WorkCyte Phase II:
Student Information and Receivables

President’s Council
May 2, 2023
Student Information and Receivables Implementation Timeline

**First Use 1**
- **a. June 2023**
  - Academic Foundation
  - Curriculum Management: Course Definitions
  - Financial Aid: Application & Acceptance Fees
  - Recruiting & Admissions: Undergraduate Admissions
  - Security / Integrations / Reports (MTP1)
  - Student Core
  - Recruiting & Admissions: Graduate Admissions and Committees

**First Use 2**
- **a. October 2023** Curriculum Management: Fall 2024 Course Sections
- **b. December 2023** Student Financials: Fall 2024 Course Fees
- **c. January 2024** Financial Aid: Packaging – New Undergraduates

**First Use 3**
- **a. March 2024**
  - Academic Advising
  - Financial Aid: Packaging for Continuing Students
  - HCM: Graduate Faculty Nomination and Appointment Eligibility
  - Security / Integrations / Reports (MTP2)
  - Student Financials: Student Sponsor Contracts
  - Student Records: Registration / Historical Students

**First Use 4**
- **a. July 2024**
  - Student Financials: Tuition and Fee Assessment / Payments / Student Balances
  - Financial Aid: Disbursement, Return to Title IV

**First Use 5**
- **a. September 2024**
  - Workday is System of Record
  - Student Records: Transcripts

**First Use 6**
- **a. November 2024**
  - Student Records: Graduation

April 27, 2023
<table>
<thead>
<tr>
<th>Rollout 1</th>
<th>Rollout 2</th>
<th>Rollout 3</th>
<th>Rollout 4</th>
<th>Rollout 5</th>
<th>Rollout 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td><strong>Faculty</strong></td>
<td><strong>Staff</strong></td>
<td><strong>Students</strong></td>
<td><strong>Faculty</strong></td>
<td><strong>Staff</strong></td>
</tr>
<tr>
<td>Un实行</td>
<td>• Experimental Courses in Catalog • New application opens for prospective students</td>
<td>• Course Fees</td>
<td>• Student Sponsor Contracts • Academic Progress Report (APR) • New Transfer, New or Returning VetMed Continuing Students Packaged Financial Aid</td>
<td>• Tuition &amp; Fee Assessment • Student Payments • Academic Requirement Overrides, Substitutions &amp; Waivers</td>
<td>• Transcript Requests • Grading</td>
</tr>
<tr>
<td>Un实行</td>
<td>• Experimental Courses in Catalog • Graduate Admissions Evaluation</td>
<td>• Academic Progress Report (APR) • Graduate Plan of Study &amp; Committees • Graduate Oral Exams • Graduate Assistantship Academic Appointments • Graduate Faculty Academic Appointments • Class Registration in Workday • Automated Course Prerequisite Checking</td>
<td>• Tuition and Fee Assessment • Academic Requirement Overrides, Substitutions &amp; Waivers</td>
<td>• Grading</td>
<td>• Requests to facilitate business processes • Increased flexibility with Workday Reporting • Character Limitations</td>
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<td>• Instructor Eligibility for Faculty and Non-Faculty Staff Instructors • Experimental Courses in Catalog • Graduate Admissions Evaluation • Recruiting Awards for Undergraduate Applicants</td>
<td>• Course Fees</td>
<td>• Student Sponsor Contracts • Academic Progress Report (APR) • New Transfer, New or Returning VetMed Continuing Students Packaged Financial Aid</td>
<td>• Student Residency Codes • Tuition &amp; Fee Assessment • Student Payments • Academic Requirement Overrides, Substitutions &amp; Waivers • NSC Reporting • Enrollment Verification</td>
<td>• Degree Clearance • Requests to facilitate business processes • Increased flexibility with Workday Reporting • Character Limitations</td>
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<td>Rollout 6</td>
</tr>
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<td>Un实行</td>
<td>• Course Fees • New Undergraduate Packaged Financial Aid • Course Section Edits</td>
<td>• Student Sponsor Contracts • Academic Progress Report (APR) • New Transfer, New or Returning VetMed Continuing Students Packaged Financial Aid</td>
<td>• Transcripts Requests • Grading</td>
<td>• Degree Clearance • Character Limitations</td>
<td>• Requests to facilitate business processes • Increased flexibility with Workday Reporting • Character Limitations</td>
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**WorkCyte Phase II**

**Student Information and Receivables**
Rollout 1 Changes – Partial List
June – September 2023

Students
- Experimental Courses in Catalog
- New application opens for prospective students

Faculty
- Experimental Courses in Catalog
- Graduate Admissions Evaluation

Staff
- Instructor Eligibility for Faculty and Non-Faculty Staff Instructors
- Experimental Courses in Catalog
- Graduate Admissions Evaluation
- Recruiting Awards for Undergraduate Applicants
Training Format Deliverables

Just in time methodology

- Digital Learning Course
  Online self-paced training
- Knowledge Base Article
  Written step-by-step instructions
- Instructor-Led
  Classroom-based training (in-person or virtual)
# Training Materials by Type

## First Use – Rollout 1

<table>
<thead>
<tr>
<th>Status</th>
<th>Digital Learning</th>
<th>Knowledge Base Articles</th>
<th>Instructor-led</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Not Started</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>In Progress</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>6</td>
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<tr>
<td>In Review</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Complete</td>
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<td>58</td>
<td>1</td>
<td>60</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1</strong></td>
<td><strong>65</strong></td>
<td><strong>1</strong></td>
<td><strong>67</strong></td>
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As of Monday, April 17, 2023
Training Timeline Overview

First Use - Rollout 1

<table>
<thead>
<tr>
<th>2023</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TBD *</td>
<td>May 5</td>
<td>June 15</td>
</tr>
</tbody>
</table>

Instructor Led Training

Digital Releases

How-To Articles

Training materials created for curriculum management, graduate college, recruiting and admissions, reporting and analytics, student core and student financials workstreams

*Schedule subject to change

**Security group discussion/verification ongoing
Admissions MyAccount

Cyclone Checklist

Legend:
- Automatically checked upon completion of the associated task.
- Must be manually checked.

Junior Year

Up Next

View my Application(s)
Start New Application
Personal Information

Logged in as: geoff_demo5@mailinator.com [Log Out]
Manage Applications

This is our new system for fall 2024 applications and beyond. To view your application(s) whose entry term is before fall 2024 please visit the Application Activity page.

Current Applications

Undergraduate Domestic First Year - 2024 Fall Semester - Computer Science
CONFIRM APPLICATION COMPLETION

Please note that once you click the Submit button below your application will be finalized and no longer available for editing. If there are any payments required for this application you will be taken through the payment process. Once any required payments have been made your application will be submitted to the Office of Admissions for processing.

A summary of the application you are about to submit is below:

<table>
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<tr>
<th>Form Type</th>
<th>Application Type</th>
<th>Entry Term</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Undergraduate</td>
<td>Freshman</td>
<td>Fall 2023</td>
<td>♦ Deferred</td>
</tr>
</tbody>
</table>

After you have submitted an application you cannot longer make changes to it. You also cannot create a new application of the same type for the same entry term. Make sure you are satisfied with all of your application information before proceeding.

♦ Your application fee is deferred until you enroll at Iowa State.

[Cancel] [Submit]
Congratulations on your admission to Iowa State University!
Your WorkCyte Digest Newsletter
A digital monthly publication delivered to faculty and staff

SUBSCRIBE HERE!

Knowledge base articles and FAQs will soon be posted in the ISU Service Portal.