

CITY OF SAN LEANDRO

Workday ERP (Enterprise Resource Planning) Project
Finance Committee Update



AGENDA

- ✓ Key Activities & Milestones to Date
- ✓ Project Roadmap & Next Steps
- ✓ Project Timeline & Phases
- ✓ Project Status & Funding Overview
- ✓ Biennial Budget Request
- ✓ Key Risks & considerations
- ✓ Q&A & Discussion



KEY ACTIVITIES & MILESTONES TO DATE



July 2024– Project and Budget Approved by Council
Contracts Signed with Workday and Implementation Partners



August – September 2024
Preparatory Work & Familiarization with Workday eco-system



October - November 2024
Implementation consultants onboarded.
Strategy phase completed
Planning Phase started



December 2024 – Executed Change Order to move Phase 1 (HR/Payroll) Go-live to January 2026 due to pay cycle change from semi-monthly to bi-weekly



January –March 2025
Core team completed foundational Workday training; Planning Phase completed; Design and configuration underway

PROJECT ROADMAP & NEXT STEPS



March 2025 – April 2025

- Secure budget approval for implementation and staffing costs for FY26 and FY27
- Finalize SOW and sign Can/Am (Teller) Cashiering system contract



February 2025 – January 2026

- Continue with the Design, Configuration & Development of HR/Payroll Phase
- Followed by other phases – Testing , Training
- Go-live date is January 1st 2026



October 2025 – July 2026 – Phase 2 – Finance Implementation

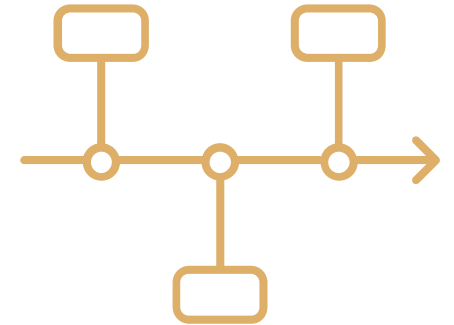
PROJECT TIMELINE

Phase 1: HCM/Payroll/Time Entry

- *October 2024 – February 2025: Strategy & Planning (Completed)*
- *January – June 2025: Design, Configuration & Development (In-Progress)*
- *July – October 2025: Testing*
- *October – November 2025: Training*
- *December/January 2026: Go-Live (on January 1st)*

Phase 2: Financials

- *October/November 2025: Planning*
- *November 2025 – February 2026: Design, Configuration & Development*
- *March – June 2026: Testing & Training*
- *June/July 2026: Go-Live*



PROJECT STATUS & FUNDING OVERVIEW

- The project is currently on-schedule and on-budget.
- FY25 funding is secured, but we need to ensure funding for FY26 and beyond to maintain progress.
- Maintaining funding is needed to support successful implementation, training, and post-production support.



BIENNIAL BUDGET REQUEST

Fiscal Year/Category	Project Implementation Cost	Operational Costs (Post-implementation)	Appropriation Requested	Notes/Comments
Year 1 (FY25)	\$2,121,266	\$0	\$0	These funds were appropriated in previous fiscal years
Year 2 (FY26)	\$2,169,436	\$0	\$2,983,888	Implementation Cost + Contingency (\$814,452 → 10% of total cost)
Year 3 (FY27)	\$269,892	\$445,328	\$715,220	Implementation Cost + Software Subscription
Year 4 (FY28)	\$0	\$445,328	\$0	
Year 5 (FY29)	\$0	\$445,328	\$0	
Years 6 – 10 (FY30 – FY34)	\$0	\$2,247,944	\$0	
Staff Costs			6 FTEs for FY26 & FY27	Continue the same staffing as prior budget cycle for FY26/FY27 – 2 HR, 2 Finance, 2 IT.

KEY RISKS & CONSIDERATIONS

Staff Engagement & Workload:

- Increased meetings and project demands has led to some staff fatigue.
- **Mitigation:**
 - Working with the implementation partner to streamline meetings and improve scheduling
 - Provide workload relief through additional staff and consultants



Change Management & Adoption:

- The transition to bi-weekly pay requires focused change management
- Workday represents a new way of doing work – requires user training and adaption
- **Mitigation:**
 - Change Management Team is actively communicating changes and addressing concerns
 - Comprehensive training plan is being developed to ensure smooth transition.

ERP IMPLEMENTATION

