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Subject: E-Forms System processing and Workday transition

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Sent: Thursday, October 29, 2020 4:47 PM

To: eforms@lists.wsu.edu

Subject: [Eforms] E-Forms System processing and Workday transition

To all E-Forms System Users --

As you're all aware, the changeover to Workday is coming very soon. You've likely seen notices from Modernization and the Controller's Office regarding the last dates to complete certain actions. We wanted to alert you that these cutoff dates also effect the last dates that you can send your Travel Expense Vouchers (TEVs) and Sponsored Project Activity Requests (SPARs) to the Travel and Sponsored Programs group inboxes for final processing within the E-Forms system. Both the TEV and the SPAR will be replaced by Workday business processes as of Jan. 1, 2021.

Modernization has put together a great resource page about the cutover from our current systems to Workday:
<https://modernization.wsu.edu/cutover/>

Here's the relevant cutoff action dates from the table on the above webpage:

- **The last day to submit TEVs to Travel Services is Dec. 14, 2020.**
- **The last day to submit Re-Budget and Guarantee SPARs to SPS is Nov. 13, 2020.**

The E-Forms System is not set up to send you any alerts if you try to send forms to Travel or Sponsored Programs after these deadlines, but be aware that any forms sent to their group inboxes after these dates will not get processed and these transactions will need to be re-entered in Workday after launch. (We're likely going to be removing routing access to the Travel and Sponsored Programs group inboxes shortly after the deadlines listed above.)

NOTE: The Request for Shipment of Merchandise (RSM) is going to remain in the E-Forms System. Since RSM expense data is not fed directly into the payment system, Central Receiving has determined that you may continue to process your RSM forms as normal. On Jan. 1, 2021, a new template of the RSM will become active in the E-Forms System that will include fields for entering the new worktags that are replacing our current account code information.

The E-Forms System is going to remain active, so you'll still be able to log in and view any e-forms in your repositories, e.g., your My Completed Forms folder. Auditors will still be able to view all of the forms in the system as normal.

If you have any questions regarding the E-Forms System, feel free to contact us.

Regards,
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