



Workday Human Capital Management (HCM) Training and Cutover Timeline

Below is information on the WSU HCM cutover plan **as of April 29, 2024**. This is the information known to date and may be subject to change.

REQUIRED EMPLOYEE TRAINING:

Minnesota State NextGen has emailed employees multiple communications regarding required Workday training information and deadlines.

All employees have been assigned an **Individual Training Plan** based on their role. Access the Friends of NextGen Training page to view your assigned **Individual Training Plan** and associated deadlines. Link: [Students Connect - Training \(sharepoint.com\)](#)

To clarify training deadlines:

- If your Individual Training Plan includes ONLY computer-based ELM training, you have until 06/30/2024 to complete the online training.
- If your Individual Training Plan includes computer-based ELM training AND virtual synchronous and/or on-site training, you must complete the ELM training by 04/28/2024 or PRIOR TO your scheduled virtual synchronous and on-site training.

FREEZE IMPACTS TO EMPLOYEES:

- **Filling Positions/Recruiting:**
 - Initiate Position Requisition forms ASAP.
 - Deadline for Cabinet to review a Position Requisition for approval is 05/28/2024.
 - Position Requisitions that have completed the approval process and been approved by Cabinet on or before 05/28/2024 will be posted in PeopleAdmin or Recruiting Solutions as appropriate. The search process will continue throughout June and July. Expect the new hire start dates to be delayed until mid-July.
 - Position Requisitions that have completed the approval process and been approved by Cabinet after 05/28/2024 will be posted in Workday after go-live.

- **Summer Courses:**
 - Faculty course assignments with a start date through 07/02/2024 **must** be loaded in FWM by 05/13/2024.
 - If on 05/13/2024 a summer course offering is still pending, for example due to low enrollment, do not enter the faculty assignment in FWM. Contact Human Resources to discuss any pending summer assignment.

- **New Hires/Rehires:**
 - No new hires/rehires with start dates between 05/30/2024-07/02/2024.
 - New hires/rehires starting this summer:
 - The hire must be completely entered in the HR systems by 05/29/2024. Completed is defined as offer accepted, token process completed, and new hire assignment details entered in the HR systems by the HR Service Center.
 - If the hire is not completely entered before 05/29/2024, the hire will receive two token email messages (ISRS & Workday). The hire will be required to complete duplicate forms as part of onboarding. The hire may experience a potential delay in equipment, access to systems, etc. No impact on compensation or benefits.
 - New hires/rehires starting this fall:
 - The hire will be onboarding in Workday after go-live.

- **Organization Structure Changes:**
 - Contact Human Resources regarding organization structure changes prior to 05/31/2024.
 - Requested changes received on or after this date will be implemented after 07/03/2024.

- **Job changes after 06/04/2024**
 - Anticipate no impact to compensation or benefits.

- **Reallocations completed 06/19/2024 to 07/02/2024:**
 - Delayed change in compensation.
 - Anticipate any retro included in PPE 07/16/2024 (paycheck dated 07/26/2024)

- **Progression increases taking effect 06/19/2024 to 07/02/2024:**
 - Delayed change in compensation.
 - Anticipate any retro included in PPE 07/16/2024 (paycheck dated 07/26/2024)

- **Across the Board (ATB) July 1 increases, where applicable**
 - Anticipate no delay in ATB pay increases.

- **Leave requests for time off after 07/02/2024:**
 - All leave requests for days beyond 07/02/2024 will need to be entered in Workday by the employee. This includes requests that have already been approved in ISRS.
 - Supervisors will reapprove in Workday any leave requests for days beyond 07/02/2024.
 - We recommend checking your eTime leave balance on PPD ending 06/18/2024 and verifying it with your Workday leave balance on 07/03/2024.

- **Insurance eligibility changes effective 06/04/2024 – 07/02/2024**
 - Employees should see no delay in insurance eligibility.

- **Separation payments effective 06/04/2024 – 07/02/2024**
 - Employee separation pay outs should be received timely.

- **Frontline Conference (May 22-23) attendees should promptly submit for expense reimbursement.**
 - NextGen HCM presenters at the conference will share instructions on reimbursement for the conference expenses after their session.