Enterprise Project
Presentation by
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School of Earth Sciences
What you need to know
The Enterprise Project:

is a business transformation that will effect finance, HR, payroll, student services, IT business processes, and data management; replacing core administrative systems (currently PeopleSoft) with Workday.

https://enterprise-project.osu.edu/
Workday (NEW WAY OF MANAGING DATA) is a cloud base Enterprise Resource Planning(ERP) software application. Cloud-base technology can be accessed from anywhere via the Internet.

This software will serve as a single system for Ohio State’s finance, HR, payroll and student information and processes.

https://www.youtube.com/watch?v=HIllyTa9Dlz8
# Enterprise Project Workday Timeline

## Workday Launch Dates

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</thead>
<tbody>
<tr>
<td>Finance, Supply Chain, HR, Payroll, Academic Foundation</td>
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*Note: Please refer to the Workday Release Schedule graphic for more information on Ohio State's future Workday releases, including Workday Student.*

Workday is a cloud-based system that updates twice a year—typically in September and March. All users are on the same version and each update is assigned a new number (e.g., 2020R1, 2020R2).

## Reporting and Analytics Launch Dates

- RAE, Workday Reporting

## Other Launch Dates

- HR Service Delivery, compass.osu.edu, Salesforce
- e-commerce
- Enterprise Support Team, Marketplace

https://enterprise-project.osu.edu/about/timing
Systems Workday will replace/affect:

- eRequest
- eTravel
- eLeave
- Human Resource Action (HRA)
- All PeopleSoft

- Paper processes
- Other OSU systems
- PI Portal will be integrated with WORKDAY

**TODAY I NEED TO...**

- buy a stapler
- hire someone
- take family/medical leave
- view my paycheck
- submit a travel request

- eRequest
- HRA or Green Sheet
- eLeave
- PeopleSoft
- eTravel

**WITH WORKDAY I NEED TO...**

- buy a stapler
- hire someone
- take family/medical leave
- view my paycheck
- submit a travel request

https://www.youtube.com/watch?v=HllyTa9Dlz8
https://www.youtube.com/watch?v=E6aGX7CwY2Y&feature=youtu.be
Changes you will see…

- WORKDAY will provide a platform to manage all grants:
  *Internal, non-Office of Sponsored Programs (OSP), and OSP grants, through post-award.*

- WORKDAY will have Live Data:
  *Real-time data reporting will be more readily available.*
  *Encumbering P.O, travel expenses.*
  *Receive in-system notifications of costing allocations for grants you manage*
  *Link to initiate transactions, integrated with processes depending on access*

- WORKDAY will Simplify processes for Purchasing and Travel:
  *Access the Marketplace directly through Workday to purchase contracted items*
  *Submit requests for travel and upload documentation directly to expense reports using a mobile app.*

- WORKDAY will provide a centralized platform for:
  *OSU Employees payroll /HR*
  *OSU Students financial aid and Academic Progress*

- WORKDAY will provide a “manager self-service” features:
  *These features will provide managers the opportunity to initiate or approve select transactions for their teams in partnership with a unit’s HR and/or fiscal staff.*

https://enterprise-project.osu.edu/about/decisions-changes
Example of WORKDAY Dashboard:

https://www.youtube.com/watch?v=i67dk-IcjEY&feature=youtu.be
Training opportunities will begin late summer 2020.

In the meantime….

• Visit the Enterprise Project Webpage

• View 10 minute Workday101 training video available in BuckeyeLearn

• View YouTube video's related to the Ohio State Enterprise Project

• Ask questions to the Enterprise Project

• Training opportunities will begin late summer 2020.

What type of training do you need to take?

The amount and type of training you will need depends on your role at Ohio State. Employees who infrequently use the current administrative systems (such as eLeave, eTimesheet and HR Action) will only need a few informal trainings. The foundational training that **most employees** will benefit from is listed in the table below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Delivery method</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigating Workday</td>
<td>video</td>
<td>10 minutes</td>
<td>Recommended for all employees.</td>
</tr>
<tr>
<td>Requesting Goods and Services – The Buying Experience</td>
<td>eLearning</td>
<td>45 minutes</td>
<td>Recommended for employees who purchase goods and services.</td>
</tr>
<tr>
<td>Spend Authorizations and Expense Reports</td>
<td>eLearning</td>
<td>30 minutes</td>
<td>Recommended for employees who travel for university business or for employees who book travel for university business.</td>
</tr>
<tr>
<td>Introducing the PI Portal</td>
<td>virtual instructor-led training</td>
<td>60 minutes</td>
<td>Required for faculty principal investigators.</td>
</tr>
<tr>
<td>Requesting Goods and Services – The Health System Buying Experience</td>
<td>virtual instructor-led training</td>
<td>90 minutes</td>
<td>Required for Health System and OSUP authorized users who purchase goods and services.</td>
</tr>
</tbody>
</table>

[https://enterprise-project.osu.edu/about-training](https://enterprise-project.osu.edu/about-training)
Training for staff and faculty who have supervision duties:
You are a **faculty manager** if you have below position reporting to you:

- **Post Doctoral employee**
- **Research employee**
- **Administrative employee**

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<td>Core Concepts for Managers</td>
<td>eLearning</td>
<td>15 minutes</td>
<td>Required.</td>
</tr>
<tr>
<td>Effectively Managing Your Teams in Workday</td>
<td>eLearning</td>
<td>30 minutes</td>
<td>Required.</td>
</tr>
<tr>
<td>Hiring for Managers</td>
<td>eLearning</td>
<td>90 minutes</td>
<td>Required.</td>
</tr>
<tr>
<td>Maintaining Your Team in Workday</td>
<td>eLearning</td>
<td>60 minutes</td>
<td>Required.</td>
</tr>
<tr>
<td>Separations for Managers</td>
<td>eLearning</td>
<td>15 minutes</td>
<td>Required.</td>
</tr>
<tr>
<td>Reporting Basics</td>
<td>video</td>
<td>15 minutes</td>
<td>Recommended.</td>
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</tbody>
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https://enterprise-project.osu.edu/about-training
Thank You

Please direct your questions related to Enterprise Project WORKDAY to:

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https://enterprise-project.osu.edu/about/workday-explained