

# (131) BUSINESS CASE: HR/PAYROLL CORE IMPLEMENTATION AND INTEGRATIONS

## PROJECT SUMMARY

The University of Washington has begun an enterprise-wide, multi-year initiative to replace the existing payroll system with Workday's integrated, Software as a Service (SaaS) Human Capital Management (HCM) solution. The new system is expected to go live in late December 2015 as activities begin for the first pay cycle of 2016. Successful implementation of Workday HCM also requires the timely completion of several interdependent HR/Payroll core implementation and integration projects :

- Modify UW's enterprise finance and student administration systems to interact with the Workday HCM solution
- Provide identity management and access controls for the Workday HCM solution
- Adapt the Enterprise Data Warehouse data models, processes, and reports due to the new HCM solution
- Facilitate integration testing between the Workday HCM and the other UW enterprise systems

*The budget estimate below is limited to UW-IT's effort to complete its projects and does not include the HR/Payroll Modernization Program's effort to configure and implement Workday HCM.*

## KEY OBJECTIVES AND BENEFITS

This series of interdependent projects is necessary to support successful implementation of the HR/Payroll Modernization effort, which will provide a set of standardized HR and payroll processes and practices across the entire University. The HR/P Modernization effort will reduce UW's risks, realize efficiencies, enable modern practices, and provide better competitive positioning.

An integrated HR and payroll system will retain comprehensive information about positions, appointments, and employees, including a full lifecycle of activities ranging from recruitment to retirement or separation. The HR and payroll components of the system will inform each other of critical information such as who is employed and in what position, which benefits they are eligible for, and so on. The system also will contain critical workforce information, including organizational information, individual skills and competencies, performance ratings, labor relations information, licensure requirements, and career development plans.

The HR/Payroll Modernization effort will transform the infrastructure supporting our workforce. It will:

- Significantly improve critical HR and payroll functions for the entire University (including recruiting, payroll, time and leave management, compensation, and benefits management)
- Strengthen regulatory compliance
- Deliver better information for decision making
- Produce substantial efficiencies and productivity gains throughout UW units

## TIMELINE ESTIMATE

Estimate of Project Duration (#of Months):	28 months	Start date (Month, Year):	March 2014
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## BUDGET ESTIMATE – complete the yellow boxes (double-click)

	Implementation		Ongoing (Annual)	
Contributed Labor (# of Hours @ \$107):	30,000	\$ 3,210,000		\$ -
New Labor (# of FTE @ \$135,000/yr):		\$ -		\$ -
HW/SW/Other non-Labor Expenses:	100,000	\$ 100,000		\$ -
<b>Total:</b>		<b>\$ 3,310,000</b>	<b>Total:</b>	<b>\$ -</b>

## FUNDING

How will this project be funded? (check all that apply)  Existing UW-IT Budget  Provost  Self-sustaining, grant, other

Are the funds for this project already committed?

Implementation:  Yes  No  Partially, explain: \_\_\_\_\_

Ongoing (annual):  Yes  No  Partially, explain: \_

## PROJECT DEPENDENCIES

### UW-IT

(73) Metadata Management Infrastructure

### Other Project Dependencies

UW Medicine; Human Resources Information Services; Housing and Food Services; Academic Human Resources; Washington Health Care Authority

## PRIORITIZATION CRITERIA

### 1. Strategic Value

#### 1. Does this project improve the University's academic or research excellence?

The new system will substantially reduce administrative burden associated with HR and payroll processes, allowing UW staff to focus more energy on academic and research excellence.

#### 2. Does it improve the UW's competitiveness by helping to attract the best students, faculty, and staff or by increasing and diversifying funding?

The ability to recruit and retain top faculty, students, and staff will be aided by the introduction of modern tools and interfaces to manage faculty and staff.

#### 3. Does it enhance interdisciplinary collaboration in research, instruction, or other University efforts across organizational, regional, or global boundaries?

The project will transform the infrastructure supporting our workforce. It will strengthen regulatory compliance and provide better information for decision making. It also will produce substantial efficiencies and productivity gains, and allow our people to focus on strategic priorities.

### 2. Impact

#### 4. Does this project improve the personal productivity or experience of students, faculty, or staff (i.e. individual end user of system or service)?

Yes. The HR/P system will produce substantial efficiencies and productivity gains for those folks currently involved in HR and payroll functions, and for managers/supervisors reviewing the data.

#### 5. Does it benefit a large number of UW students, faculty, or staff?

All members of UW's workforce will benefit from this system, some more than others.

#### 6. Does it improve administrative efficiency or reduce overall administrative costs for the University (and not by shifting costs to units)?

Yes. Through standardization, the HR/P system will significantly improve administrative efficiency. Following implementation, units will be able to realize savings in administrative costs due to departmental system support efficiencies, improved processes, and reduction in redundant data entry.

### 3. Risk

#### 7. Does this project help sustain and strengthen core IT operations, mitigate operational risk, or ensure key services are resilient?

An overwhelming portion of the risks related to the current HR/Payroll systems and processes will be mitigated by a new HCM system and, in particular, with the recommended solution. This includes information security, loss of critical data, and aging systems.

#### 8. Does this project address compliance, financial, or information security and privacy risk?

Yes. It will help reduce risk that is increasingly embedded in the way we do business, including compliance, financial, operational, and strategic risks.

PREPARED BY: BILL SHIREY

DATE: FEBRUARY 25, 2014

APPROVED BY (Division Head): Bill Shirey

DATE: FEBRUARY 25, 2014