



Workday@Penn

Workday Learning Update

Senior Business Administrators
February 7, 2023

Stephanie Riley
IT Learning Solutions



What is Workday Learning?

**Go-Live
March 6, 2023**

Workday Learning is a learning management system (LMS) that houses, delivers, and tracks the University's administrative training content.

- Replacing Knowledge Link
- Redesigning the assignment process to replace Penn Profiler
- Deploying a new learning portal to ease the experience of dual users of UPHS's Knowledge Link and the University's Workday

**Integration with
Workday
Functionalities**

- ✓ Core Human Capital Management (HCM)
- ✓ Academic Unit
- ✓ Payroll
- ✓ Benefits
- ✓ Compensation
- ✓ Time/Attendance
- ✓ Absence
- ✓ Recruiting
- ✓ Onboarding
- ✓ Talent/Performance (Rollout of features and functionality began July 2022)



Workday@Penn


Project Current Status


Activities	
Configuration	<ul style="list-style-type: none">• Core configuration completed• Configuration for extended learners underway
Integrations	<ul style="list-style-type: none">• Integrations with third party vendors underway, including LinkedIn Learning• Custom extend applications under construction
Continued Testing	<ul style="list-style-type: none">• User acceptance• Learning leads quality assurance
Content Migration	<ul style="list-style-type: none">• WD Ops migrating learning history, course content, registration, equivalencies


Project Current Status


Activities	
Cutover	<ul style="list-style-type: none">• Freeze periods for various activities from mid-January to go-live• Cutover weekend: Friday, March 3, 5pm to Monday, March, March 6, 9am• Catch-up period: Monday, March 6 to Monday, March 13
Change Management	<ul style="list-style-type: none">• Stakeholder and leadership meetings since January 2022• Learning Change Agent Network (CAN) monthly meetings and newsletter since January 2022• Security role training underway• Collaboration with UPHS to develop tools and synchronize messages• Penn community (both University and UPHS) communications began in January


Questions?


MENU 

Learning 

 Learning Home

 My Learning


 Discover

Links 

Browse Learning Content

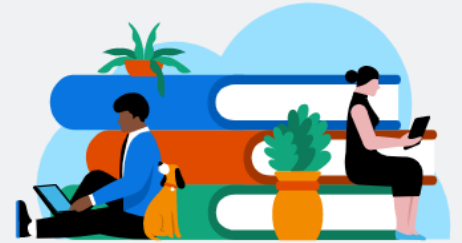
My Learning History

Learner Schedule Calendar

Workday@Penn Toolbox 

 24 

What will you learn today?




From Your Learning Team

Browse Catalog

The Learning Catalog is only one click away! Access Browse Learning here!

[Read More](#) →




89 days ago

Access your Learning History here!

Looking for your learning history?! You can access it right here in this announcement! (click Read More) It is also

[Read More](#) →



210 days ago

Required for You [View All \(5\)](#)

OVERDUE Wed, May 4, 2022

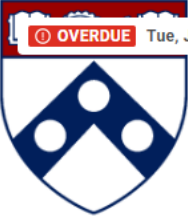
 Laugh While You Learn

NOT STARTED

iContent: Driving Introduction

Course • 1 lesson


OVERDUE Tue, Jul 5, 2022

 Pe UNIVERSITY

Chainsaws

0 of 1 mandatory lessons completed


OVERDUE Wed, Sep 28, 2022



Express Interest Test

0 of 1 mandatory lessons completed

OVERDUE Sat, Oct 1, 2022




NOT STARTED

Workday Costing Allocations Analyst...

Course • 1 lesson

DUE Sat, Sep 21, 2022



NOT STARTED

Penn Bookst... Card - 2 Year

Program • 1 item

Spring 2023 Webinar Schedule

Date	Topic	Targeted Audience
Jan. 30	Workday Learning Demonstration	Learning Leads and Instructors
Feb. 22	Review of Significant Changes to BPs* Part 1	HR Analysts and Budget Partners
Mar. 8	Workday Learning Demo	All End Users
Mar. 22	Review of Significant Changes to BPs* Part 2	HR Analysts and Budget Partners
Mar. 29	Optimal Performance Management	HR Partners
Apr. 19	Workday Performance Demo	All End Users
May 3	Review of Significant Changes to BPs*	HR Partners
May 17	Students and End of Term	HR Analysts and Budget Partners
May 31	Time Tracking and Fiscal Year-end	Timekeepers and Managers

Look for more details in the Workday Digest!

Webinars are Wednesdays, 12-12:30 pm, unless otherwise indicated

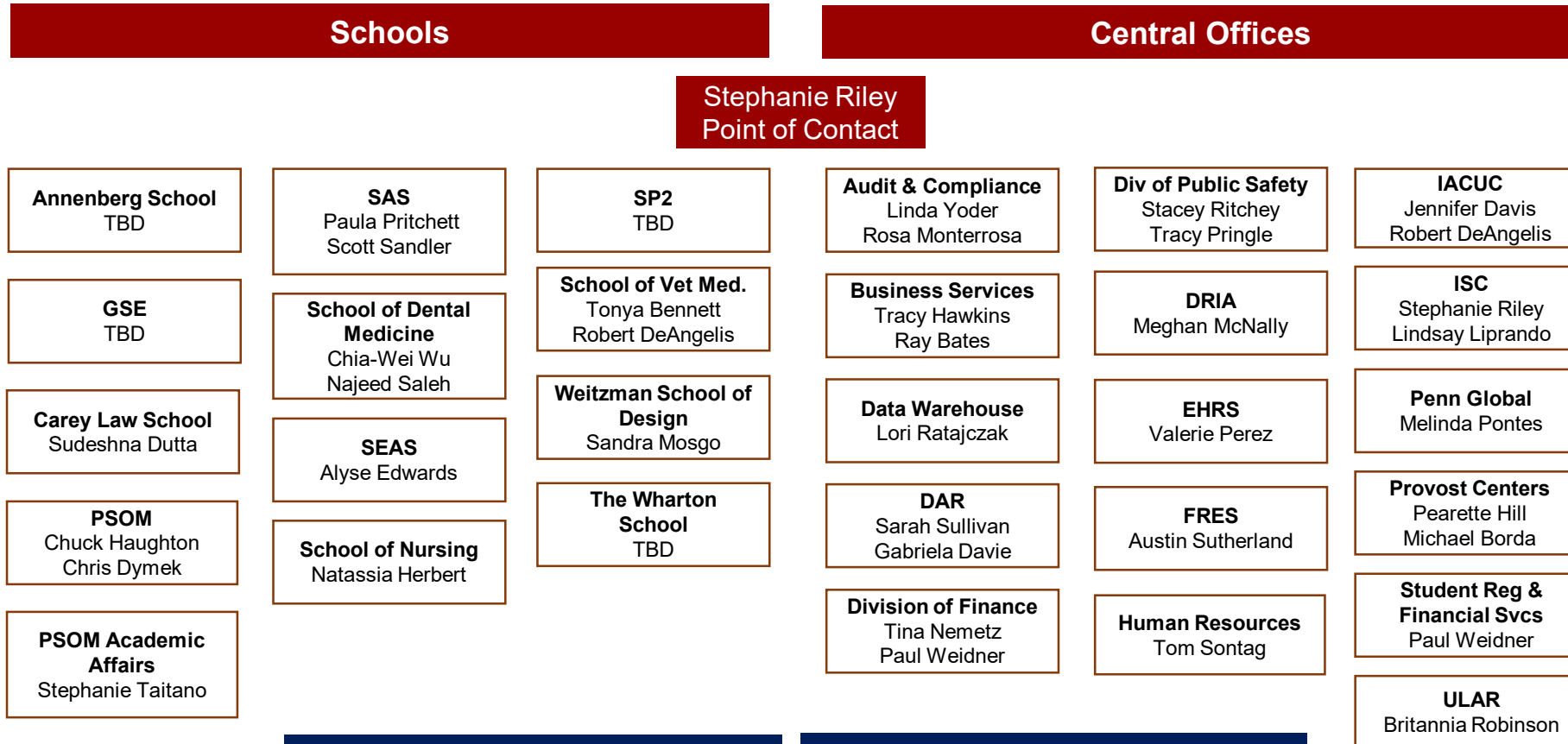
*Since Workday Go-Live on July 1, 2019

Of course, the schedule may change because of circumstances. Updated information on <https://www.workday.upenn.edu/home/News/webinar-wednesdays>

Appendix

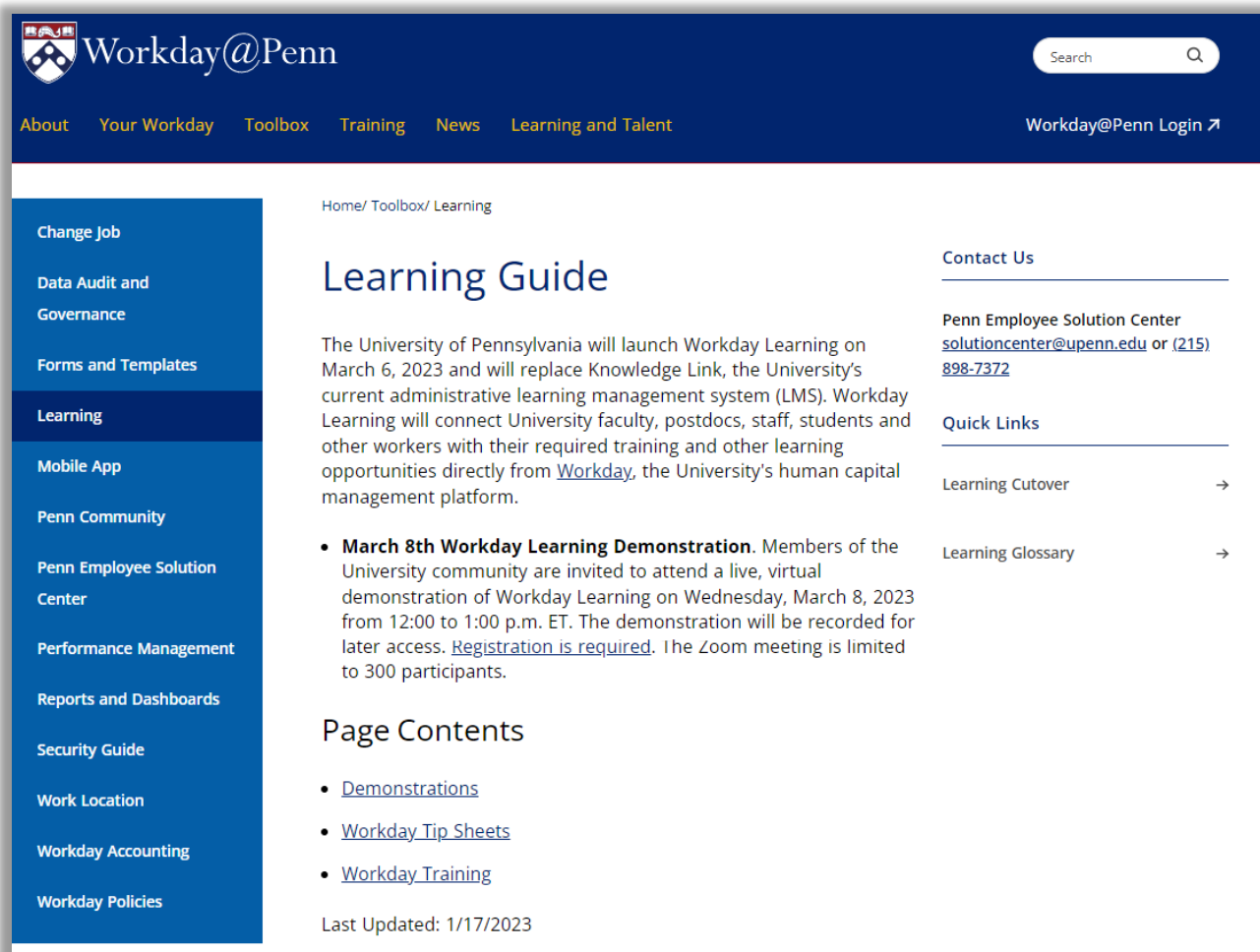
Learning Change Agent Network

December 2022



- Workday Sponsors**
- Mark Dingfield, Division of Finance
 - Jack Heuer, Division of Human Resources
 - Trevor Lewis, Budget & Management
 - Chris Masotti, Perelman School of Medicine
 - Tom Murphy, ISC

- Learning Stakeholders**
- ISC: Stephanie Riley
 - DOF: Paul Weidner/Joe Mullock
 - EHRS: TBD
 - PSOM: TBD
 - HR: Tom Sontag
 - SVM: Susan Rosati
 - OVPR: Michael Borda



The screenshot shows the Workday@Penn website's Learning Guide page. The header includes the Workday@Penn logo, a search bar, and navigation links for About, Your Workday, Toolbox, Training, News, and Learning and Talent. A left sidebar lists various services like Change Job, Data Audit and Governance, Forms and Templates, Learning (highlighted), Mobile App, Penn Community, Penn Employee Solution Center, Performance Management, Reports and Dashboards, Security Guide, Work Location, Workday Accounting, and Workday Policies. The main content area is titled 'Learning Guide' and includes a breadcrumb trail (Home/ Toolbox/ Learning), a paragraph about the launch of Workday Learning on March 6, 2023, and a bullet point for a 'March 8th Workday Learning Demonstration'. A 'Page Contents' section lists links for Demonstrations, Workday Tip Sheets, and Workday Training. The page was last updated on 1/17/2023. On the right side of the page, there are sections for 'Contact Us' (Penn Employee Solution Center contact info) and 'Quick Links' (Learning Cutover and Learning Glossary).

Stephanie Riley

sdriley@upenn.edu

workday-announcement@upenn.edu

Workday Learning Guide

<https://www.workday.upenn.edu/home/toolbox/learning>