

# BARS BASICS

Keeping you up to date on Workday news and happenings



## Workday Phrase of the Month

### *Project Cutover*

A **Project Cutover** is a process that is used to transition an organization from one system to another. It involves the transfer of data, processes, and systems from the old system to the new system. Cutover is the period between the end of using the old system and the beginning of using the new system.

Often during **Project Cutover**, there is a **“Freeze Period”** where adding new transactions or data into a system is limited.



## Get On Board with LHD Workday Training

Switching to a new technology like LHD Workday is a big deal for any organization. It is more than just a new system - it's a whole new way of managing our time, reviewing budget

processes more efficient. It's not just about the tech, but also about everyone getting on board and involved.

Training helps you get on board with the new system, gives you a sense of ownership, and assists the training team to keep improving LHD Workday resources. By creating an environment that encourages everyone to get involved, we can make the switch to LHD Workday as smooth as possible, getting the most out of its benefits, and making our new processes more effective.

## Workday Quick Facts:

- Workday is used by more than 10,000 organizations around the world.
- Workday processes 365 billion transactions per year.
- Around the globe, Workday services more than 1 million users per minute.
- Workday was founded and incorporated in 2005.
- Workday headquarters is in Pleasanton, CA.



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## Types of LHD Workday Learners



**Employee Self-Service (ESS)**  
Employee self-service users will use LHD Workday for self-service functions such as entering time, submitting expense reports, changing banking details, or updating their personal information.

**Manager Self-Service (MSS)**  
Manager self-service users will use LHD Workday for their self-service functions **and** will have managerial responsibilities in LHD Workday.

**Public Health Director**  
Public Health Directors have special training opportunities and resources to guide them in how to complete their role-specific job responsibilities in LHD Workday.

**System Process Users**  
System process users will use LHD Workday for self-service functions **and** for their core job responsibilities such as initiating and completing business processes in finance, payroll, and/or personnel areas, running reports, and approving actions.



Tell us what you think about the newsletter. Do you have story ideas? [Share your feedback and ideas here.](#)

## Got Questions?

Ask your LHD **Change Ambassador** about Workday. They have FAQs and resource materials to help you understand why we are implementing Workday and what Workday will mean for your day-to-day work activities.

Need to know who the **Change Ambassador** is for your LHD? [Ask here.](#)



**Kentucky Public Health**  
Prevent. Promote. Protect.

## BARS BASIC NEWSLETTER

Explaining how Workday will do the heavy lifting.