lower-than-anticipated staffing costs.

- In this phase, the project team will configure Workday to the specifications that were determined in the Design phase. This phase generally appears quiet to those outside the project team; however, a great deal of work is underway. Core activities in this phase include:

    o Complete configuration and prototyping of system in preparation for the Test phase; conduct project team testing of the Workday system design and integrations with campus systems, as well as our new business processes.

    o Build integrations and develop customized reports to meet operational requirements.

    o Complete loading and validation of more robust employee data in Workday.

    o Inform and secure buy-in from the University community about the project, impacts, and preparedness activities; develop readiness teams to drive awareness and required action.

    o Partner with UW-IT to help technical system owners of impacted downstream systems understand the new data model and implications for their systems.

    o Identify the recommended ongoing operating model.

- The comprehensive Prototype 1 (P1) data load was successfully completed in December. Data validation is now underway.

    o Data loaded include: robust personnel data for 45,000 employees and 500 contingent workers; 48,500 positions (some employees have multiple positions); and 3,000 supervisory organizations.

    o Having this comprehensive data in place will allow for more robust development and testing using UW-specific data. The data conversion team will continue to add and improve the data through the project.

Topics of Interest to the UW Community

The following topics are those currently raised most frequently within the UW community.

Biweekly Pay

- Significant consideration was given to the decision to move to a biweekly pay cycle. A biweekly pay cycle aligns with both business and healthcare best practices.

- All UW employees will be paid on the biweekly pay cycle beginning December 20, 2015. There will be a single pay cycle for the entire University, which spans 14 days starting on Sunday and ending on Saturday.

- Pay will be received more frequently, occurring 26 times per year instead of 24. There will be approximately an 8% reduction in each pay check, but there will be no change to an employee's annual salary.

- A pay cycle does not have to tie to an appointment start or end date, or eligibility rule for retirement. For example, an appointment may end on December 31, 2015, even though the pay period does not close until January 2, 2016.

- The current appointment quarter dates and academic year dates will remain in place.

- The HR/P project team has developed a website that contains helpful information about the biweekly pay cycle, which includes a personal budgeting fact sheet and payroll calculator. Visit http://f2.washington.edu/teams/hrp/payroll to learn more.

Annual Leave

- Currently, sick and vacation leave accrue at the end of the month in which they are earned and are available for use by eligible employees beginning the first of the following month.

- With Workday, sick and vacation leave accruals will be updated following the close of each biweekly payroll and available for use the first of the following pay period.

- There will be 26 pay periods per year; therefore, leave accruals will be posted and available to employees 26 times per year instead of 12 times per year, as is currently the case.

- Adjustments to an employee's vacation accrual rate based on length of service will be based on the number of qualifying biweekly pay periods an employee has worked instead of completed months of service. A pay period will qualify if an employee is in pay status (e.g., works or is on paid leave) at least 54% of the scheduled hours in the pay period.

- Annual and sick leave accruals will be calculated differently to align with the biweekly pay period, but the amounts received annually will be the same. A fact sheet detailing how leave will be calculated is online at http://f2.washington.edu/teams/hrp/resources.

Accessing Historical Data

- With Workday, most of the current systems supporting UW HR/Payroll will no longer be required, including HEPPS, Online Work-Leave System (OWLS), Online Payroll Update System (OPUS), UW Timesheet, Employee Self-Service (ESS), and Lawson.

- Some historical data from systems being retired already exists in the UW Enterprise Data Warehouse; that data will be retained. Other historical data from those systems will be retained by UW and available to central HR and Payroll offices to meet records retention and analytical requirements.