

Consolidated Communication Plan to Support Transition to Workday@UChicago

Legend:

	Task for Workday Internal Communicator
	Task for Project Team
	Project Milestone or Transition Date

Date	Activity	Resources	Audience
November 12	Newsletter #1	Electronic newsletter	Workday HR/Payroll Users and Internal Communicators
November 17	Training begins for HR/Payroll users		
November 25	Distribute Workday Communications Toolkit (Employee Awareness)	Zipfile of assets	Internal Communicators
November 25-26	Key transition dates published on Employee Self-Service	N/A	UChicago ESS Users
November 26	Newsletter #2	Electronic newsletter	Workday HR/Payroll Users and Internal Communicators
December 2	Call with Internal Communicators	Workday Awareness Communications Toolkit	Internal Communicators
Before December 15	Send out awareness email. Link to Workday vs. ESS grid and ESS transition timeline. If desired, attach ESS transition schedule and Facts & FAQs.	<ul style="list-style-type: none"> – Awareness Email (5b) – Facts & FAQs (2b) – ESS-Workday transition timeline (4e) – ESS-Workday Comparison Checklist (4f) 	Faculty and Staff in respective division, school or department
Before December 15	Distribute flyers and/or other promotional materials	<ul style="list-style-type: none"> – Flyer (5e) – Poster (5f) – Digital Board Graphic (5f) 	Faculty and Staff in respective division, school or department
Before December 15	Publish awareness article in online newsletter or intranet (if applicable)	News article (5d)	Faculty and Staff in respective division, school or department

Date	Activity	Resources	Audience
Mid-December	UChicago News story on Workday@UChicago	Link to UChicago News story	UChicago News readers
December 5	Last day to enroll for benefits or make changes to emergency contacts in ESS. Last day to make any changes in HRMS. Data migration begins to Workday.		
Mid-December	Extra-large posters to be displayed at key campus locations	Poster (5f)	UChicago Faculty and Staff, Other Academic Appointees, and temporary and student workers
December 12	Newsletter #3 with link to Go-Live Support Kit	Electronic newsletter	Workday HR/Payroll Users and Internal Communicators
December 23	Launch email from Executive Sponsors	Email	UChicago Faculty and Staff
December 24	Distribute Workday Go-Live Support Kit (via Newsletter #3)	<ul style="list-style-type: none"> – Top 10 Post Go-Live Tasks for HR/ Academic HR Partners – Top 7 Post Go-Live Tasks for Employees – Top 10 Reports for each Role-Holder – List of available Quick Reference Guides and videos – On-site and mobile unit support schedule for January – January roles-based training schedule – FAQs for Faculty – Top 20 Employee FAQs, e.g. browser requirements – Who to call for support – Launch email template to faculty and staff, including support contacts – Overall “readiness” checklist, e.g. remove forms, redirect links 	Workday HR/Payroll Users and Internal Communicators

Date	Activity	Resources	Audience
Before December 31	Include Workday@UChicago on faculty and/or stff meeting agenda	<ul style="list-style-type: none"> – Facts & FAQs (2b) – Overview of Workday@UChicago for Faculty and Staff (5a) – Talking Points (5c) – ESS-Workday Comparison Checklist (4f) 	Faculty and Staff in respective division, school or department
Before December 31	Distribute Workday is coming reminder, link to December UChicago News article and Workday demo video online	Go-Live Support Kit	Faculty and Staff in respective division, school or department
December 21	Last day to update Federal W-4 withholdings and change primary and additional direct deposit in ESS.		
December 28	Last day to change home mailing address, view current benefits coverage, view next year's benefits confirmation statement and view Document Center in ESS.		
January 5	Transition website to "Discover Workday" and activate Workday login button(s)	http://workday.uchicago.edu/	All Employee Self-Service users

Date	Activity	Resources	Audience
January 5	Create re-directs for all retired ESS functionality to point to Workday website. Change all links to https://ess.uchicago.edu/ to http://workday.uchicago.edu/ on University and Human Resources websites. Remove all functionality from ESS except for viewing Paystub Detail and W-2. Change text on ESS appropriately.	http://workday.uchicago.edu/	All Employee Self-Service users
January 5	Remove access to relevant HR forms on Human Resources website and HR Connect	http://workday.uchicago.edu/	All readers of Human Resources website and HR Connect
January 5	Change all links to https://ess.uchicago.edu/ to http://workday.uchicago.edu/ on internal websites (if applicable)	Workday Go-Live Support Kit	All users of internal website in respective division, school or department
January 5	Remove access to relevant HR forms on internal websites (if applicable)	Workday Go-Live Support Kit	All users of internal website in respective division, school or department
January 5	Workday available for everyone at UChicago		
January 5 (TBC)	Launch email from Executive Sponsors	Email	UChicago Faculty and Staff
January 5	Newsletter #5 (Special Edition)	Electronic newsletter	Workday HR/Payroll Users