WORKDAY PROJECT UPDATE - JANUARY 2023

Colleagues,

In July 2022, Guilford College embarked on a year-long project to implement Workday as its enterprise resource planning (ERP) software, replacing Banner for Finance and Human Resources and payroll management. It's known as our Workday Journey. We are changing the path Guilford has been on, and the impact will be felt for the next 20 years.

Workday is built on a business process framework, is cloud-based and is designed with user experience in mind. It is intuitive, user-friendly and modern. The College will begin to use the new ERP in early July 2023, and faculty, staff and students will participate in change management training in order to learn about, adopt and use the new platform.

At the midpoint of the project, a team of 20 administrators and staff has dedicated hundreds of hours over the past six months to the transition to Workday while managing normal daily operations as well as response to a cyber attack on College systems in October.

The strategy and planning phase was completed in October. The Workday team is in the 13th week of the architect and configuration phase, which continues until mid-March. Testing of systems is the final phase, through May, and campus training will likely occur in June and continue into the summer and early fall.

Beginning in February the project will involve more people on campus as well as subject-matter experts from off campus who will assist the Workday team with training. At this stage, we're opening up the project to a broader network of people.

Key benefits of the Workday system include faculty and staff eventually having Finance and Human Resource data they need on demand – not possible with the Banner platform – and the efficiency of systems for managers and end users.

Faculty, staff and student workers will be provided with more self-service features and can access their HR or payroll records at any time through a web browser or the Workday mobile app.

Guilford College joins a growing number of higher education institutions who've implemented Workday, including colleges and universities in our area. Collaboration is encouraged within the Workday community.

Faculty, staff and students will receive regular communications about Workday throughout the next two phases of the project. A Zoom town hall forum for an update and opportunity for questions will be held in February on a date to be determined. In the meantime, questions can be directed to workday@guilford.edu.

Thank you for joining the Workday journey.

Sincerely,

John Wilkinson
Vice President for Administration & Finance
Chief Financial Officer