Onsite Functional Unit Testing

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)

Event check-in: Pick up your name badge and materials at the welcome table in the Ballroom Foyer (second floor) on Monday, November 16, before the 8:30 am kickoff.

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	Ballroom
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)	Testing event ends Grab-and-go lunch	Ballroom & Foyer

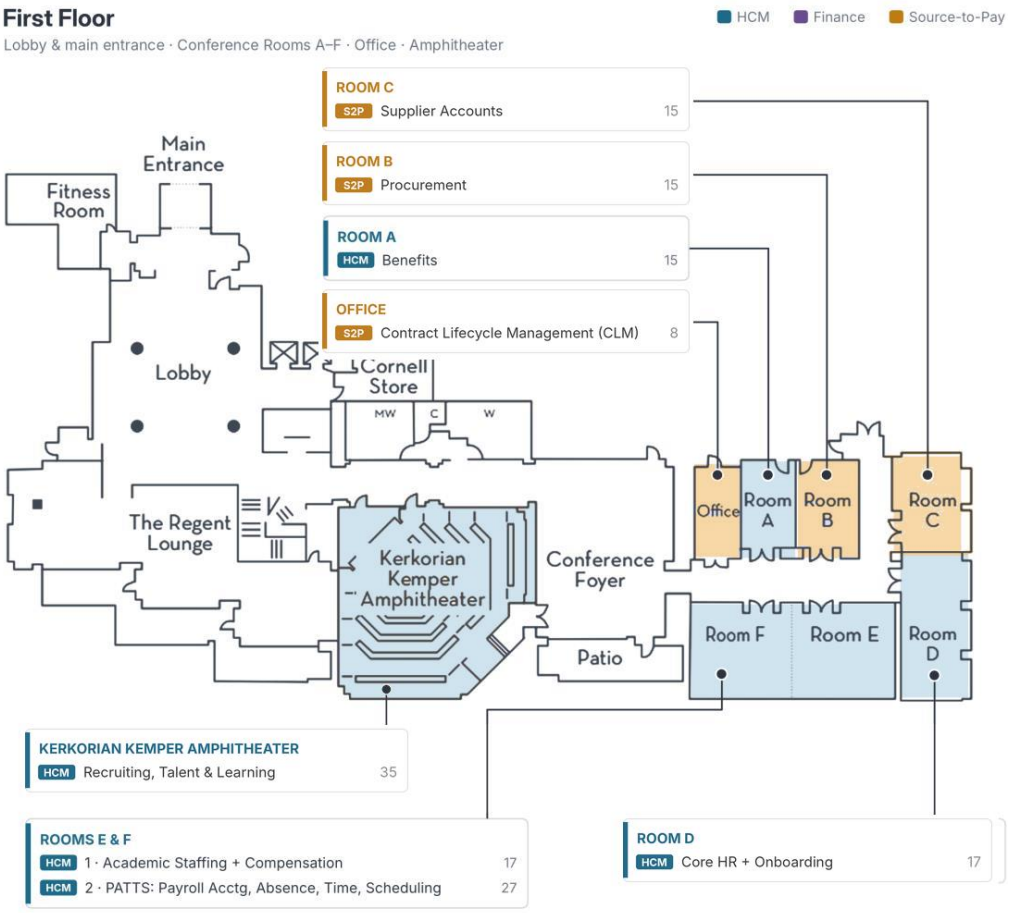
Room Assignments

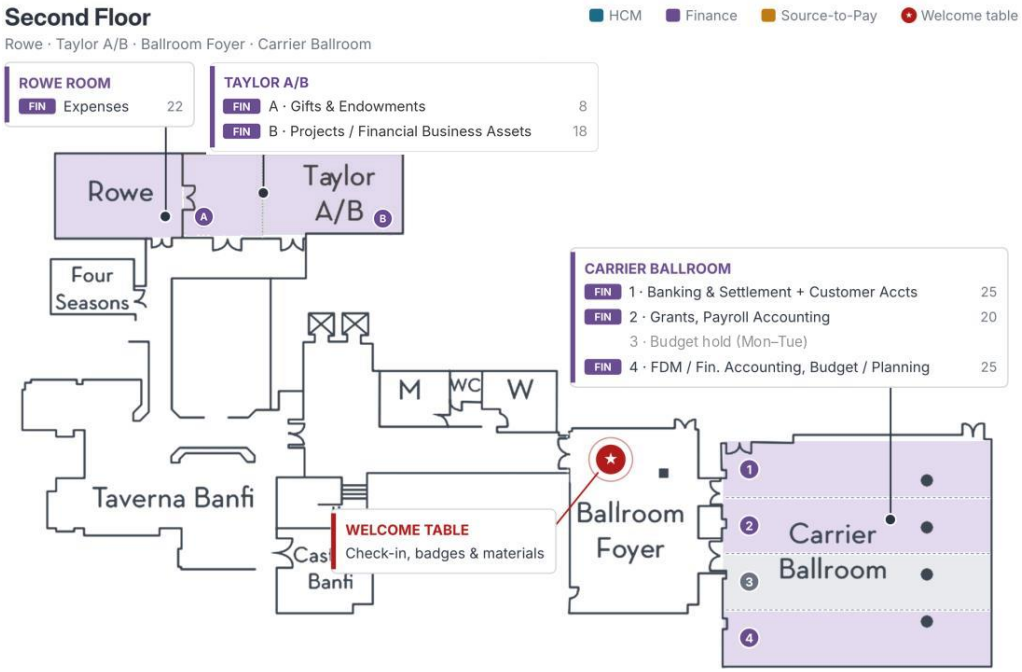
Teams test in the same rooms Monday–Thursday; locations are shown on the floor maps below.

Design Team	Room	Floor
All design teams: Daily Kickoff 8:30 am	Ballroom	Second
HUMAN CAPITAL MANAGEMENT (HCM)		
Core HR + Onboarding	Room D	First
Recruiting, Talent & Learning	Amphitheater	First
Academic Staffing + Compensation	Room E/F 1	First
PATTS: Payroll/PR Accounting, Absence & Time Tracking, Scheduling	Room E/F 2	First
Benefits	Room A	First
FINANCE (FIN)		
Banking & Settlement + Customer Accounts	Carrier Ballroom 1	Second
Grants, Payroll Accounting	Carrier Ballroom 2	Second
FDM / Financial Accounting, Budget / Planning	Carrier Ballroom 4	Second
Expenses	Rowe Room	Second
Projects / Financial Business Assets	Taylor B	Second
Gifts & Endowments	Taylor A	Second
SOURCE-TO-PAY (S2P)		
Procurement	Room B	First
Supplier Accounts	Room C	First
Contract Lifecycle Management (CLM)	Office	First
OTHER		
Budget hold (Mon–Tue)	Carrier Ballroom 3	Second

Floor Map

The welcome table is in the Ballroom Foyer on the second floor, just outside Carrier Ballroom. Testing rooms are on the first and second floors.





Onsite Logistics

Location

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

- Hotel check-in 4:00 pm; check-out 12:00 pm.

What to Bring

- Your Cornell-issued laptop and charger. Loaner laptops can be picked up at the Welcome Table.

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 and served buffet-style (see daily schedule).

Contacts

For	Contact
Travel, logistics, and event questions	Rachel Misselbeck, rm2379@cornell.edu Maggie Blackwell, mmb343@cornell.edu
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
- Test execution trackers: HCM | FIN | S2P
- Unit Test Defect Log
- Tester Daily Job Aid
- Functional Unit Test Kickoff
- Functional Unit Test Plan

Test Scenario Statuses

Status	Definition
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
Awaiting Assignment	Test scenarios identified that have not yet been assigned to tester
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

1. Log every issue as a new defect in the Smartsheet test defect log, even if it seems like a change request.
2. Include clear details and screenshots so the issue can be reproduced.
3. 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	SLA
Blocker	Testing cannot continue for that scenario	Resolve ASAP; escalate to PMO	Within the same business day; ASAP
Critical	Severely impaired; no reasonable workaround	Escalate if unresolved	1 Business Day
Major	Failure with a reasonable workaround	Resolve and track; escalate to functional lead if needed	2-3 Business days
Minor	Low impact or cosmetic	Resolve as needed	4-5 Business days

Test Defect Statuses

Status	Definition
Open	Initial status of any defect entered. Not yet reviewed by team.
Fix-in-Progress	Responder is currently working on a fix to the defect.
More Info Needed from Tester	Responder needs more information before proposing a solution.
Closed-Not a Defect	Defect was identified as a non-issue or Change Request.
Closed-Resolved	Defect has been resolved and updates to documentation are complete.
Closed-Workaround	Defect has not been resolved, but an acceptable workaround has been established and approved.
Ready to Retest	Defect is ready for retest.
Retest Pass-Update Documentation	Update Documentation: The retest has passed and the documentation should be updated to reflect the change.
Change Control Requested	Defect is an impact to scope, budget, timeline, or effort. Log a RAID and escalate to Steerco.
Deferred	Defect has been deferred to a future iteration.

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