

## **Requirement # 27 Supplemental Material Existing Notification & Approval Workflows**

In addition, FLVS is seeking to migrate a list of nineteen (19) cross departmental notification and approval workflows and processes to the Workday platform. The Workday Certified Partner (respondent) will be required to effectively evaluate and categorize each workflow for potential migration to Workday, by using a rating system based on three key criteria: practicality, feasibility, and probability. For each workflow where the rating indicates the workflow could be migrated to Workday, the respondent must include the hours and resources required to complete the migration. Detailed requirements will be provided upon contract award. The framework to be used for the notification and approval workflows evaluation is as follows.

### **Rating System**

Use a scale of 1 to 5 for each criterion, where:

- 1 = Very Low
- 2 = Low
- 3 = Moderate
- 4 = High
- 5 = Very High

### **Categories and Criteria**

#### **1. Practicality**

- **Definition:** How practical is it to move this workflow to Workday in terms of business needs and benefits?
- **Considerations:**
  - Alignment with business goals
  - Impact on efficiency and productivity
  - User adoption and training requirements

#### **2. Feasibility**

- **Definition:** How feasible is it to technically implement this workflow in Workday?
- **Considerations:**
  - Technical complexity
  - Integration with existing systems
  - Availability of required features in Workday

#### **3. Probability**

- **Definition:** What is the likelihood of successfully migrating this workflow to Workday?
- **Considerations:**
  - Historical success of similar migrations
  - Resource availability (time, budget, expertise)
  - Risk factors and potential obstacles

**Example Evaluation Table**

Workflow Name	Practicality (1-5)	Feasibility (1-5)	Probability (1-5)	Comments
Employee Onboarding	5	4	5	High business impact, moderate technical effort
Expense Approval	4	3	4	Aligns with goals, some integration required
IT Service Requests	3	2	3	Moderate impact, high technical complexity
Leave Management	5	5	5	Essential process, fully supported by Workday

Review, evaluate, and rate these Notification and Approval workflows.					
	Name	Description	Current System	Notified Via	Group /Department
1	Board approvals for Expenses	Board Expense Approvals (Board Clerk and Trustees)	Concur	Email from Concur	Finance/Expense
2	Bonuses and Supplements	Approving Bonuses and Supplements	Outlook	Email with .pdf to sign	Finance/Compensation
3	Entitlement Documents	Process for the Grants team to complete a DOE 100A application form for a Grant. The form is sent to the CEO for Adobe Sign signature.	Outlook	Email with .pdf to sign	Grants
4	Expenses	Approving a direct report's expense request created in Concur - time sensitive	Concur	Email from Concur	Finance/Expense
5	FlexPoint	Certain states require an ink signature - like California. He would have to sign and send back.	Outlook	Email with .pdf to sign	FlexPoint
6*	FTE (Student Certification Letter)	Certify FTE numbers with the state of Florida	Outlook	Email with .pdf to sign	FTE
7	Grant Approvals	Approving grant applications	Outlook	Email with .pdf to sign	Grants
8	Grants (including ESSER)	Approving grant applications	Outlook	Email with .pdf to sign	Grants
9	Help Catalog Items	Approving ServiceNow Help Catalog Requests - Various (i.e. Hardware Request, IT Admin Access, Data Base Access, etc.)	ServiceNow	Email from ServiceNow	ServiceNow/Help Catalog Requests
10*	Late Expense Submissions	Approval of an expense where no prior approval was received	Teams /SharePoint	Teams and SharePoint	Finance/Expense
11*	OGC (Office of General Counsel)	Agreements with outside attorneys	Workday	Email with .pdf to sign	OGC

12*	Out-of-State Employment (Existing Employee)	Allow existing employees to live/work out of state. This is for Permanent out-of-state employment.	Outlook	Email with .pdf to sign	Finance/Payroll
13*	Out-of-State Employment – Temporary (Existing employee)	Allow existing employees to live/work out of state. This is for Temporary out-of-state employment.	Outlook	Email with .pdf to sign	Finance/Benefits/Payroll
14*	P-Card - Limit Change	Increase P-Card Limit	Teams /SharePoint	Teams Notification and SharePoint Email	Finance/Expense
15*	P-Card - New	Issuing a New P-Card	JPMorgan Site	Email from JPMorgan	Finance/Expense
16	P-Card - Payment	Approval of payments made with a P-Card - expense reports	Concur	Email from Concur	Finance/Expense
17	Procurement Request	Approve PACT (Procurement) Request	ServiceNow (PACT)	Email from ServiceNow	Procurement /ServiceNow
18	Travel Booking	Ability to book upcoming travel	Concur	Email from Concur	Finance/Expense
19*	Vendor Contracts (Revenue & Service)	Contract Approvals	Workday	Email with .pdf to sign	Procurement

\* High-level requirements will be provided upon contract award.