

IOWA STATE UNIVERSITY

HR Updates

Aug 1, 2019

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Transition Team Timeline - Reminder

Completed

- **April 15:** Complete all Responsibility Trackers
- **April 30:** Work with supervisors and impacted staff who are not moving to an ISD role and work with units on draft transition plans
- **April 1 – May 31:** Leadership decides on initial realignment of responsibilities and impacted employees receive an individual transition plan outlining any new responsibilities.
- **May 1 – June 30:** Transition Teams facilitate the transition of responsibilities – which becomes supervisor responsibility

Pending

- **July 1 – Dec 31:** Transition to the HR Partners to monitor the actual impacts and changes for employees

HR Delivery Timeline

Please be patient with us as we transition from a go live focus towards a renewed focus on our employees

July

- Go Live! Focus has been on learning to use Workday, identifying and fixing issues in Workday
- Catching up on HR transactions from the cutover period
- Ensuring employees were correctly setup in Workday for the first payroll run

August

- Focus on connecting with their departments
- Continued focus on stabilizing Workday and helping others get used to the new system

September

- Focus on connecting with employees
- Follow-up with employees impacted by transition team
- Continue training to improve HR support and strategize ways to improve the employee experience – long-term

Go Live issues that impacted HR

Overall Go Live was very successful, however it was not without some complications that needed to be addressed

- Payroll - Many questions about pay were directed to HR delivery, the majority were correctly setup but needed clarification on an hourly rate, or stipend pay, or their tax classification marital status, there were a few that were incorrect, that we've been actively addressing
- Sick time off accrual for employees who opted to convert sick to vacation
- Supervisory org corrections
- Student and temps entering in Workday and additional jobs
- Graduate assistants needing to be entered in Workday
- Students with multiple jobs using timeclocks
- Leave balance conversion

This will continue to be updated here: <https://www.workcyte.iastate.edu>