



Oklahoma State Agency Communications Toolkit

Materials and resources to share with your
agency about Workday@OK.

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OKLAHOMA

Shareable Workday@OK Materials

brightpath.ok.gov

Newsletter or Agency Update Verbiage about Workday@OK Training

On Aug. 15, the state is implementing Workday@OK in to replace all HCM and payroll processes currently conducted in PeopleSoft.

What does this mean for employees? With Workday@OK, state employees can view and control much of their HR information and the need for many paper forms will disappear. Workday@OK gives employees the freedom to edit personal information and benefits, set up direct deposit, and request time off or leave of absence all from a computer or mobile device.

What training is available? All employee are invited to attend a virtual instructor-led training session. Follow the instructions in [this document](#) to access calendar invitations for all employee and manager training sessions. Additional training resources are also available on the [Workday@OK webpage](#).

Where can you learn more about the Workday@OK implementation? Visit the BrightPath website for videos, FAQ and resources that include helpful context about the new system. Access the Workday@OK webpage for training information and email brightpath@omes.ok.gov with questions. You are also encouraged to contact the change agent(s) at our agency to learn more.



Workday@OK Visuals

Select the link to download the Workday@OK visual to share with your agency. Some ideas for when to use these visuals include: Microsoft Teams announcements, email, agency intranet sites and/or newsletters.

Workday@OK



<https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayButtonBelow.png>



<https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayButtonAbove.png>



https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayOK_left.png



Workday@OK

https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayOK_above.png

Workday@OK 

<https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayButtonRt.png>

 Workday@OK

<https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayButtonLt.png>



<https://oklahoma.gov/content/dam/ok/en/omes/images/WorkdayHeaderBanner.png>



OKLAHOMA

Workday@OK Background and Resources

brightpath.ok.gov

Project Overview

MODERNIZING HR WITHIN STATE GOVERNMENT

Later this year, the State of Oklahoma will adopt a brand-new human resources platform called Workday@OK. This comprehensive system will lead to greater efficiencies in agency workforce management and streamline processes currently carried out using a variety of methods.

Because Workday@OK will change many current employee processes – like time tracking, learning, performance management and payroll – this toolkit contains resources for understanding and communicating key information related to this statewide project.

Project began	Fall 2020
Estimated launch	August 15, 2022
Who is affected?	State of Oklahoma employees
Project status	Deployment
Contact	brightpath@omes.ok.gov



Key Roles



JAMIE BUSH

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LIZ BRANDON

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BrightPath Change Management Lead

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CHANGE AGENT NETWORK

Agency-specific change agents are available to support the workforce prior to system deployment

<https://go.usa.gov/xueQA>



FAQ



WHAT IS THE BRIGHTPATH PROJECT?

It is a joint effort between the Office of Management and Enterprise Services, Workday and Oklahoma state agencies to modernize and harmonize the state's processes related to human resources information management and payroll. The result will be a new human capital management system for the state workforce.



WHAT IS WORKDAY@OK?

This is the new HCM system replacing PeopleSoft. It is a cloud-based software inclusive of HR, talent management and learning modules that employees can access from anywhere, even mobile devices.



WHAT IS THE CHANGE AGENT NETWORK?

A group of agency representatives comprised of one or more employees from participating agencies. These employees convey important project news and pre-implementation actions to their agency colleagues. They also convey to the project team the feedback they hear within their agencies to assist in planning relevant change management content that addresses end users' needs. More than 200 employees currently serve as change agents representing 116 agencies.



FAQ



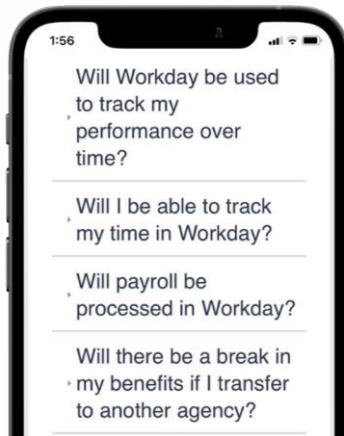
WHAT TASKS WILL EMPLOYEES COMPLETE IN WORKDAY@OK?

Specific tasks vary by agency. In general, the tasks completed by employees in Workday@OK will vary by agency. In general, employees will be able to enter time, request leave, update contact information, apply for jobs, view their pay history, sign up for benefits, view their performance reviews and access learning and transcripts.



WHAT TASKS WILL MANAGERS COMPLETE IN WORKDAY@OK?

Specific tasks vary by agency. In general, managers will be able to approve time and requests, manage the team's time-off via a calendar, initiate new job postings, run reports and approve or assign learning.



Visit the BrightPath [FAQ webpage](#) to find more answers about Workday@OK, including topics specific to HR, payroll, managers, talent and performance, and time keeping.

Visit the [Workday@OK webpage](#) for additional information about training.



Additional Resources



MONTHLY UPDATES

Project updates from Executive Project Sponsor Jamie Bush detailing project progress, upcoming milestones and Workday@OK functionality highlights. Previous issues can be found on the [Updates webpage](#).



PRESENTATIONS AND WEBINARS

Subject matter experts dive into specific areas of Workday@OK and provide brief demos of payroll, learning, talent and performance, etc. Contact the [change agent at your agency](#) for links to access webinar recordings on Learn.



POSTERS

A series of posters is available on the [Resources webpage](#) for agencies to distribute digitally and in-print to their workforce. They range from one-page project summaries to key benefits Workday@OK will offer, including mobile ability and Employee Self-service.



Media Assets



FROM THE GOVERNOR

View this special video message from Gov. Kevin Stitt to find out how we are changing HR for the state workforce.



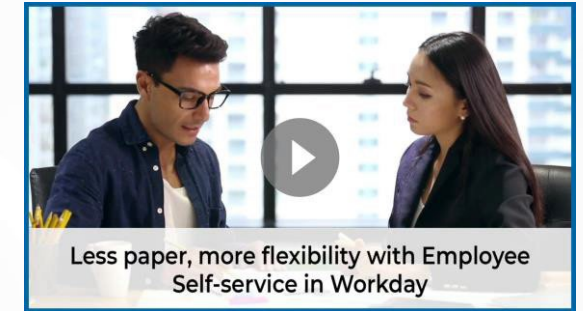
GSD PODCAST 027

Director of Workday Operations Liz Brandon and BrightPath Project Sponsor Jamie Bush discuss how this cloud-based system is slated to transform the state employee experience in Oklahoma.



EMPLOYEE JOURNEY

Follow John, a fictional state employee, as he learns how using Workday@OK streamlines his day-to-day and long-term activities at the state.



SELF-SERVICE

Learn how Employee Self-service enables state employees to view and manage their own HR information online.

