

Onsite Functional Unit Testing: Tester Information

CEMI Workday ERP Implementation | November 16–19, 2026 | Ithaca, NY

Program Overview

Functional unit testing is the first testing phase of the CEMI Workday ERP implementation. Testers validate individual Workday configurations and stand-alone business processes for their design area before End-to-End testing begins in May 2027.

- **Testing window:** November 9, 2026 – March 26, 2027
- **Onsite week:** November 16–19, 2026, Ithaca
- **Test tenant:** Cornell15
- **Areas:** HCM, Finance (FIN), and Source-to-Pay (S2P)

Schedule

Onsite Daily Schedule

Testing runs 8:30 am–5:00 pm Monday–Wednesday and 8:30 am–1:00 pm Thursday.

Time	Activity	Location
7:30 am	Continental breakfast	Ballroom & Foyer
8:30 am	Daily kickoff: 1 hour on Mon 11/16; 30 min Tue–Thu	to be determined
After kickoff	Testing in design team breakout rooms	See room assignments
Timed around testing	Buffet lunch (Mon–Wed)	Ballroom & Foyer
5:00 pm (Mon–Wed)	Testing day ends	
6:00–8:00 pm	Buffet dinner (Mon–Wed)	Ballroom & Foyer
1:00 pm (Thu 11/19)	Onsite week ends Grab-and-go lunch	Ballroom & Foyer

Room Assignments

Design Team	Members	Room
All testers (daily kickoff)	200+	to be determined
Core HCM and Onboarding	17	Taylor A&B 1
Recruiting, Talent, and Learning	28	Room D
Academic Staffing and Compensation	17	Room E&F 1

Design Team	Members	Room
Benefits	7	Room A
Payroll, Time Tracking, Absence, Scheduling	19	Room E&F 2
FDM, Financial Accounting, Budget	20	Room C
Projects / Business Assets	10 / 8	Room B / Office
Customer Accounts, Banking & Settlement	12	to be determined
Gifts & Endowments	5	to be determined
Grants	13	to be determined
Procurement, Supplier Accounts, Contracts/Sourcing, Expenses	30	to be determined

Floor Map

Coming soon

Onsite Logistics

Location

The Statler Hotel, 130 Statler Drive, Ithaca, NY 14853 | (607) 254-2500

Check-In

- **Event check-in:** Pick up your name badge and materials at the welcome table on Monday, November 16, before the 8:30 am kickoff.
- Hotel check-in 4:00 pm; check-out 12:00 pm.

What to Bring

- Your Cornell-issued laptop and charger.

Parking and Transportation

- Hotel block guests: overnight parking is paid by the program. Valet and the complimentary Statler shuttle to Ithaca Tompkins (ITH) airport are available; contact the hotel to arrange.
- Day parking: most lots near campus use ParkMobile (app, text PARK to 77223, or pay station). Weekday parking 7:30 am–5:00 pm requires payment and is not covered by the program.
- C2C bus riders: the suggested Ithaca stop is Sage Hall, just outside the Statler.

Meals

All meals during the event are provided (see daily schedule).

Contacts

For	Contact
Travel, logistics, and event questions	Rachel Misselbeck, rm2379@cornell.edu Maggie Blackwell, mmb343@cornell.edu

For	Contact
Testing questions	Your design team lead(s)
Hotel reservations and parking	The Statler Hotel, (607) 254-2500

Testing Assignments

Finding issues is expected. Unit testing is meant to surface design issues and gaps early. It is not end-to-end, integration, report, data conversion, or user acceptance testing, and it is not a chance to reopen agreed design decisions.

Your assigned test scenarios are in the Smartsheet test execution tracker for your area. Scenarios describe what to test, not click-by-click steps.

Daily Steps

1. Join the daily kickoff or stand-up with your testing goals, open questions, and any blocker or critical defects.
2. Check for updates on defects you have logged.
3. Log in to the Cornell15 test tenant.
4. Open your test execution tracker and run the scenarios assigned to you.
5. Update each scenario status in Smartsheet. If a scenario fails, use the link in the scenario to log a defect.

Key Links

- Cornell15 (unit test tenant): [link coming]
- Test execution trackers: HCM [link coming] | FIN [link coming] | S2P [link coming]
- Unit test defect log: [link coming]
- Tester daily job aid: [link coming]
- Functional unit test plan: [link coming]

Scenario Statuses

Status	Meaning
Ready for Test	Assigned and ready to run
Pass	Produced the expected results
Pass – Update Needed	Passed, but the scenario or documentation needs an update
Fail	Did not produce the expected results; log a defect
On Hold	Paused due to a dependency, decision, access issue, or other blocker
Ready for Retest	A previous failure has been addressed; test again

Note: Some configuration and data are still being completed and will be added during testing. Your design team lead will tell you if a scenario cannot be tested yet.

How to Report Results or Issues

6. Log every issue as a new defect in the Smartsheet test defect log, even if it seems like a change request.
7. Include clear details and screenshots so the issue can be reproduced.
8. Assign the defect to the applicable Huron team member. When fixed, it comes back to you as "Ready for Retest."

Defect Severity

Severity	Impact	Action
Blocker	Testing cannot continue for that scenario	Resolve ASAP; escalate to PMO
Critical	Severely impaired; no reasonable workaround	Escalate if unresolved
Major	Failure with a reasonable workaround	Resolve and track; escalate to functional lead if needed
Minor	Low impact or cosmetic	Resolve as needed

Issues that would change an approved decision, affect other design areas, or impact scope, timeline, or budget are escalated through the RAID log.