**Workday – Facilities Soft Launch + Go Live Instructions** 7.23.19

**General Information:**

* The go live Workday link will be located in Techworks: [**https://techworks.psauth.gatech.edu:5943/paprod/paprod\_login.html**](https://techworks.psauth.gatech.edu:5943/paprod/paprod_login.html)
* **Invoices:**
* Invoices that were submitted by vendors after the FY cut off deadline will be migrated into Workday for PM approval. Facilities Accounting will migrate invoices into PM queues in a limited manner during the week of July 8th. Specific project managers will be contacted to let them know that invoices are in their Workday queue for approval.
* We have not yet been advised of a way to look up the status of vendor payments when Workday goes live. TBD.

**Sunsetting of Image Now:**

* Image Now will remain open as a historic repository to look up older contracts, budget amendments and invoices.
* Invoices submitted into Image Now by vendors, that did not make the payment deadline, will be moved into Workday and should appear in your Workday queue for approval.

**Sunsetting of AIM – Projects prior to FY 2020**

* All active projects have been migrated to Workday. (All 2019, 2018, 2017, and older projects have been migrated.)
* For any open contracts, only the unliquidated balance that is remaining to be paid has been migrated to Workday. Historic contracting and invoice history for projects 2019 and older will not be visible in Workday.
* Because only a partial accounting history will be visible for projects migrating to Workday, the Facilities accounting team will continue to double enter all contracts and invoices into AIM for projects that are 2019 or older.

**Training Resources:**

* Training job aids for D&C project managers, including a syllabus of recommended training, is located on the Facilities Forms website under Training / Workday. <https://facilities.gatech.edu/standard-forms-and-templates/training>
* Training links by role for O&M is located on the Facilities Forms website under Training / Workday. <https://facilities.gatech.edu/standard-forms-and-templates/training>

**Issue Resolution:**

* For D&C team members:
* If you are having difficulties with the training instructions please work with one of our Genius Team volunteers: Kynthia, Carla, Mitchell, Jennifer, Spencer, Polly, Cristina, Maria, Nic, Brad, Brian, Fenella, or Mark.
* If you are having significant technical issues, please see Kim Wilson and she will enter the issue into the Service Now portal.
* All other issues for other departments in Facilities (O&M, EHS, etc.) should be submitted to the new Financials issues reporting tool located at the Service Now website:

<https://gatech.service-now.com/home>

**Worktags:**

* Worktags (Workday funding accounts) will replace Peoplesoft accounts.
* A list of Worktags for Facilities funded projects will follow by email.
* Your customers will need to set up Worktags in Workday for new projects and provide that information to you.
* For existing projects, the Peoplesoft to Workday Crosswalk website can be used to look up the conversion of Peoplesoft Accounts to Workday Worktags:

 <https://tableau.gatech.edu/t/EDM/views/LITE-GTWorkdayFDMCrosswalk/FDMCrosswalkOverview?iframeSizedToWindow=true&:embed=y&:showAppBanner=false&:display_count=no&:showVizHome=no&:origin=viz_share_link&:render=false#1>