Workday Time Tracking & Absence: User Acceptance Testing
Intro and Agenda

• Introductions:
  - Patrick Munn, Health + Fitness Testing Coordinator
  - Sarah Harley, Trustmark Testing Coordinator
  - Virginia Dimayuga, Health Benefits Testing Coordinator
  - Anjie Coplin, HCM Work Stream Lead

• Agenda:
  - Standard Testing Scenarios and Process
  - Alerts and Errors
  - Work Schedules
  - One-Time Payments
  - Time Tracking Demo
  - Absence Demo
Standard Testing Scenarios

• The Manager for each testing group will receive a spreadsheet of Test Scenarios along with any applicable Job Aids and a link to a recording of this meeting

• Some of your test scenarios may be dependent on others to be completed first. You will see this reflected by the Scenario ID
  – For example TT_04 would need to be completed before TT_04a

• Any updates, questions, or defects should be communicated directly to your Testing Coordinator by 3:30 CST each day

• If your work schedule allows, we encourage you to try and complete your scenarios this week to allow more time for feedback and any required retesting
Getting Started…

• Work Schedules:
  – Your first test scenario will be to review and edit your Work Schedule. A Job Aid for this process will be included with your scenarios.
  – This is a critical task to complete for any worker who has a non-standard schedule so everyone in the test group will complete this task so we can get feedback on the process and job aid.
Getting Started…

• Alerts and Errors:
  − During your testing you will encounter several Alerts and potentially some Errors as well. You will want to review each one you encounter and verify that the description properly clarifies what the issue is.
  
  − **Alerts** – Noncritical issues, will not prevent you from completing an action

  − **Errors** – Critical Issues, will prevent you from moving forward/completing an action
Getting Started…

• Additional Scenarios:
  – Several testing groups will receive additional, unique scenarios related to specific business needs. If any additional information is needed for you to complete that scenario please reach out to your testing coordinator.

  – We are doing light training so that we can get your feedback on how everything is set up in Workday as a new user. There will be an additional training course sent to you after your testing is complete so we can get additional feedback.
One Time Payments
(Health + Fitness HIP Commissions only)

• Personal Training
• Spa/Massage
• Weight Management
• Fee for Service Classes
• Tips

Current State
• The sale of the service is captured in various ePOS systems
• Payments and associated hours are entered in TimeSaver on Demand by employee or manager
• Blended OT for total hours and earnings is calculated by payroll and paid in a lag

Future State
• No change: the sale of the service is captured in various ePOS systems
• Change: payments are entered by Manager using One Time Payment BP (employee capability in March 2019 – safe harbor)
• Change: hours are captured in Workday Time Tracking by employee punching in/out

Pros:
• Coverage Start/End Dates are now required to ensure proper blended OT calculation (requires manager to enter weekly)
• Blended OT will now be paid current
• Employee’s visibility in Workday will show earnings by each position

Cons:
• More lengthy process than TSOD; will have a learning curve
• No ability to mass process multiple workers (on Workday roadmap)
Time Tracking Demonstration

Enter, Submit, and Approve Time
Making Edits and Corrections
Absence Demonstration

Request and Approve Time Off
Time Off Corrections
Next Steps

• Test Scenarios will be emailed to the Manager for each Testing Group tomorrow morning. This email will also include:
  − Link to the Workday Testing Tenant
  − Job Aids applicable for Test Scenarios
  − Link to a recording of this Kick-Off Session

• Once you begin testing you will be asked to submit an updated Test Scenario spreadsheet along with any issues or defects you encounter to your Testing Coordinator by 3:30 CST each day

• Feel free to reach out to your Testing Coordinator with any questions or concerns.

Thank you all again for your participation!!
Questions?