

October 22, 2018

TO: UMMC Employees

FROM: Workday Project Co-Sponsors:
Paul Veregge, M.D. , UMMC Chief Information Officer and Chief Medical Information Officer
Paula Henderson, UMMC Chief Human Resources Officer
Sam Smith, UMMC Chief Financial Officer, Interim

SUBJECT: Workday Alert #1

As you've heard, UMMC is implementing Workday as our new enterprise resource planning system (ERP). Human Capital Management (HCM) and Payroll, components making up the first of three phases, will go live on 1/1/19. For this phase, Workday will replace PeopleAdmin and the Human Resources and Payroll components of Lawson.

As occurs with organizational-wide implementations of this nature, pausing particular businesses processes to allow for training, testing, and installation of the new system is necessary. Pausing specific business processes will also minimize work-in-progress discrepancies in the transition between the Lawson/PeopleAdmin and Workday systems.

At this time, be advised of the following scheduled business process pauses effective **Monday, November 5, 2018:**

- **Creating a New Job Code/Title and Job Description**
- **Updating a Job Description for an Existing Position**
- **Reclassification of an Existing Budgeted Vacant Position**
- **Reclassification of an Existing Budgeted Filled Position**
- **Request for a Market Review for a Group or Individual**

There is every intention to restart this business process by **Sunday, January 13, 2019**. The implementation team will assess progress to determine if the pause can be lifted sooner.

As any additional business process pauses are determined, you will be notified as quickly as possible.

Thank you in advance for your support of a successful transition to Workday.

For more information about Workday, please visit www.umc.edu/Workday .