


Office of State Human Resources

**JOSH STEIN**  
Governor

**STACI MEYER**  
Director, State Human Resources

MEMORANDUM

TO: Agency Heads  
Agency Chief Deputies

FROM: Staci Meyer, Director   
Office of State Human Resources

DATE: February 6, 2025

RE: Kickoff of Workday Phase I Implementation: Recruiting, Applicant Tracking,  
Onboarding & Offboarding

OSHR is pleased to announce the kickoff of the Workday Human Capital Management (HCM) – Phase I implementation, which will introduce new and improved processes for recruiting, applicant tracking, onboarding, and offboarding as well as integration of I-9 /E-Verify. Phase I will also include basic organizational charts and position description management, along with the forms, business processes, workflows, reporting and analytics associated to this functionality. This initiative is a significant step towards streamlining HR operations, enhancing the applicant/employee experience, and ensuring greater efficiency in processes and transparency in reporting. Taking advantage of the latest HCM technology advancements will position the retirement of state HR legacy systems and eliminate the need for agency-specific shadow systems.

Consistent and efficient processes will support our HR teams in improving hiring through automated workflows, reduced processing times, and providing consistent and increased data analytics.

To familiarize you with the new Workday solution capabilities and the implementation process, I invite you to a welcoming session including a live demonstration, where our team will walk through key functionalities of the solution and the implementation timeline, including an orientation to Workday, a brief overview of the functionality including user navigation, analytics, and AI.

**Kickoff Session Details:**

**Date: February 13, 2025**

**Time: 1:00 pm**

Calendar invitations and future communications regarding the HCM project will be sent via [oshrhcmproject@nc.gov](mailto:oshrhcmproject@nc.gov).

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Your engagement and support are essential to a smooth transition. I encourage you to attend the session. If you are unavailable and need to send another agency executive representative, please send a request to [oshrhcmproject@nc.gov](mailto:oshrhcmproject@nc.gov).

If you have any questions or would like to highlight specific areas of interest for the session, feel free to reach out. I appreciate your support and look forward to collaborating on this important transformation.

CC: Agency HR Directors

STM/tdp