June 28, 2022

Important update about Workday@OK go-live and training

State of Oklahoma workforce,

I am pleased to announce that **Workday@OK will officially go live on Monday, Aug. 15!** At that time, HCM and Payroll conducted in PeopleSoft will transition to Workday@OK. Specific details about cutover logistics for the transition to Workday@OK will be released in late July.

Our goal for the State of Oklahoma is to be among the top 10 states for technology and innovation; adopting Workday@OK is an important step toward modernizing Oklahoma agencies. A special thank you to the BrightPath project team and the agency representatives who have dedicated their time and expertise to supporting the Workday@OK implementation. I am excited to make this change *together,* and I feel confident that Workday@OK will have a positive impact on our workforce statewide!

Workday@OK training overview

Workday@OK training will be available to all state employees beginning July 18. **Please review the training information below in preparation of using Workday in August.**

- **Sign-up for virtual employee and manager training:** Multiple virtual training sessions are available for **employees and managers** starting in mid-July. During this training, an instructor will walk attendees through how to complete common tasks using Workday@OK.

- **Access this document to sign up for training.** This document includes links to calendar invitations for all employee and manager training sessions. Follow the instructions within the document to register.

- **Agency HR/Payroll/Recruiting/Finance/Learning staff – classroom and virtual:** Training for agency HR staff will be available virtually and in-person. Enrollment details will be sent directly to agency HR staff.

Additional training resources for all state employees

- **Bookmark the Workday@OK webpage on the OMES website.** Prior to go-live, workforce training information, including user guides and links to access training videos, will be available on this webpage. After go-live, employees can use this page to access Workday@OK and get the latest system information.

- **User guides** are available on the OMES website and provide step-by-step instructions on how to accomplish critical tasks in Workday@OK. Check back often as new user guides continue to be added to this webpage.

- *Coming soon:* **On-demand resources** will be available in Workday@OK, including guided tours and help text available as you navigate the system. When completing a task, you can use the Workday search bar to find these just-in-time instructional resources.

- *Coming soon:* **Workday@OK instructional videos** will soon be available to view on Learn and SharePoint. These short videos visually depict how to complete certain processes in Workday. Stay tuned for additional information from your agency change agent about accessing these videos.

- *Coming soon:* **Demo videos** will be available to agency HR and functional areas outlining complete processes and tasks in Workday@OK.

Learning a new system can feel intimidating, but I am confident after reviewing the Workday@OK training resources you will feel prepared to complete tasks in Workday@OK beginning day one. Keep in mind that your agency HR team, agency leadership and the OMES Service Desk are available to answer questions and support you as you navigate the new system.

Please reach out to brightpath@omes.ok.gov if you have any questions about training or the Workday@OK implementation. I look forward to go-live on Aug. 15, and thank all of you for your commitment to serving the State of Oklahoma.

Sincerely,
Steven Harpe
State Chief Operating Officer