


# UNI Works Update






# UNI Works - Base System Functionality

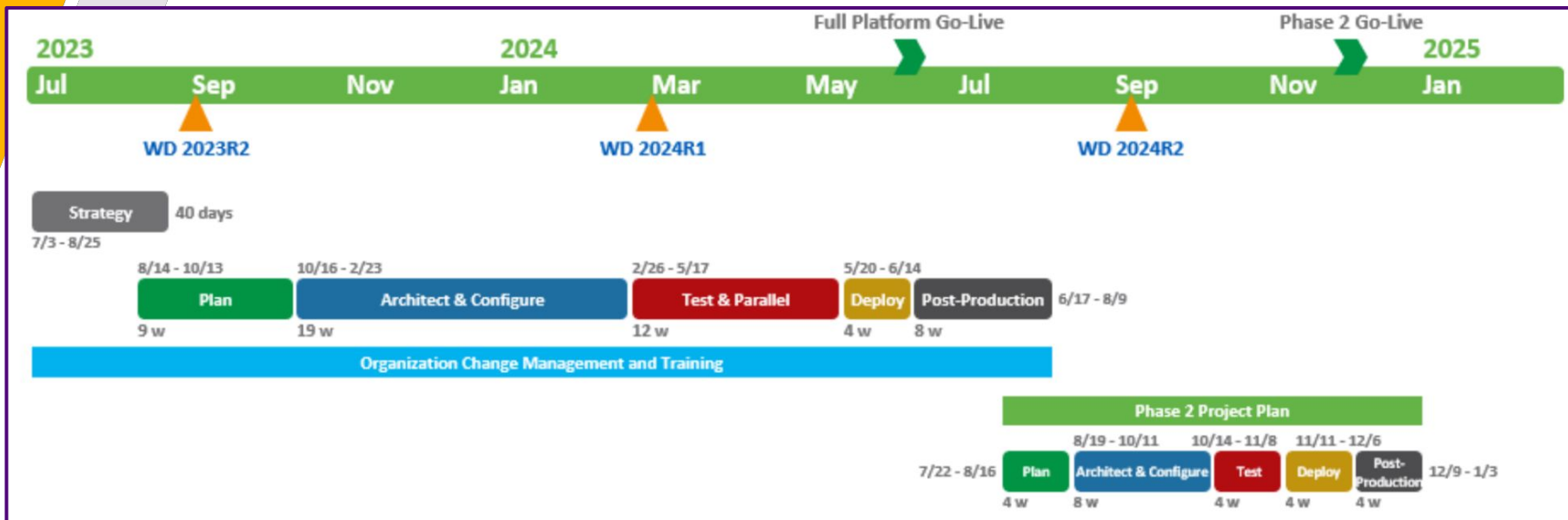
- Financial Accounting
  - Foundation Data Model (*Chart of Accounts*)
  - Banking
  - Budget
  - Business Assets
  - Expenses
  - Capital Projects
  - Grants & Contracts
  - Procurement
  - Accounts Payable
  - Accounts Receivable
  - Human Capital Management
  - Benefits
  - Recruitment
  - Learning
  - Talent
  - Payroll
  - Absence & Time
  - Scheduling
  - Reporting
- 



## UNI Works - Related Initiatives

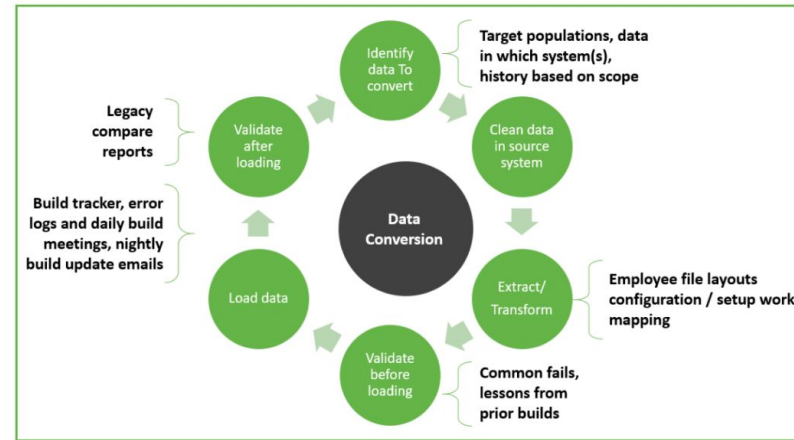
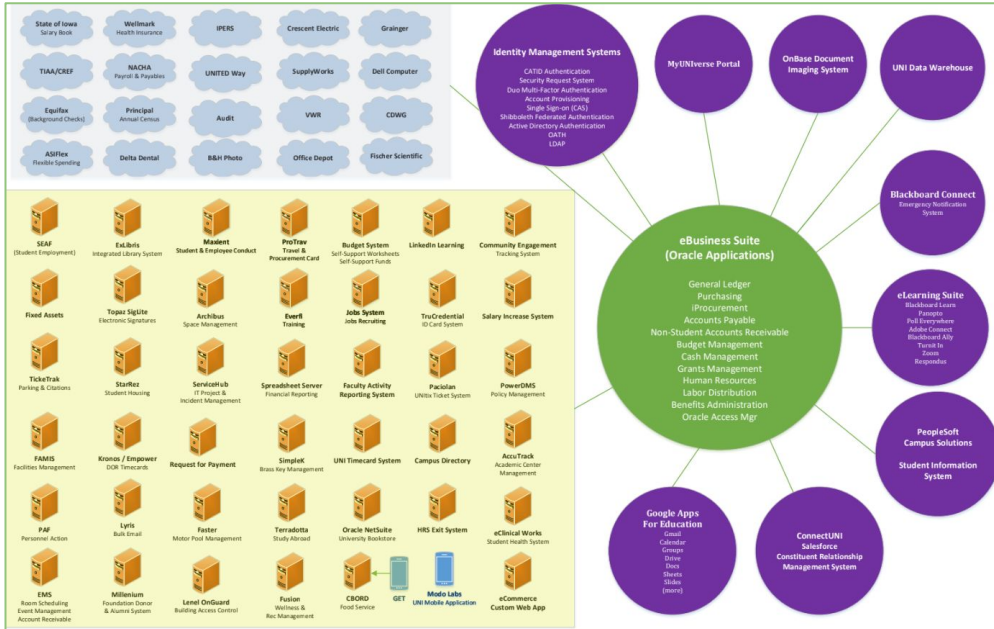
- Service Hub Redesign & Enhancements (OBO Travel & Procurement Hubs)
  - Cayuse - Formerly Grants & Contracts PRAF (Proposal Routing & Approval)
  - Security Request System (SRS) Updates
  - Accutime - Time Clock System
  - Vector Solutions Online Learning & Workday Learn
  - New Custom Workflow System
  - Data Warehouse Updates
- 

# Project Timeline & Methodology



# Functional & Technical Complexity

1. Business Process Review / Improvement
2. Systems Integration
3. Data Integrity & Conversion
4. Reporting Inventory



# UNI Works Implementation Team

## Campus-Wide Participation

### Core Teams

- Project Steering Committee
- Financial
- Human Capital Management
- Information Technology
- Reporting
- Operational Change & Training
- Change Champions Network



UNI Works Implementation "Pit Crew"		Financial (FIN) Teams					Human Capital Management (HCM) Teams					FIN/HCM Reporting Team
<p>Updated May 25, 2023</p> <p><b>Project Steering Committee</b></p> <p><b>Project Sponsors</b></p> <p>Michael Hager Marty Mark</p> <p><b>Project Management</b></p> <p>Jason Ebersberger Sarah Hems</p> <p><b>Change Mgmt. &amp; Training</b></p> <p>Jan Harsh Karen Paulsen</p> <p><b>Technical Architect</b></p> <p>Kevin Forest</p> <p><b>Human Resources</b></p> <p>Michelle Byers</p> <p><b>Business Operations</b></p> <p>Christina Geweke</p> <p><b>Financial</b></p> <p>Tonya Gerbracht</p>		<p><b>Accounts Receivable</b></p> <p>— Leads — Lukes Nelson Devyn Christoffer Linda Schroeder</p> <p>— Members — Beth West Darcy Wiegmann-Daly Joyce Wilms Lori Wartz Megan Holbach Molly Hackenmiller Shawna Oldenburger Shelly Hill Sheri Bishop</p>	<p><b>Accounts Payable</b></p> <p>— Leads — Michelle Sullivan Devyn Christoffer Linda Schroeder</p> <p>— Members — Alicia Janssen Alisa Weeks Angie Drexman Ann Ams Brittany Nelson Deb Kinsey Donna Raub Holly Schneiders Jenny Murphy Joseph Moebler Julie Tyler Kathy Whitney Kathy Detschall Kristen Thomas Lurt Dalaba Lisa Smith Megan Kasand Shayna Hansen Stephanie Thorp Tajjula Kole Todd Parsons Tristan Albus Yvonne Stremmer Zach Baethke</p>	<p><b>Procurement</b></p> <p>— Leads — Jon Westhoff Devyn Christoffer Linda Schroeder</p> <p>— Members — Alicia Speer Alicia Janssen Alexa Kuehl Angie Drexman Angie Drexman Brianna Anderson Bruce Bowler Erica Eichers Eryn Hamann Gloria Calloway Holly Schneiders Jeff Van Gelder Jan Luken Katy McLaughlin Kelli Jensen Laura Moody Megan Kasand Molly Ung Pam Creger Shelly Fresh Sheri Bishop Sherry Kyle Tanjala Kole Todd Parsons</p>	<p><b>Payroll</b></p> <p>— Leads — Jill Thrasher Emily Cahalan Austin Tisse</p> <p>— Members — Amy Starbrough Beth Kuehl Cheryl Klathen Jesse LaHmann Kim Andersen Michelle Byers Sherrri Schmitz</p> <p><b>Budget</b></p> <p>— Leads — Tonya Gerbracht Austin Tisse</p> <p>— Members — Alicia Janssen Amy Kiegl Brenda Neff Darcy Wiegmann-Daly Eryn Hamann Holly Schneiders Nate Packer Nick Rafanello Rubina Chowdhury</p>	<p><b>Grants</b></p> <p>— Leads — Michelle Mallings-Shand Austin Tisse</p> <p>— Members — Darcy Wiegmann-Daly Rubina Chowdhury Sean Parrish Tiff Hunt Tonya Gerbracht</p> <p><b>Financial Accounting</b></p> <p>— Leads — Tonya Gerbracht Austin Tisse</p> <p>— Members — De Ann LaHmann Mark Fobler Megan Holbach Nick Rafanello Traci Buseman</p>	<p><b>FIN/HCM Reporting Team</b></p> <p><b>Reporting</b></p> <p>— Leads — Beth Kuehl Krisis Moser Tonya Gerbracht Tony Kath</p> <p>— Members — Beth West Brenda Neff De Ann LaHmann Jill Thrasher Jon Randall Mark Fobler Megan Vogt-Kostner Nate Packer Sarah Gobbersch Stephanie Thorp Todd Parsons Traci Buseman</p> <p>— Other Teams — HCM Team IT Reporting Team Payroll Team</p>					
<p><b>HCM</b></p> <p>— Leads — Beth Kuehl Emily Cahalan</p> <p>— Members — Alisa Weeks Asta Mitra Cat Wilken Cortelia Martin Javer Alwanji Jill Thrasher John Valentine Kelli Detschall Kelli Ward Lisa Fruh Lisa Smith Melissa Engdahl Michelle Byers Sarah Gobbersch Scott Klathen Tammie Dean Trisha Becker</p>	<p><b>Recruitment</b></p> <p>— Leads — Lisa Fruh Emily Cahalan</p> <p>— Members — Beth Kuehl Dorrie Sorensen Rogas Heley Adminie Jim Cole Jordan Connell Katie Pfanner Kelli Detschall Leah Godbrecht Melissa Engdahl Molly Tabler Sarah Gobbersch Scott Klathen Susan Baye Tressa Hancock Trisha Becker</p>	<p><b>Learning</b></p> <p>— Leads — Beth Kuehl Emily Cahalan</p> <p>— Members — Carissa Johnson Cat Wilken Lubrielle Olivares Jason Vetter Lisa Fruh Susan Baye Therese Callaghan</p>	<p><b>Talent Optimization</b></p> <p>— Leads — Beth Kuehl Emily Cahalan</p> <p>— Members — Carissa Johnson Cat Wilken John Valentine Therese Callaghan</p>	<p><b>Time / Scheduling</b></p> <p>— Leads — Cat Wilken Emily Cahalan</p> <p>— Members — Amy Starbrough Beth Kuehl John Valentine Cathy Wilam Cheryl Klathen Erik Gustafst Jackie Burve Jeanne Alcantara Jon Tyler Kim Andersen Lisa Smith Matt Copp Megan Holbach Melissa Ward Michelle Byers Sarah Gobbersch Scott Klathen Sherrri Schmitz Sue Wood</p>	<p><b>Absence Mgmt</b></p> <p>— Leads — Melissa Ward Emily Cahalan</p> <p>— Members — Carissa Johnson Cat Wilken Kim Andersen Michelle Byers</p>							
<p><b>Information Technology (IT) Teams</b></p>												
<p><b>Data Conversions</b></p> <p>— Lead — Kevin Forest</p> <p>— Members — Aaron Thompson Michael Dringer Omar Al Fakhri</p>	<p><b>Integrations</b></p> <p>— Leads — Tonya Gerbracht</p> <p>— Members — Chad Wittrock Corey Scheer Connee Ketterer Dennis Johnson Eric Gustafst J.C. List Jonathan Masada Katelyn Gerdes Troy Buzynski</p>	<p><b>Reporting</b></p> <p>— Leads — Tonya Gerbracht</p> <p>— Members — Jim Weag Linda Schroeder Melissa Martin Yavoi Teramoto Moreland</p>	<p><b>Functionality</b></p> <p>— Leads — Dylan Trunk</p> <p>— Members — Austin Tisse Devyn Christoffer Emily Cahalan Linda Schroeder</p>	<p><b>Workday System Admin</b></p> <p>— Leads — Aaron Thompson</p> <p>— Members — Jeff Chaney Ken Cornejo Kris Miller Nate Kostermann Omar Al Fakhri Pete Callaghan Shane Fischer</p>	<p><b>User Support</b></p> <p>— Leads — Ben Arnold</p>							

# Campus Engagement



## Communication

uniworks-help.uni.edu  
Email Messaging  
Digital Signage  
Northern Iowan  
InsideUNI  
Presentations  
Business Process Users  
Group (BPUG)

## Engagement

User Experience Sessions  
Demonstrations  
Change Champion Network

## Training

Job Aids  
Webinars  
Hands-on-Instruction  
Terminology Crosswalk

## Support

Help Desk  
Online  
Drop Ins  
Website

# Campus Engagement



**UNI** / University of Northern Iowa

Request Info Visit Apply

Q MENU

## UNI Works

**We're live!**

The implementation of UNI Works is one of the largest software deployments in the past 25 years at the University of Northern Iowa. This new system is the hub for business, finance, human resources and payroll on campus.

As you maneuver the new system, please refer to our step-by-step job aids for assistance.

[Job Aids](#)

- UNI Works
- Training
- Job Aids
- Terminology
- FAQs
- Project Vision
- Contact Us

**UNI Works AI Digital Assistant**

UNI Works

Hi there! I'm your friendly UNI Works digital support assistant. I'm here to help you navigate the Workday system and explain any terminology you might come across. How may I help you?

Just now

Type your message

## BPUG Meetings & Videos

The UNI Works team held a series of sessions to demonstrate different parts of the UNI Works system.

[Basic Navigation Video](#)

[Non-Payro Deposit](#)



# Project Goals Achieved!

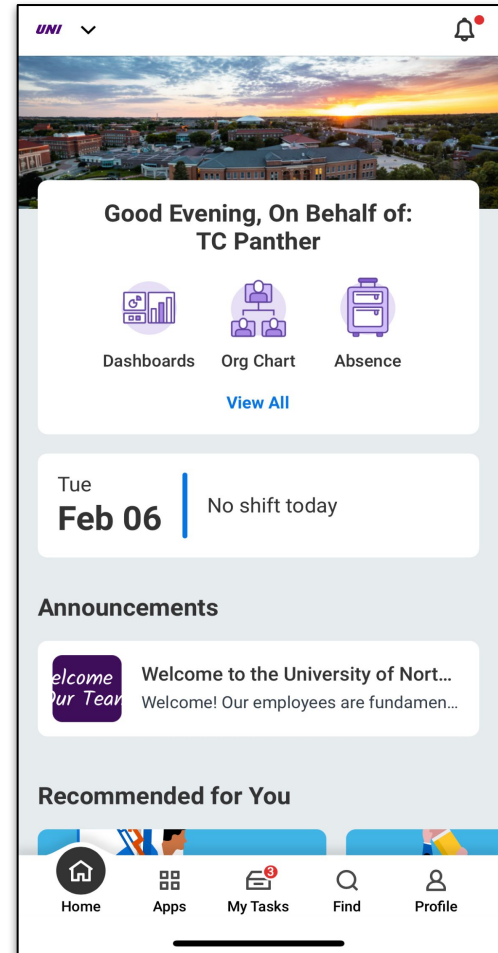
## UNI WORKS

*Empower the UNI community with modern tools that deliver intuitive user-experiences, drive operational effectiveness, and support data-informed decision-making.*

GUIDING PRINCIPLES	Service Excellence	Intuitive	Efficient	Accurate	Secure
STRATEGIC GOALS	<ul style="list-style-type: none"> <li>Provide access to the information needed when it is needed</li> <li>Foster strategic thinking to operate in a model of continuous improvement and adaptability through collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Deploy simple and easy to understand workflows</li> <li>Improve the overall experience for all users</li> </ul>	<ul style="list-style-type: none"> <li>Leverage delivered functionality and adopt leading practices</li> <li>Streamline processes, enable mobile-ready functionality and access to real-time analytics</li> </ul>	<ul style="list-style-type: none"> <li>Continue excellence in financial reporting</li> <li>Provide a reliable and accurate system that serves as a single source of trustworthy data</li> </ul>	<ul style="list-style-type: none"> <li>Maintain compliance and controls across a sustainable technology landscape</li> <li>Adopt industry standard security frameworks to address secure interfaces, data integrity, data privacy and other IT and Data security needs</li> </ul>
VALUE STATEMENTS	<ul style="list-style-type: none"> <li>Leverage process automation to allow more focus on other complex tasks</li> <li>Access to HR, finance and payroll data and processes through a robust self-service portal</li> </ul>	<ul style="list-style-type: none"> <li>Standardized and clearly defined electronic tasks and processes are easy to follow</li> <li>Work is supported by a simplified and modern user experience</li> </ul>	<ul style="list-style-type: none"> <li>Improved system maintenance approaches will free up resources to support other systems</li> <li>Access to data and analytics in real-time speeds up decision-making</li> <li>Empower people to implement industry leading practices</li> </ul>	<ul style="list-style-type: none"> <li>DDDH will have actionable, accurate and relevant data to support decision-making</li> <li>Improved timeliness and reliability of data with streamlined workflows</li> </ul>	<ul style="list-style-type: none"> <li>A reliable, secure system provides quick, easy access to processes and data analytics</li> <li>Provide access to the right information in the right place at the right time</li> </ul>
SUCCESS OUTCOMES	<ul style="list-style-type: none"> <li>Increased ability to measure key performance indicators</li> <li>Shorter time-to-hire</li> <li>Reduced tactical training time for new hires</li> </ul>	<ul style="list-style-type: none"> <li>Increased self-service and mobile access options</li> <li>Increase data visibility with more relevant dashboards and reports</li> <li>Reduced service hub tickets</li> </ul>	<ul style="list-style-type: none"> <li>Streamlined testing and validation for system updates</li> <li>Increased system availability and adoption of new functionality</li> <li>Faster HR, finance and payroll processing times</li> </ul>	<ul style="list-style-type: none"> <li>Increased consistency of reporting data across the institution</li> <li>Reduced data-entry errors</li> <li>Continue to receive the Certificate of Achievement for Excellence in Financial Reporting from the GFOA</li> </ul>	<ul style="list-style-type: none"> <li>Reduced number of systems for end-user logins and integrations</li> <li>Increased flexibility of where and when work can be done</li> <li>Increased data security and data integrity</li> </ul>

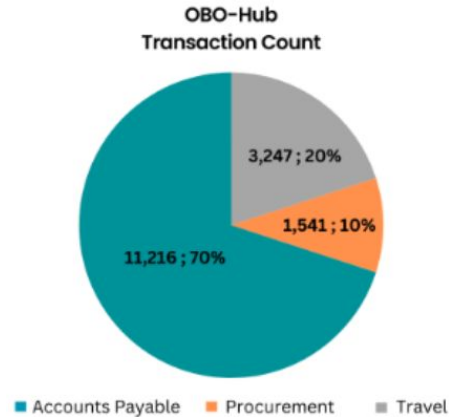
# Go Live Success: *Easy Access*

- Internet Browser: uniworks.uni.edu
- No VPN Required for Remote Access
- Fully Featured Mobile Application



# Go Live Success: *Timeliness & Accuracy*

- Payroll!
- Travel & Procurement Hub
  - July-September: 16,004 Transactions
  - Average Time to Completion: 5 Days
- Transactional Accuracy Improvement Rates





# Go Live Success: *System Interfaces*

- Statistics go here...



## Go Live Success: *Error rates and efficiency*

	FY21	FY22	FY23	FY24
Requests for Pay	76%	48%	53%	47%
P-card vouchers	33%	33%	36%	28%
Travel expense vouchers	26%	31%	32%	28%
Requisitions	10%	14%	18%	18%

## Go Live Success: *Error rates and efficiency*

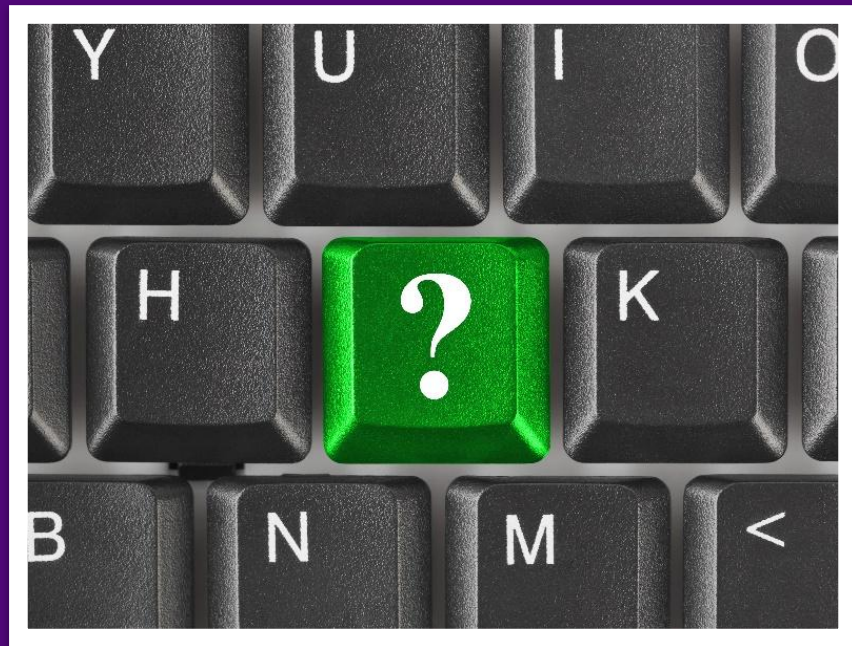
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FY2025 - YTD	Jul	Aug	Sep	1Q
<b>Expense Reports</b>	<b>9%</b>	<b>6%</b>	<b>5%</b>	<b>6%</b>
<b>Spend Authorizations</b>	<b>5%</b>	<b>6%</b>	<b>6%</b>	<b>4%</b>
<b>P-card Verifications</b>	<b>1%</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>
<b>Supplier Invoices</b>	<b>2%</b>	<b>0%</b>	<b>1%</b>	<b>1%</b>
<b>Requisitions</b>	<b>5%</b>	<b>3%</b>	<b>3%</b>	<b>4%</b>
<b>Misc Payment Requests</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>



# Activities In Progress

1. Ongoing System Enhancements
    - a. Reports Development
    - b. Procurement Stores
    - c. Business Process Improvements
  
  2. New Functionality: Phase 2
    - a. Adaptive Planning (*Budget Development & Forecasting*)
    - b. Advanced Compensation (*Annual Compensation*)
    - c. Prism (*Enhanced Reporting - Workday & External Data Sources*)
- 





Thank you!



