Haverford College
Workday Implementation Project

Transforming HR, Finance, and Payroll Processes and Systems

November 11, 2016
Project Overview
Project Goals

• Implement a new, user friendly and effective system to better support all of Haverford’s HR, Payroll, and Finance needs.

• Leverage best practice work processes in order to streamline our day-to-day administrative activities.
What is Workday?

- Workday is a leading-edge HR/Payroll/Finance system
  - Hosted in the Cloud by Workday
  - Accessed via a web browser or mobile device
  - Simple user interface (like Amazon or Facebook)
- Will replace current HR (ADMIN), Payroll (ADP), and Finance (Kuali) systems
- Incorporates best practices for Higher Ed
  - Used by many of our peer institutions
Project Scope

HCM
- Human Resources
- Compensation
- Benefits
- Time Tracking
- Absence
- Recruiting

Payroll

Financials
- Financial Accounting/Reporting
- Customer Accounts
- Supplier Accounts
- Banking & Settlements
- Procurement
- Endowments & Gifts
- Expenses & Business Assets
- Budgets
HAVERFORD COLLEGE
Project Objectives – IITS

• Provide a user-friendly system that helps the community accomplish their jobs more easily and effectively.
• Provide flexible reporting tools that better meet college and individual reporting needs.
• Minimize manual processes and manual integrations to maximize time devoted to value added activities.
• Place Haverford within rich communities of practice to ensure good work processes and procedures and enable collaboration.
Project Objectives – Finance

• Easy access to reports to provide timely and accurate data for informed decision making
• Expense reimbursements via direct deposit
• Best practice workflows for faster approvals and reimbursement
• Access to view and adjust payment and tax elections (paystub and W2)
• Practically eliminates need to send paper forms to the business office
Project Objectives – Human Resources

• Provide unified streamline service for HR, Payroll, Benefits, Absence Management, Recruiting, and Onboarding.

• Empower employees with self-service
  ● Hourly employees enter their time online or via mobile
  ● Request leave (sick, vacation, etc.)
  ● Benefits review and enrollment
  ● Update your own profile with personal changes

• Enable managers to review and approve employee time and requests.

• Support simplified process for recruiting and hiring
Project Team
# Change Ambassadors

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Marta Bartholomew</td>
<td>Provost’s Office</td>
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<tr>
<td>Lisa Griffin</td>
<td>Provost’s Office</td>
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<td>Marie Bistline</td>
<td>Business Office</td>
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<td>Bryan Savage</td>
<td>Facilities</td>
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<td>Joe Hudgins</td>
<td>Housekeeping</td>
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<td>Pat Callaghan</td>
<td>Dining</td>
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<td>Kerry Lynch</td>
<td>Institutional Advancement</td>
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<td>Susan McCabe</td>
<td>Athletics</td>
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<td>Wendy Smith</td>
<td>Athletics</td>
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<td>John Castrege</td>
<td>Security</td>
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<td>Cheryl Mathes</td>
<td>Student Services</td>
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<td>Joan Wankmiller</td>
<td>President’s Office</td>
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<tr>
<td>Dawn Heckert</td>
<td>Library</td>
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Contact Us

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