# Enterprise Transformation Ambassador Meeting

May 15, 2018
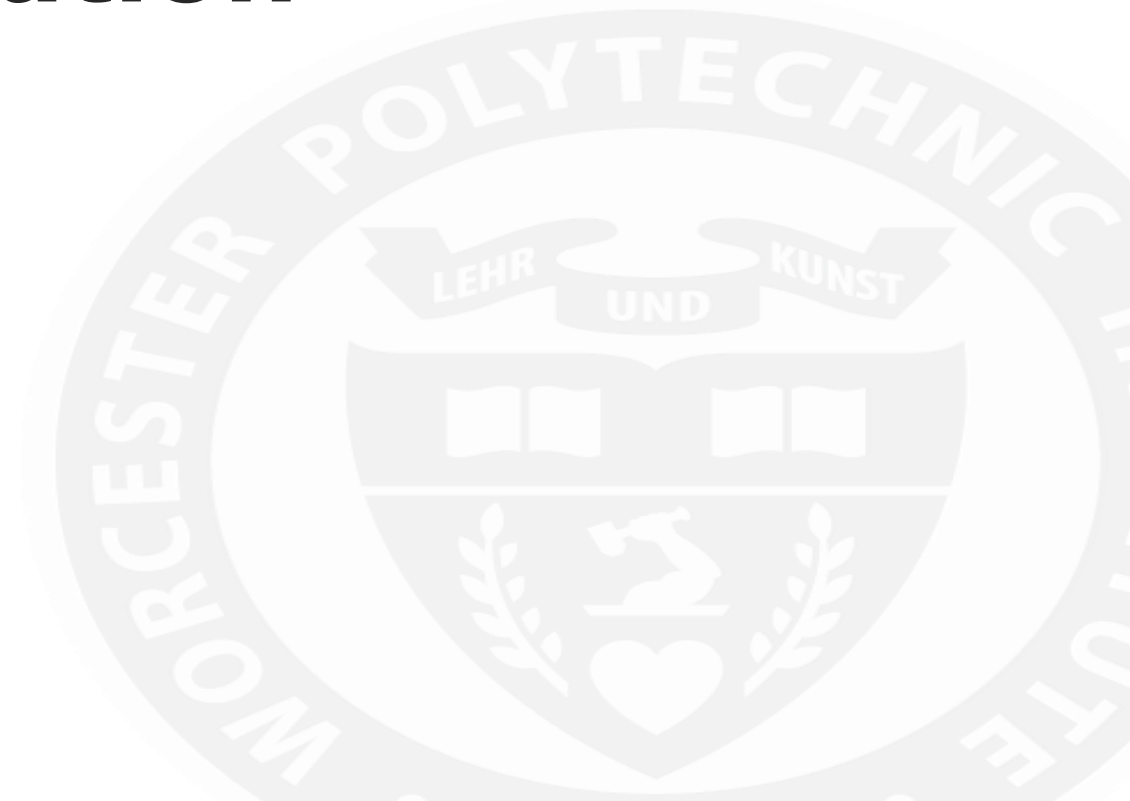
# To Start

# Agenda

- ETP Project Overview
- Ambassador Network Roles & Responsibilities
- Understanding Change & the Network
- Workday Updates
- eProjects Updates
- Workday Demo
- Next Steps
- Q&A

# Current ETP Change Ambassadors

- Thank you to our Enterprise Transformation Ambassadors; training starting in July!

| | | | | |
|---|---|---|---|---|
| Lisa Atwell | Tina DeVries | Lisa Jano | Paula Moravek | Heidi Startz |
| Diane Begreen | Denise Ehnstrom | Charmaine Jemison | Deb Ofcarcik | Deb Thompson |
| Mike Bocka | Rebecca Evannoff | Kristin Keane | Jessica Papachriston | Andrea Trimmer |
| Camille Bouchard-Chhoeuk | Elyse Favreau | Wendy King | Rhonda Podell | Lorelle Tross |
| Andy Butler | Nancy Fay | Jeanne LaMotte | Diane Poirier | Ray Verrier |
| Justine Caggiano | Susan Fisher | Jane Lapierre | Hanna Poirier | Wendy Walsh |
| Nicole Caligiuri | Barbara Fuhrman | Amy Beth Laythe | Amy Rajotte | Maryann Watts |
| Chris Caron | Gerta Gjata | Christine Lynch | Dan Richard | Todd Wheeler |
| Amy Case | Deb Graves | Christina Macaulay | Tiffany Royal | Wenwen Yao |
| Meredith Clancy | Pam Griffin | Jackie Malone | Jean Sieguist | |
| Mary Cotnoir | Lynda Hammett | Anthony McMahon | Erin Silva | |
| Katie Crowley | Antje Harnisch | GlorieAnn Minnich | Bill Spratt | |
| Jenn Daigle | Kim Hollan | Leah Morales | Pam St. Louis | |

# ETP – What?  Why?

Enterprise Transformation is WPI's multi-year and multi-department transition to better processes, systems, and structures.  The changes will bring improvements that will be easily seen and used:

- Improved management of financial management and HR information
- Better-access and management of e-projects and other student information
- Universal standards for our data and access

*When the Enterprise Transformation Project is complete, it will touch every person on this campus*

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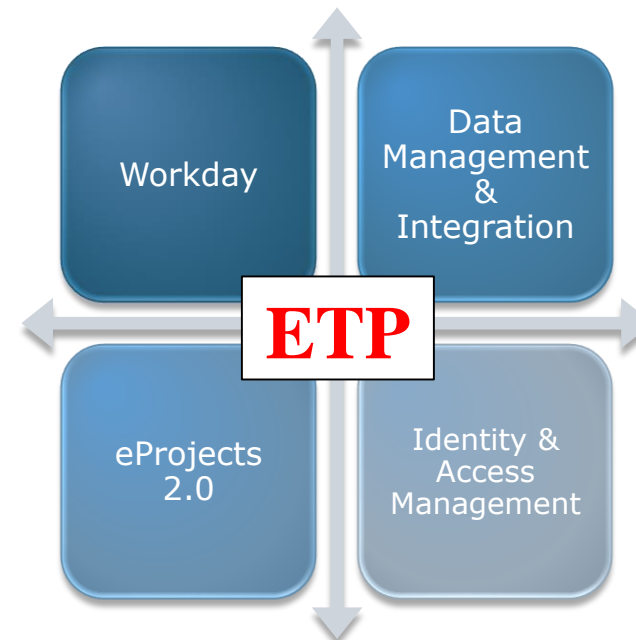
# Purpose of This Group

- Participate in the ETP, and subsequent meetings through the go live period, and beyond.
  - We estimate about 5-8 hours per month
- Support Workday, eProjects and other initiatives by understanding the new technology and processes and providing your feedback and input on these "key changes" and how best to roll these out to the broader community.
- Share feedback from your area with the ETP team.
- Communicate key messages & information quickly.
- Provide feedback and advice to ensure understanding of concerns & expectations.

# Why Were You Selected?

- Represent your area/department

- Good communication skills to champion ETP

- Knowledge of organizational structure & business processes

- Ability to influence others - strong, informal network of peers

- Work effectively with all levels of the organization

- Provide exceptional customer service

- Ability to identify impact of process & recommend changes

# Best Practice- Process Changes

**Time Entry**

- Students enter time in Workday. Managers or Time Keepers (Administrative Assistants) can approve.

- Non-exempt (hourly employees) will enter time in Workday. Only managers or alternates at an equal or higher level can approve (no administrative assistants).

**Time Off**

- Exempt employees enter time off in Workday. Only managers can approve or alternates at an equal or higher level can approve (no administrative assistants).

# Best Practice- Multifactor Authentication

To avoid a data breach, cloud based applications that store sensitive information (SSNs, Driver's License, Bank Account, Credit Card, Passport) will require 2 factors of authentication (password + one more). Students, staff and faculty can select their 2nd option:

- Text message
- Call to cell phone
- Call to office phone
- Call to home phone
- Use of an app

# Multifactor Authentication



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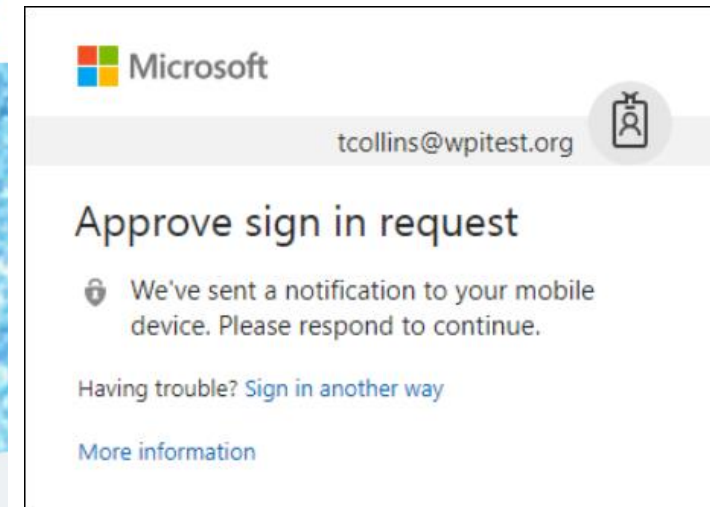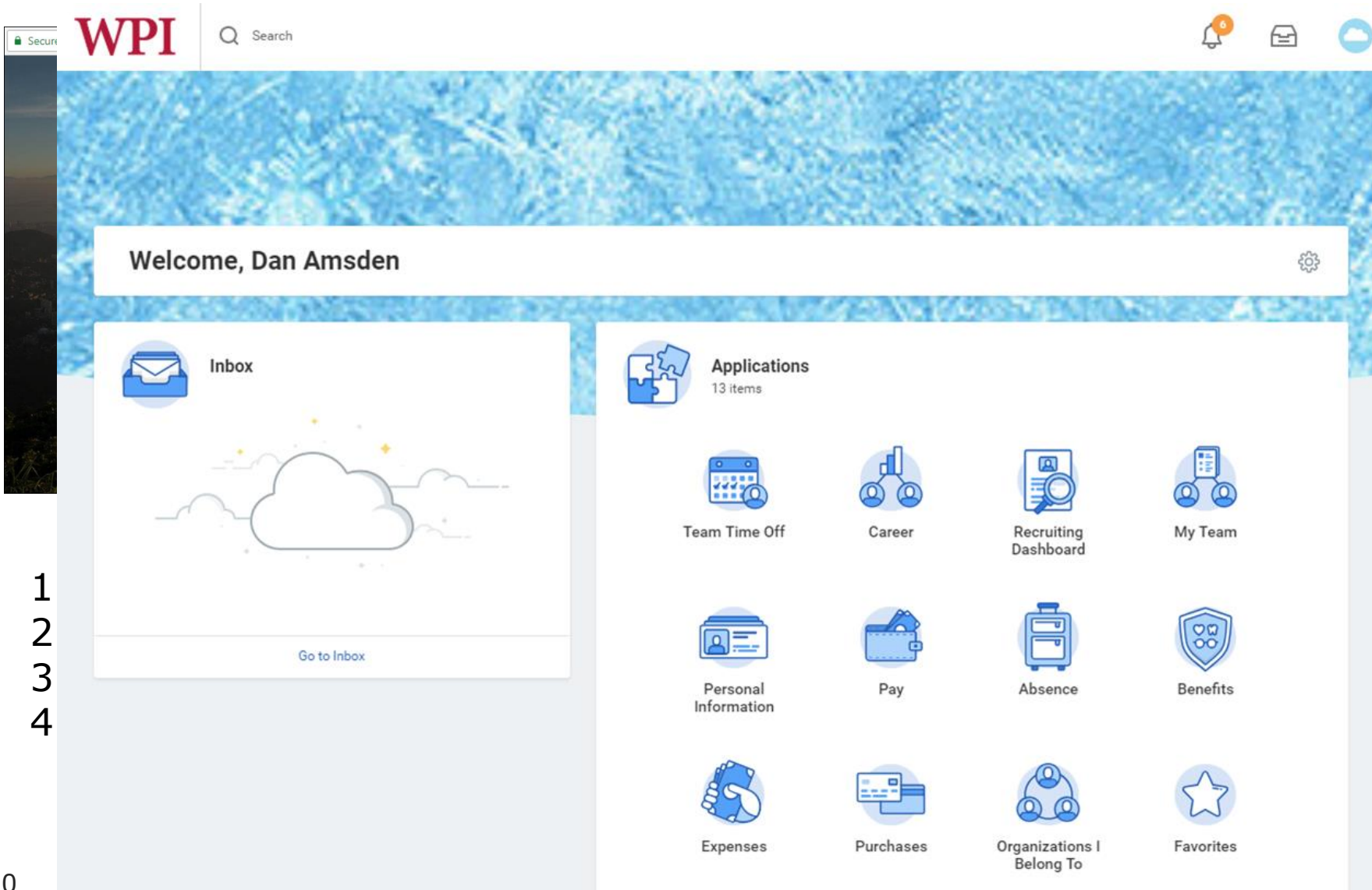
# Key Changes for eProjects 2.0

- **June**- MQP Hub "Go-Live"
  - Migrate MQP advertisements from old web sites to eProjects-2.0
  - Faculty advertise MQP projects on eProjects-2.0
  - Retire old MQP advertisement sites
- **July**- Humanities Hub "Go-Live"
  - Humanities Faculty advertise HU-39xx projects on eProjects-2.0
- **August**- Remote Project Center System "Go-Live"
  - Project Center Directors populate eProjects with their centers information
- **September**- IGSD Student Application "Go-Live"
  - Students apply to the IGSD program using eProjects-2.0

# eProjects-2.0 MQP Hub Demo

# Work Day Demo

# Job Aids

## ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that visibility of sensitive information is controlled by individual users' security profile.

To access your worker profile page, click your Profile icon in the upper right corner, then View Profile. Your Worker Profile page displays.
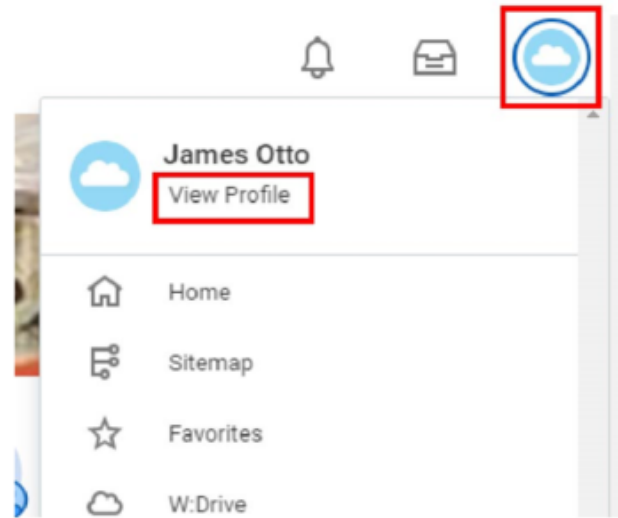


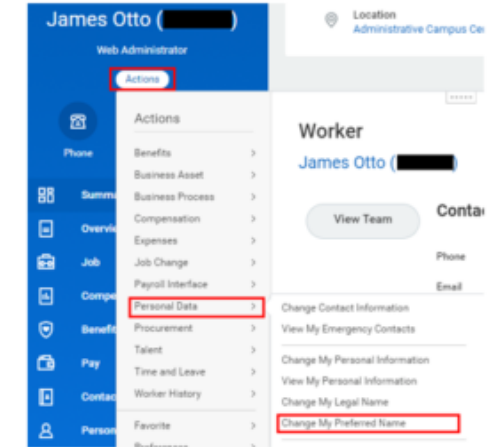Note: All instructions in this job aid start from the Worker Profile page.

## CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click your **Related Actions** Actions.

2. Select **Personal Data > Change My Preferred Name**.

3. Uncheck **Use Legal Name as Preferred Name**.

4. Enter your new information.

5. Click **Submit**.



A Confirmation page will be displayed that shows the process successfully completed. A Details and Process tab is also available to view the entire routing process.

**You have submitted**
Preferred Name Change: James Otto

Process Successfully Completed

> **Details and Process**

6. Click **Done**.

WPI

# Next Steps

- Lunch 'n Learn - brown bag lunch with eProjects & Workday demos
- Training throughout the summer
- Routine communications
- In person communications

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# Questions?