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PAYROLL AND TIME TRACKING

Replacement Project

PROJECT FACT SHEET



FOR MORE INFORMATION

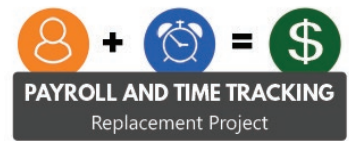
www.oregon.gov/das/HR/Pages/Payroll-time-tracking.aspx

youtube.com/user/DASOregon

CONTACT US

e-mail: osps.workday@oregon.gov

PROJECT FACT SHEET



PROJECT KICK-OFF MESSAGES

HR, Payroll and Time Tracking all in Workday. The rollout of the Workday product as the enterprise HR solution required a highly manual and labor intensive integration between Workday and the legacy Payroll system. Early in 2020, the Payroll & Time Tracking Replacement project team conducted a fit gap analysis of Workday Payroll to ensure it meets Oregon's needs. The Workday solution already contains all the information needed to process payroll and setup user-friendly time tracking options.

IN-SCOPE	OUT-OF-SCOPE
Replacing the Oregon State Payroll Application (OSPA)	Complex scheduling
Replacing ePayroll and agency time tracking systems	Replacing the Statewide Financial Management Application (SFMA)
Replacing the Leave Accrual and Reporting System (LARS)	KRONOS – ODOT's Time Tracking System for complex project tracking

HIGH LEVEL PROJECT PHASE DESCRIPTIONS

Architect & Configure Phases | February 2021 - September 2021

- Configure payroll and time tracking modules and business processes
- Begin building and testing integrations with other state government systems
- Ramp up change management activities for all agencies

End-to-End Testing Phase | October 2021 - January 2022

- Conduct system-wide testing including integrations with State systems
- Some users will be involved so they can get their first look at the new system
- Start developing training materials

Parallel Testing Phase | February 2022 - April 2022

- Conduct system-wide testing with agency payroll and HR users.
- Continue training materials development and schedule training labs

User Acceptance Testing | April 2022 – May 2022

- Hands on testing and training for payroll users

Training | April 2022 – July 2022

- Various methods of training will be used
- All State employees need to learn how to enter their time
- Managers need to learn how to approve time

State-wide Project Go-live | July 1, 2022

- Last payment from legacy system will be June 30, 2022
- First payment from Workday will be July 15, 2022