WORKDAY AND API MYTIME IMPLEMENTATIONS
FREQUENTLY ASKED QUESTIONS

WHO?

Q: Who is impacted by the implementation of Workday and API MyTIME (Time and Attendance)?

A: *All HSHS colleagues are impacted. See the chart in the "WHAT?" section that outlines the types of data interaction active colleagues will have in each application.*

Q: Who are Timecard Editors and Timecard Approvers?

A: *API MyTIME Timecard Editors are individuals with access to view and edit other colleagues' recorded time in PeopleSoft, currently. These users are responsible for reviewing time record exception messages on other colleagues' timecards to determine what additional edits need to be made for the colleague to be paid appropriately at the end of each pay period.*

API MyTIME Timecard Approvers edit timecards but also have the responsibility of 'approving' or signing off to indicate the timecard is clear of any exceptions that prevent appropriate colleague payment.

WHAT?

Q: What is Workday?

A: *Workday is a cloud-based application that will replace PeopleSoft Human Capital Management (HCM) for colleague record maintenance and payroll. It will also replace Halogen/Saba for performance management and eventually replace HealthStream for learning.*

Q: What is API MyTIME (Time and Attendance)?

A: *API MyTIME is a cloud-based application that will replace the PeopleSoft Time and Labor and Reported Time Summary functions. It allows colleagues to continue using existing badge readers, provides a computer-based web portal method of recording time (replacing the PeopleSoft ESS method) and other potential methods for colleagues to record their worked hours and time off. Colleagues and leaders will see all time on one timecard for a colleague, no matter the ministry where hours were worked. The recorded time will integrate to Workday for payroll processing.*

Q: **What is changing for me?**

A: *The information you review and maintain is not changing, only the where and how is changing. These new web-based and mobile available applications will make the "where and how" much easier for all colleagues to access, navigate and maintain their records.*

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Colleague Record Maintenance Task	2021 Source for Data/Change	2022 Source for Data/Change
Name and address updates	PeopleSoft	Workday
Permanent Shift or hours change	Colleague Change Form	Workday
Job changes and terminations	Colleague Change Form	Workday
Performance Reviews	Halogen	Workday
Set and update Goals	Halogen	Workday
Requisitions to fill an open position	iCIMS	Workday
View or print pay slips	PeopleSoft	Workday
View or print W2	PeopleSoft	Workday
Direct Deposit or W-4 updates	PeopleSoft	Workday
View direct report information	Manual reports	Workday
Review time and requests for time off	PeopleSoft	API MyTIME
Request PTO	Manual/Paper process	API MyTIME
View available PTO hours	PeopleSoft	API MyTIME
Review, edit and approve timecards	PeopleSoft	API MyTIME
Online Learning	Health Stream	HealthStream - phased transition to Workday between 1/1/22 and 10/1/22

WHEN?

Q: When will Workday be available to use?

A: *Workday is targeted to be available the first week of January 2022.*

Q: When will API MyTIME be available to use?

A: *API MyTIME is targeted to be available on 12/30/21 to record time and review timecards. Hours recorded in PeopleSoft for the 12/26/21 pay period, and prior to the availability of API MyTIME, will be automatically converted to API MyTIME.*

Q: When will Workday training occur?

A: *Workday training for Leaders and Colleagues will begin in December for the things you must know at go-live. Additional training will occur after go-live to provide "just in time" training. More communication including training schedules and other topics will be shared through Leadership Weekly, The Dose, home mailers and other channels.*

Q: When will API MyTIME training occur?

A: *API MyTIME training will begin November 29th for Timecard Approvers and Editors. This is a virtual instructor-led class. Colleague training will begin December 1, 2021 via 3 separate CBL modules. Module 1 covers the essentials necessary to function in the application. Module 2 is Badge Readers 101. Module 3 is education for special groups such as those colleagues that float and work in 24/7 operational areas. Specific communications around training dates and suggested participants will be forthcoming.*

Q: When will we get our first pay from Workday?

A: *The first pay period processed in Workday is 12/26/21 to 1/8/22, with the first pay date on Friday 1/14/22. This pay schedule and Friday pay dates will apply to all HSHS colleagues beginning in 2022.*

Q: When will access to my tasks or information change?

A: *Please review the below table carefully to determine when your access in PeopleSoft and iCIMS will change and when you are expected to have access to Workday and API MyTIME. These are key dates for you to be aware.*

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Date	Time	Data Change or Access Limited
Week of 11/22/21		Weekly position review submissions should be limited to budgeted replacements only. • The formal position review meeting will be cancelled due to the Thanksgiving holiday, but review of replacements will occur via email.
12/11/21	Noon	Employee Self Service (ESS) becomes Read Only in PeopleSoft. • This does not include Time Entry. • Changes to name, address, direct deposit accounts and tax withholding elections (W4) will be submitted thru MyHR portal from this date until Workday access is granted to colleagues.
Week of 12/13/21		Weekly position review submissions should be limited to budgeted replacements only. • iCIMS applicant tracking system will be in transition with Workday go-live. • Leaders may still enter iCIMS requisitions, but we will not be able to formally post positions to our careers site. Position requests should be limited during this week. • Duplicate submissions for positions already posted should be limited and processed after the Workday go-live. *For example, if there are postings for Environmental Associate at HSHS St. Vincent Hospital and replacements are needed, please hold and submit through the new process the week of December 26th. Talent Acquisition would already be sourcing and recruiting for that position based on the current postings and additional requisitions do not need submitted during this transition time.*
12/20-12/25/21		Blackout period to transition open requisitions from iCIMS to Workday. • No requisition submissions (iCIMS or Workday) and no position review held during this week. Limited to critical hires only. • Critical, new requisition, needs should be discussed with your local HR Generalist/Business Partner to assist with best next steps during this time period.
12/26/21		Workday go-live and leaders begin entering requisitions into Workday using the new process. • Existing requisitions will be transitioned from iCIMS to Workday and reflect on the leader's dashboard in Workday at go-live.
12/30/21	TBD	Targeted date API MyTIME is available for recording time, requesting time off and reviewing timecards. NOTE: Time Off balances may not be current on the first day of access. It will be communicated when balances have been updated. • Time entry will become Read Only in PeopleSoft. • Manager Self-Service (MSS) access in PeopleSoft removed.
1/1/2022	TBD	Targeted date Workday is available for all colleagues to begin validating accuracy of their personal information as an orientation to Workday.

WHY?

Q: Why are we moving to Workday and API MyTIME?

A: *Digital technologies have transformed our lives and how we serve our patients. In turn, we need to offer our colleagues similar convenience and access to their personal and work information which also increases organizational effectiveness and efficiency, contributing to the sustainability of our mission.*

Q: Why are the implementations and training occurring in December when that is such a busy time of year?

A: *The implementation date aligns with the payroll year of 2022 that begins on 12/26/21. This implementation date streamlines W2 and other tax reporting for HSHS.*

Q: Why are we moving all HSHS colleagues to the same pay period schedule?

A: *This streamlined pay schedule is "a better way to work", provides many operational efficiencies for HSHS and for colleagues that transfer or hold multiple positions among differing ministries.*

Q: Why are we moving pay dates from Thursday to Friday, starting in 2022?

A: *Moving all colleagues to the same processing cycle will provide HSHS with many operational efficiencies. However, processing payroll for over 14000 colleagues in the same week will require more processing time for our payroll team. Moving the pay date to Friday will allow Payroll an additional day to ensure accurate pay for all colleagues.*

Q: Why are some ministries having a one week pay period at the end of 2021?

A: *Colleagues paid by COR, HFG, PCC, SAE, SEO SFL, SJB and SJH will be paid for one week in PeopleSoft for hours worked 12/19-12/25/21. They will then be paid for the next week of worked hours between 12/26/21- 1/1/22 from Workday. From 1/2/22 and forward they will continue to receive bi-weekly pay on the same pay schedule as all other ministries at HSHS. This one week pay schedule is required to align all colleagues to the same pay schedule beginning in 2022. Deductions that will be taken from the one-week pay are taxes, garnishments, tax deferred annuity contributions, and cafeteria or gift shop purchases with a colleague badge.*

WHERE?

Q: Where will I be able to access Workday?

A: *There will be a link on the HSHS intranet page. An Internet address and mobile application access information will be shared once the application is available to all colleagues.*

Q: Where will I be able to access API MyTIME?

A: *There will be an API MyTime icon deployed to all desktops for easy access. Additionally, there will be a link from the home page of Workday to API MyTime. An Internet address and mobile application access information will be shared once the application is available to all colleagues.*

Q: Where do I get support for Workday and API MyTIME questions?

A: *First, you should review all job aids and training videos that will be made available within the MyHR portal. At any time, if you need assistance with a 'how to' question, contact the HSHS Service Center at MyHR. If the data or the application are not as expected, please contact the HSHS Help Desk.*

Q: Where will I get access to past payroll information?

A: *The payroll data for 2021 and prior will be available in a read only format in PeopleSoft HCM and should be requested through the MyHR portal. Payroll information for 2022 and beyond will be in Workday.*

Q: Where can I provide colleague feedback like I currently do through Halogen/Saba?

A: *Workday will have a similar feedback option that will be implemented as an optimization after go-live. Communication will be shared when this function is made available.*