

November 16, 2018

FROM: Workday Project Co-Sponsors:

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SUBJECT: Workday Alert #3 - Labor Distribution Data in Workday

In preparation for the **January 2, 2019** go-live of the [Workday](#) Human Resources and Payroll components, the current Lawson labor distribution **processes** will be phased out on **November 30, 2018**. This is a necessary step to ensure the labor distribution data that is loaded into Workday is accurate and to reduce the possibility of discrepancies between Lawson and Workday.

There are several key factors and dates to be aware of at this time:

- **Now – November 30, 2018**

Lawson labor distribution templates (GM10.2) should be reviewed and/or updated to ensure that all lines on every active template has an end date of December 29, 2018 or later.

- **November 30, 2018**

Access to modify or create new labor distribution templates will be removed at the close of business on this date. Users will continue to have the ability to run labor distribution related reports in Lawson through the Workday go live in January.

All approved, active templates in place on November 30 that include effective dates associated with the December 16th-29th pay period will be converted into Workday.

- **December 1, 2018 – December 31, 2018**

Labor distribution changes that occur during this time period will be paused until after the Workday go-live. Labor cost transfer requests that have effective dates **on or prior to** December 15, 2018 should be submitted as usual to the Office of Research and Sponsored Programs – Post Award. These will be processed in Lawson after the Workday go-live.

- **January 2, 2019**

Workday Human Resources and Payroll will go live. Users will have access soon after this date to assign new Workday costing allocations, to run related reports, and to make any corrections needed that have an effective date **on or after** December 16, 2018. Details on training for costing allocations will be communicated soon.

Thank you for all you are doing to prepare for the Workday go-live in January. You can find more information on Workday and the January go-live at umc.edu/Workday.

If you have any questions, please contact the DIS Help Desk at (601) 984-1145 and select the “Workday” option.

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