



# Project Perspectives

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## In This Issue

- Project Update
- What does Workday Maine mean for ME?
- Training Preview
- Meet the Lead Trainers
- Introduction to Workday Terminology
- Questions & Answers about Workday

## Website Resources

[www.maine.gov/workday](http://www.maine.gov/workday)  
[www.workday.com](http://www.workday.com)

## Coming in the next issue...

- A closer look at employee and manager self-service

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## Project Update

The Workday Maine human resources management system implementation is currently in the **Configure & Prototype** phase.

2019			
ARCHITECT	CONFIGURE & PROTOTYPE	TEST	DEPLOY
Jan/Feb/Mar/Apr	Apr/May/Jun/Jul/Aug	Aug/Sep/Oct/Nov	Dec

In general, this is when the project team is confirming and configuring the system requirements. So, what does this mean for the average employee?

**It means there are just six months before the system will go live and employees will begin a new way of requesting time off, accessing payroll information, selecting benefits, and much more!**

The next important milestone for employees will be during the **Test** phase (August – November) when training on the new system will be rolled out. (Read more about training on the next page.)

## What does Workday Maine mean for ME?

Beginning in January 2020, every State of Maine employee will use the new Workday Maine system. This includes park rangers, transportation workers, hospital staff, legislators—anyone who receives a paycheck from the State.

Even if you don't use a computer today as part of your day-to-day work, you will begin using the self-service features in Workday Maine starting in January 2020.

The great thing is you will be able to access the system anytime, from any computer or mobile device that has State of Maine authentication.

Want to request time off, update your address, or view your check stubs during off-work hours? You'll be able to do all this and more using employee self-service (ESS) in Workday Maine.

ESS is as easy as making a purchase on Amazon.com or checking your account balance through online banking.

Not only is Workday Maine great for individual employees, it's an important modernization initiative for the State that will result in reduced paper, streamlined services, improved efficiency, and better use of taxpayer dollars.



## Training Preview

Because every State of Maine employee will be using the Workday Maine system, every employee will need to be trained.

However, how much training you will need and what format it will be depends on your position.

All employees will receive employee self-service training. ESS training will include job aids and quick reference guides, video tutorials, and other knowledge transfer opportunities (e.g. roadshows).

Managers will receive additional self-service training in how to do things like approve timesheets and time-off requests, as well as run reports.

In addition, employees who perform specific functions—such as recruiting, time tracking, and payroll—will receive more advanced, instructor-led training.

Training will take place between October and December. Stay tuned for updates!



Job Aids & Quick Reference Guides



Video Tutorials



Knowledge Transfer



Instructor-Led Training



Webinars



Assisted Lab Sessions

## Meet the Training Leads



Ahmadah Afif (left) and Sherrell Williams (right)

Maine is fortunate to have two experienced lead trainers overseeing the Workday training development and deployment: Ahmadah Afif and Sherrell Williams.

Ahmadah (pronounced “Ahkmuduh”) led Workday training for the state of Maryland and the University of Texas at Austin. She has also been engaged in other enterprise resource planning (ERP), training and development projects for over 15 years.

Sherrell brings 20 years of experience in training and development. Some of her former Workday clients include the state of Maryland, University of Texas, Georgetown University, University of Virginia and Momentive Performance Materials, a global company.

Additional trainers will be joining Ahmadah and Sherrell over the next few months to help develop training materials, conduct roadshows, and coordinate the instructor-led training delivery.

## Introduction to Workday Terminology: Supervisory Organization

A supervisory organization is the foundational structure in the Workday application. It defines who reports to whom, and groups employees into a management hierarchy. It also drives business processes when an action – such as a time-off request – needs to be initiated or approved.

Every employee will be assigned to a supervisory organization in Workday. You will be able to view this information, along with many other details about your position, using the employee self-service features.



## Questions & Answers about Workday Maine



Several State of Maine employees have submitted questions about Workday Maine to the general mailbox ([workday.maine@maine.gov](mailto:workday.maine@maine.gov)).

When a question is submitted, it is directed to a subject matter expert on the project team for research and response. Below is a selection of recently submitted questions and answers.

If you have a question that's not answered here or on the FAQs page at [www.maine.gov/workday](http://www.maine.gov/workday), be sure to send it to the mailbox!

### ***Will Workday Maine have a time card feature that requires everyone to punch in and out of work, including start and end times as well as breaks/lunches?***

Time tracking in the new system will offer several options. Groups of employees will have different requirements for entering their time depending on their agency's specific needs. You will receive more information about how your team will be entering time during the training rollout (October – December).

### ***Will this new system keep track of Family Medical Leave (FML) time used/remaining for employees using FML? Currently, I have to document on TAMS when I use FML (paid or unpaid), but there is no field to indicate time remaining.***

One of the many new features we are excited to implement is FML balance tracking within the Time Tracking and Absence Management modules. You will be able to see what you have used, by category, as well as what you have available to you.

### ***Will I have access to my deferred compensation account through Workday?***

Employees will be able to view benefits elections and change benefits elections, including deferred compensation. Additionally, we will have links to benefits providers so that users can link directly to their deferred compensation accounts.

### ***Will we be able to see and print off paystubs even from home? Currently, we can only access this information from a work computer.***

Employees will be able to see and print paystubs from Workday Maine and most employees will be able to access the system from home.

### ***Will employees be able to use Workday on their personal smartphone or only on a state issued "work" smartphone?***

Employees will be able to access Workday on both personal and State-issued devices. The Workday app is available for any mobile device through the Apple App Store (for iPhones and iPads) and the Google Play Store (for Android devices). Employees will receive instructions on how to log in through the website and set up the app before go-live. Non-State devices on non-State networks will have more authentication requirements than a State device on a State network.

