LancerNEXT update

December 17, 2024

Allison Porterfield-Woods and Jay Meyer

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- Integrity
- Compassion
- Unity
- Inclusion

Agenda

- Where we are
- What we have accomplished
- What is next

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We're Nearly There!

6 days
until 1st Check In/Check Out in Workday

15 days
until 1/1/2025 Workday Go Live for HR & Finance for All CLC Employees

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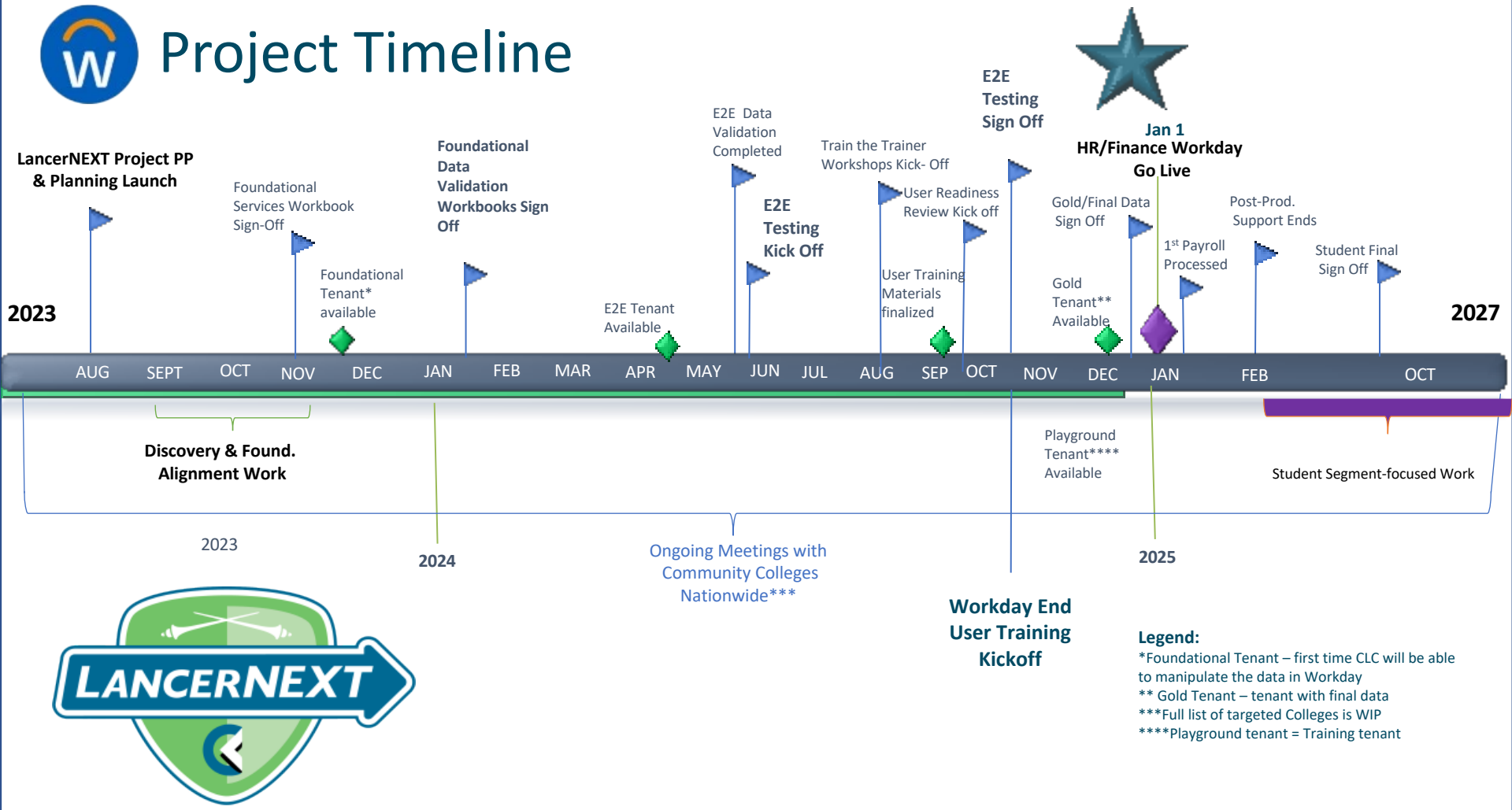
Project Timeline



Legend:
*Foundational Tenant – first time CLC will be able to manipulate the data in Workday
** Gold Tenant – tenant with final data
***Full list of targeted Colleges is WIP
****Playground tenant = Training tenant

LancerNEXT Change Highlights

- Automation of many business and approval processes
- Eliminated many paper-based processes
- Implementing multiple self-service functions
- Modernized and standardized processes and data

- Link to LancerNEXT Reimagined Items

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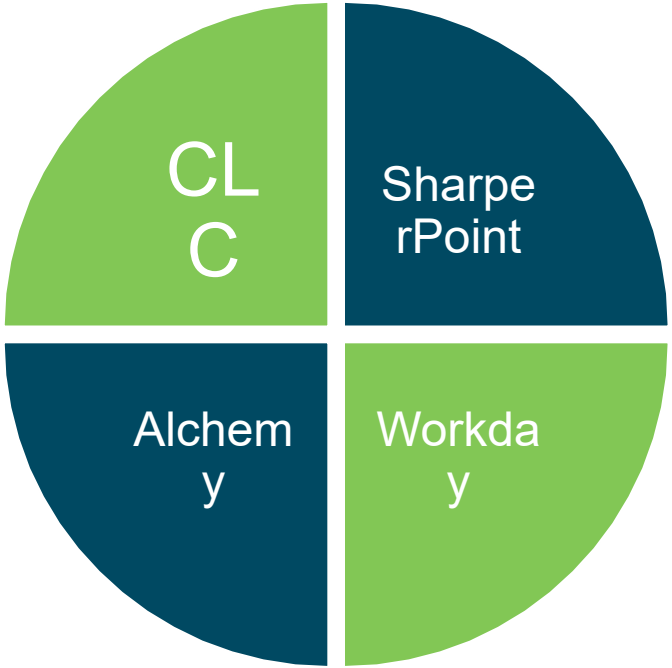
Partnership for Success



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Group Effort

- LancerNEXT Team – 57 Core members
- Finance, HR, IT, Educational Affairs, Student Development and others
- Daily/Weekly/Monthly meetings ensuring constant communication throughout the teams

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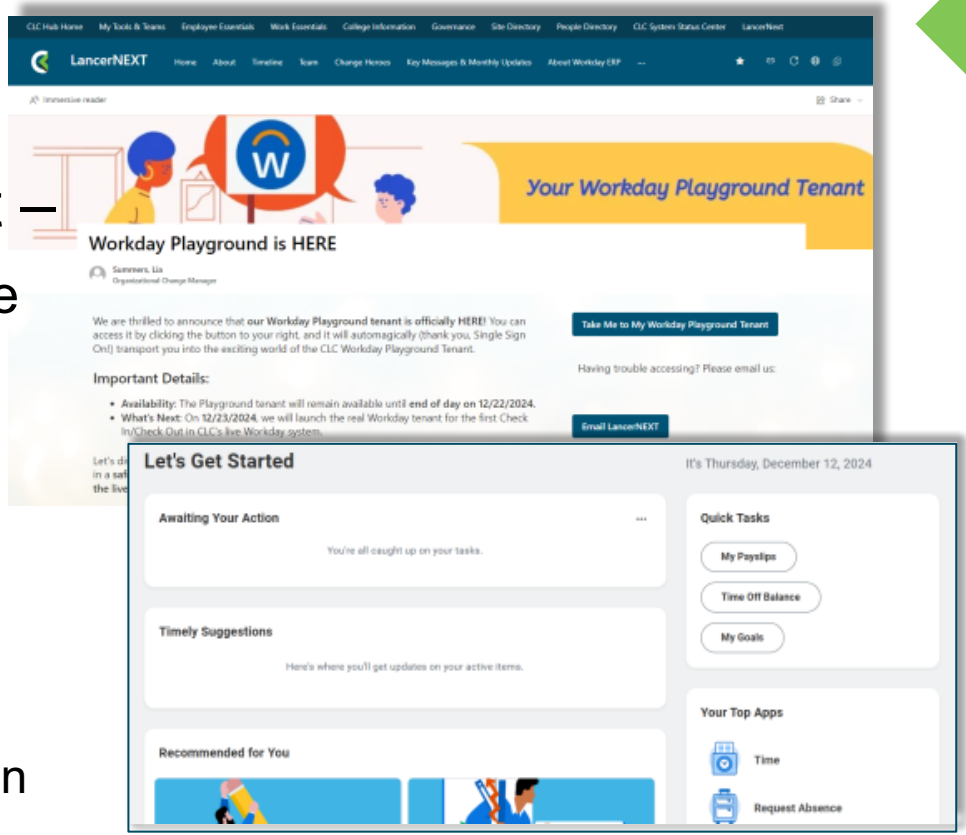
Home Stretch

- Playground Tenant –
  - CLC Employees are using it to “play around” in the new system.
- Communication
  - First Day Checklists activity in place
  - Extensive support plan in place



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Introducing: Workday First-Day Check List

What It Is:

- A streamlined guide to help employees personalize their accounts, review and confirm payroll and profile information, and explore benefits and absence management in Workday

Purpose:

- Ensure employees can quickly verify (and update if necessary) critical information, such as emergency contacts, tax details, direct deposits, and beneficiaries, all in one place

How It Will Be Shared:

- The checklist will be distributed via email and made accessible on the HUB, ensuring employees have easy access to complete these tasks during their first interaction with Workday

When:

- Available in preparation to 1/1/2025

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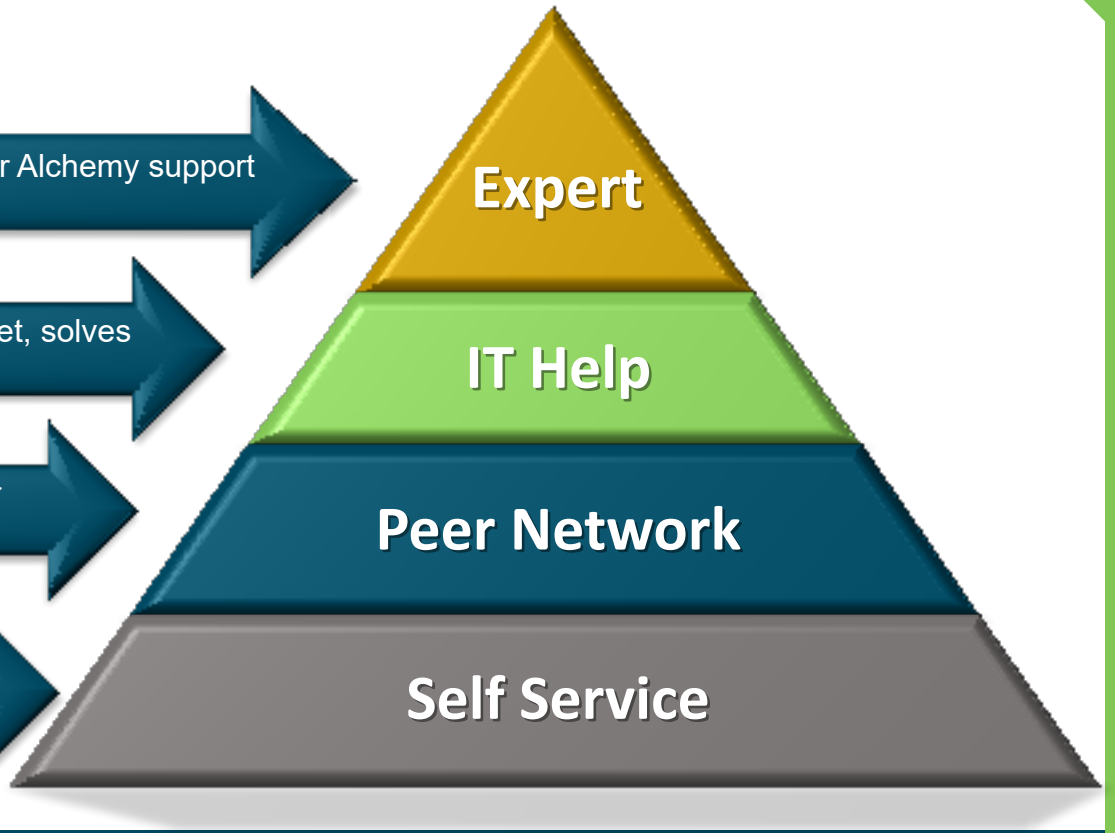
Support Model

If unresolved, escalated to Workday or Alchemy support vendor

Contacts Help Desk and/or logs a ticket, solves or routes

Employee connects with peers, Super Users, Change Heros

Employee uses Workday Resources, Job aids, online help



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We are ready to Go live with Human Resource and FIN!!!

- First Check in/Check out December 23, 2024

- First Full day – January 2, 2025

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So what's next for….

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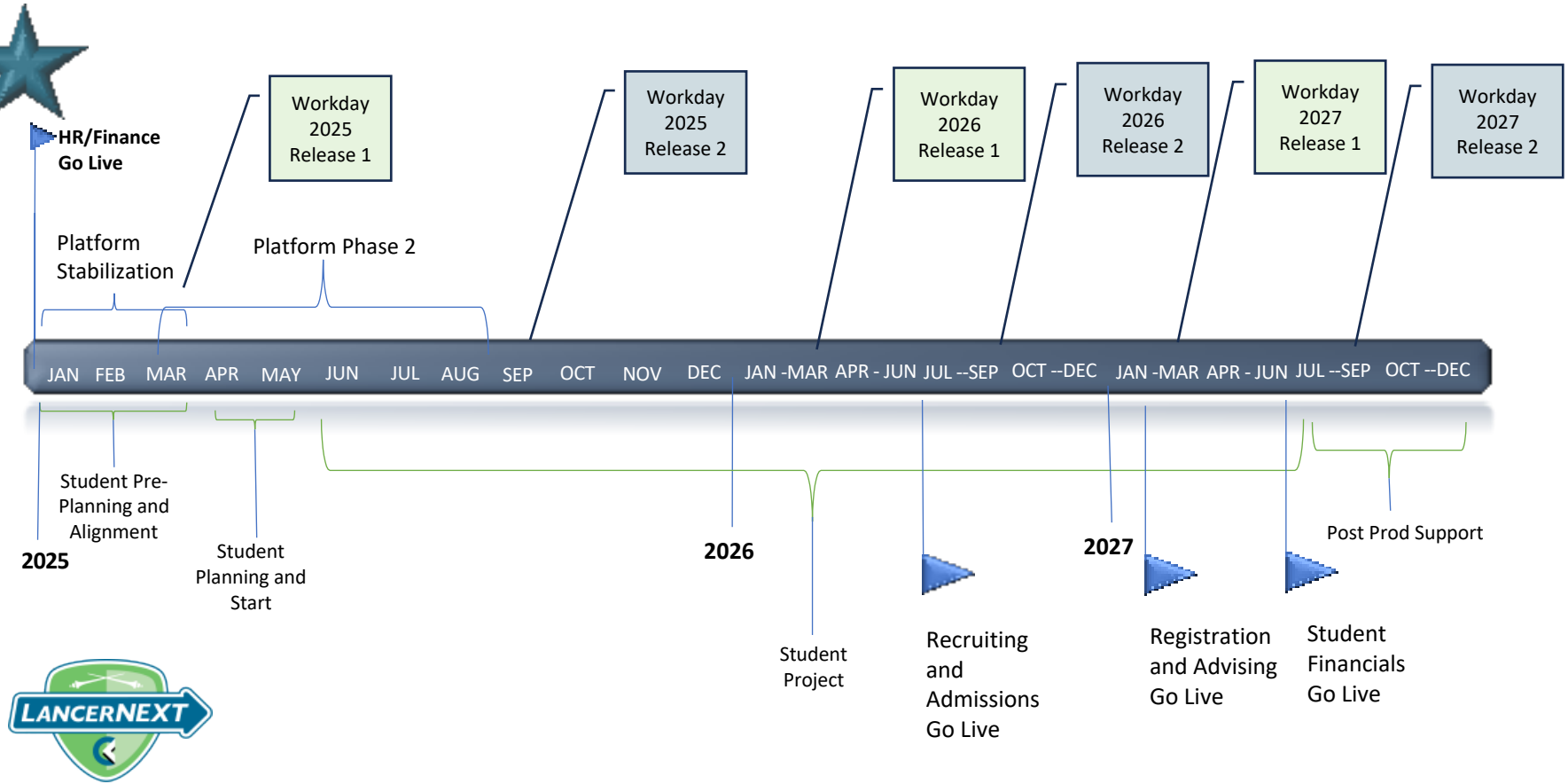

Thank you for your support!

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Workday End-User Training – Staff & FT Faculty

Course	Reported Trained as of 12/2/2024	Reported Completion *%	Targeted Numbers
Workday Basics	669	66%	1,013 targeted employee total number (Staff 806 + FT Faculty 207)
Workday Essentials - Staff	508	63%	806
Workday Essentials - Faculty	75	36%	207
Workday Essentials - Adjunct Faculty	216	36%	595 credit adjuncts assumption
Workday for People Leaders & Supervisors	101	73%	Assuming 134 targeted CLC People Leaders/Supervisors for Leadership Council

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Workday First-Day Check List – Sneak Peek

Action	Description
Personalize Your Account ✓	▪ Enter or update your Emergency Contacts ▪ Enter your Preferred name ▪ While you are in there, you can see your address and SSN
Review Your Profile ✓	▪ View your job title ▪ View your department/division/unit ▪ View your reporting supervisor ▪ View your org chart (also known as a Sup org)
Confirm Your Information for Payroll ✓	▪ View tax withholdings (make update, as necessary) ▪ View direct deposit decisions (make updates, as necessary) ▪ While you are in there, you can see your pay slip that has been processed in Workday (formerly known as Pay stubs)
View Your Benefits ✓	▪ View your benefit elections ▪ Enter or review your Beneficiaries ▪ While you are in there, you can see your retirement plans
View Absence Management ✓	▪ View your current balances in vacation, health leave, & personal time ▪ View absence submissions, enter any planned absences for the period of 1/6/2025 and forward

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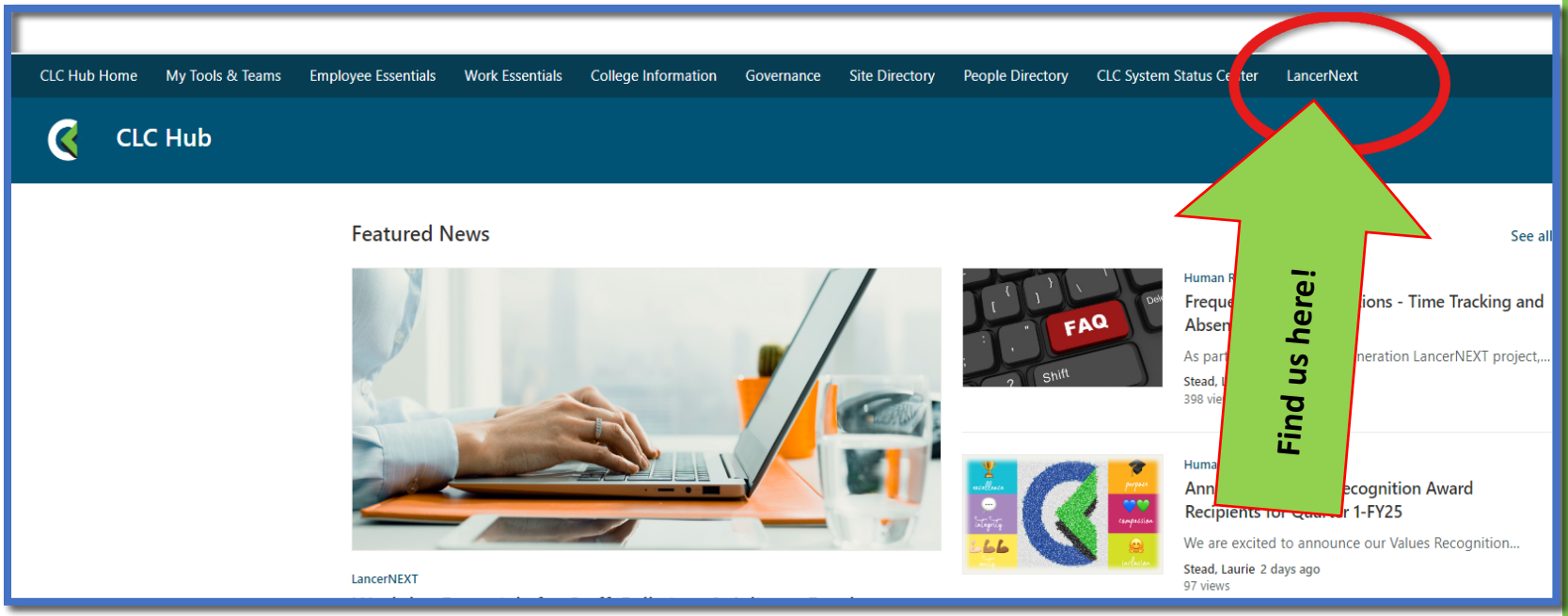
Easy Access on the HUB

Quick link to LancerNEXT space is now available on the CLC HUB Home page!



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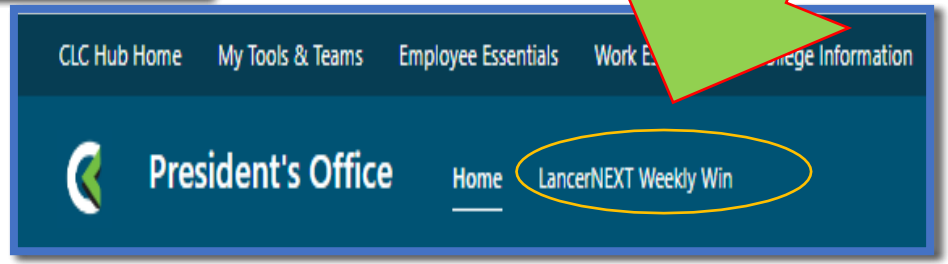
College Lake County

LancerNEXT Weekly WIN

- *Weekly email sent by President's Office focused on **YOUR SUCCESS**!*
  - ***W**hat **I N**eed to **DO, LEARN & REMEMBER***
  - *Key Dates for LancerNEXT & Workday Training*



Quick link to all editions

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