Today’s Agenda

1. Testing Update
2. Timeline Changes
3. Cutover Tasks
4. Training Update
5. Communications Update
6. Additional Assignment Form
7. Q&A
Testing Update

• Focus Group Testing
  • June 17\textsuperscript{th} through June-end

• Core Project Team Testing
  • Continue in-depth test effort
  • Meet with vendor multiple times/week to review and address issues

• Go/No Go determination was made on July 2\textsuperscript{nd}
  • No Go for August 9\textsuperscript{th} Launch
  • Vendor needed more time to address critical issues
  • Significant progress has been made since to address all issues
Timeline Changes

- Launch Date to Campus is now September 6th
- Core Project Team
  - Week of August 30th will prepare new system for launch
  - Move all Future Leave Requests from UDTIME to UD WorkForce
- Request for Leave Form
  - Will be retired for time off entry on 8/20/20
  - Future time off requests can be entered up until that time
  - Approvals can continue through 8/24/20
## Cutover Tasks

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
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<tbody>
<tr>
<td><strong>Comp Time Balances for Non-Exempt</strong></td>
<td>* Provide list to Departments to review and determine if balance should be paid or recouped</td>
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</table>
| **Balances**                      | * Confirm accuracy of sick and vacation balances.  
* If shadow system exists, that information will need to be collected as well. |
| **Leave Request Form**            | * Employees ARE able to enter time off requests (including future time off) via the Request for Leave Form through 8/20  
* Forms pending approval may continue to be addressed through 8/24  
* Forms still pending approval as of 8/25 will be cancelled and the employee will need to re-submit in the new system  
* In the interim (8/20-9/6), departments will have to track this manually and enter into the new system |
| **Time Off Balance View**         | * Will provide the ability for employees to view historical leave requests (RFL Webform) with a link to the new system for Bank Balances.  
* Balances will no longer be present. |
| **Department Table Updates**      | * Update table to reflect HR Managers and College Business Officers  
* We are coordinating a mass load with IT |
| **Supervisor Changes**            | * Submit HR Supervisor Update Webform(s) effective 9/1/20 for changes to Timekeeper 3 Role identifying NEW Reporter Role (where applicable)  
* Label on Timekeeper 3 Role within the Supervisor Update form will change to ‘Reporter’ on 8/20 |
| **Access to UD Time (old system)**| * Access will still be needed for reference/historical purposes |
| **Amending Time**                 | * Amendments to time dating back to June 1 will be done in the new system  
* Amendments prior to 6/1 will need to contact UDWorkforce@udel.edu |
Training Update

• Training modules by Role will be posted to the UD WorkForce Website as they become available.

• Materials consist of:
  • Online Training
    ➢ Self-paced PPT Videos
    ➢ Video Recordings
  • Job Aids
Communications Update

- UD WorkForce Website  http://www.udel.edu/udworkforce
- Campus Posters
- Campus Blast Email from the Payroll Department – next week
- Weekly Communications & Marketing email from John Brennan
- Working at UD (HR Newsletters) – August edition
- Digital Ads on some of the College/Department websites
- UDaily Article - August
Additional Assignment Form

- IT completed coding of the requested changes
- Highlights include:
  - Better experience when Processing Assignments
  - Better audits while processing
  - Routing Improvements
  - Ability to Add Attachments
- Core Project Team will be testing in September
- Go Live planned for beginning of October
- Working with Training Team to prepare a Job Aid
Questions