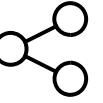


# Workday Accessibility



The State recognizes the importance of making sure all individuals have equal access to the information and data they seek and considers accessibility an important requirement when selecting software products.

Workday Accessibility optimizes tasks for users on assistive technology, referencing standards set by:

- Section 508 of the US Rehabilitation Act.
- The W3C Web Content Accessibility Guidelines (WCAG) 2.0.

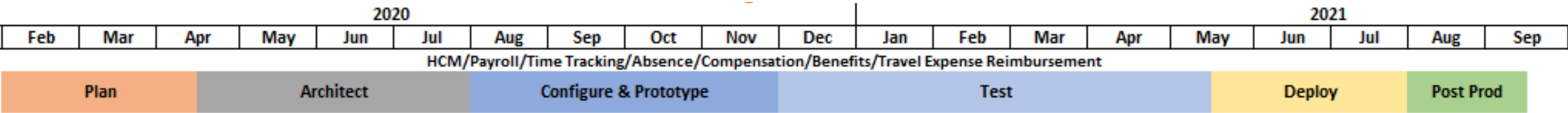
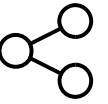
Workday's accessibility functionality enables you and your users on assistive technology to:

- Magnify text on a responsive interface that optimizes content based on the screen size of your device.
- Use compatible assistive technology like a screen reader for text-to-speech output.
- Use keyboard support to navigate through Workday without a mouse.
- View Workday with high color and contrast, improving legibility for all users.

Accessibility in Workday is available to all users upon signing into Workday and requires no additional configuration in Edit Tenant Setup tasks.

# WorkSmart Status

## Phase 1 – Human Capital Management (HCM)



**The HCM project team remains focused on preparing for End-to-End testing.**

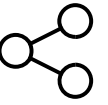
**What is E2E Testing?** It's when testers validate that a process works from initiation through approval, with business processes configured and integrations turned on.

N O V E M B E R 2 0 2 0

**HCM Go-Live**

**End-to-End Testing Milestones**

- 10/2 – 11/16: End-to-End tenant is built**
- 11/16 – 11/27: End-to-End tenant is validated**
- 12/7: End-to-End testing team kickoff is held**
- 12/7 – 2/5: End-to-End testing is executed**



# Spotlight on End-to-End Testing (E2E)

## Status

Tenant build = **Complete**

Tenant validation = **In progress**

Testing team kickoff = **Scheduled**

Testing = **On target to begin December 7**

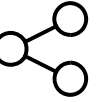
## Tenant Data Validation

Agency contacts involved in FDM Data validation attended training on October 2. They will return their completed Data Validation Scenario Spreadsheet to their core team contact by end of day November 20.

## Sample Build Activities

- ✓ Load Spend Categories and Spend Category Hierarchies, Retiree Organizations, Funds and Fund Hierarchies, HCM & FIN Custom Organizations, Companies, Approved worker data extracts, e.g. emergency contacts, beneficiaries, dependents, Job Profiles, Compensation packages, grades, and plans, Benefit Plan Elections, etc.
- ✓ Migrate reports setup and custom reports
- ✓ Migrate and update remaining pieces of configuration data

# Workday Terminology



A **Supervisory Organization** is a foundational, hierarchical position-to-position structure. It is the primary organization for Workday HCM as it groups workers into a management hierarchy.

- All employees must belong to a supervisory organization
- Each supervisory organization must have a manager
- Each manager exists outside of the group they manage as a member of **their** manager's organization.



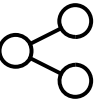
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The **Foundation Data Model (FDM)** is the data model used across HCM and Financials that establishes the foundation for Workday.

- Our Transitional FDM for Phase 1 is a subset of our I/3 chart of accounts mapped to Workday dimensions.
- Agencies will be invited to attend FDM working sessions beginning December 1.

## Phase 1 Financial Data Model (FDM)

Legacy Element	Legacy System	Description	Workday Object	Workday Usage
FUND	IS		Fund	Organization Assignment Time Sheet
APPROPRIATION	IS		Custom Organization 01 (Appropriation)	Organization Assignment Time Sheet
DEPARTMENT	IS	Primary COA element identifying decentralized organizations with the State of Iowa	Custom Organization 02 (3 Organizational String)	Organization Assignment Payroll Costing Allocation Time Sheet
UNIT	IS	Lowest required decentralized COA element within a Department. The purpose of Unit is different depending on the Department		
SUB UNIT	IS			
OBJECT	IS	Identifies the character of spending at the State of Iowa	Spend Category	Account Posting Rules
REVENUE SOURCE	IS		Revenue Category	Account Posting Rules
DEPARTMENT	IS	Primary COA element identifying decentralized organizations with the State of Iowa	Custom Organization 03 (3 Costing String)	Payroll Costing Allocations Time Sheet
PROGRAM	IS	Identifies grants in IS. May be used for other purposes by departments.		
ACTIVITY	IS			
DEPARTMENT OBJECT	IS			
TASK	IS			
TASK ORDER	IS			
WORK REPORTING CODE	HRIS	Classifies hours worked to support departmental processes such as billing and/or managerial reporting. Used on the HRIS timesheet.	Custom Worktag 01	Time Sheet



# Virtual Roadshows

The WorkSmart Readiness Team is continuing to offer an overview of the WorkSmart Project for executive leadership teams across the State. To help ensure that each leadership team gets the opportunity to participate, the Readiness Team has put together four open registration roadshow events which any leadership team can attend including individuals who were unable to attend previously scheduled roadshows for their agencies.

Date	Time
Thursday, December 3	3:00 -3:30 CST
Monday, December 7	1:00 -1:30 CST
Thursday, December 10	10:30-11:00 CST
Tuesday, December 15	2:00 -2:30 CST

## Change Agent actions:

- Ask leadership if they wish to attend
- Access registration form through Change Agent Library
- Register attendees by submitting form to [WorkSmartReadiness@iowa.gov](mailto:WorkSmartReadiness@iowa.gov) no later than two days prior to the event
- Send reminder two days prior to the event
- Attend with your leaders
- Follow up with leaders to ask if there are questions

Note: Leaders from agencies which have already attended a WorkSmart leadership virtual meeting or have a meeting scheduled, do NOT need to attend one of these open registration roadshow events.