



# PRAIRIE VIEW A&M UNIVERSITY


A Member of the Texas A&M University System

November 1, 2017

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY18-19

Distributed via Campus Email

To: Faculty & Staff

From: Corey S. Bradford   
Senior Vice President for Business Affairs

Re: **Workday Drop-in Learning Labs**

Our implementation of Workday continues at full speed and our “Go-Live” date of **December 17, 2017**, will soon be upon us. To help you prepare for our transition, learning labs have been scheduled for you to “drop in” and work on general Workday scripts in a sandbox site. The mission of the Drop-in Learning Lab is to provide an open – access lab setting which provides the opportunity to gain awareness and comfort with the intuitive functionality of Workday.

Our managers and employees are the central focus of the labs, and subject matter experts. Our University’s Workday Champion Team will be available during these labs to guide and assist them as they work through the available scripts, as well as address any questions or issues which may arise. General scripts, including but not limited to, actions such as logging in, general navigation, and updating personal profiles, will be available for the manager and employee to work through. **Managers and employees may visit the available labs as many times as desired.**

**The following labs have been set up for our University’s Managers:**

Date	Location	Time
Monday, November 6, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.
Tuesday, November 7, 2017	S.R. Collins, Room 114	1:00 p.m. – 5:00 p.m.
Monday, November 13, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.
Tuesday, November 14, 2017	S.R. Collins, Room 114	1:00 p.m. – 5:00 p.m.
Monday, November 20, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.
Tuesday, November 21, 2017	S.R. Collins, Room 210	1:00 p.m. – 5:00 p.m.
Monday, November 27, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.
Tuesday, November 28, 2017	S.R. Collins, Room 210	1:00 p.m. – 5:00 p.m.

**The following labs have been set up for our University's Employees:**

<b>Date</b>	<b>Location</b>	<b>Time</b>
Wednesday, November 8, 2017	O'Banion Science Building, Room 123	8:00 a.m. – 12:00 p.m.
Thursday, November 9, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.
Wednesday, November 15, 2017	O'Banion Science Building, Room 123	8:00 a.m. – 12:00 p.m.
Thursday, November 16, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.
Wednesday, November 22, 2017	O'Banion Science Building, Room 123	8:00 a.m. – 12:00 p.m.
Wednesday, November 29, 2017	O'Banion Science Building, Room 123	8:00 a.m. – 12:00 p.m.
Thursday, November 30, 2017	Delco, Room 217	1:00 p.m. – 5:00 p.m.

**The following labs have been set up for our University's Deans and Associate/Assistant Vice-Presidents:**

<b>Date</b>	<b>Location</b>	<b>Time</b>
Friday, November 10, 2017	Harrington Science Building, Room 101	8:00 a.m. – 12:00 p.m.
Friday, November 17, 2017	Harrington Science Building, Room 101	8:00 a.m. – 12:00 p.m.

We look forward to the upcoming Workday implementation and are excited to create a more nimble, process and data driven organization. Stay engaged, informed and follow along as we create a better Workday.

If you have any questions, please contact Bill Rohrman Jr., the University's Project HR Lead, by email at [HRWorkdayTeam@pvamu.edu](mailto:HRWorkdayTeam@pvamu.edu).

xc: Mrs. Radhika Ayyar, Executive Director of Human Resources  
 Mrs. Euletha Wade, Director of Payroll  
 Mr. Bill Rohrman Jr., Human Resources Generalist II, Office of Human Resources