



Transition to Workday for Employees



KEY DATES TO REMEMBER

- Registration Training: April 20-24
- Training Delivered: May 20-24
- Workday Go Live: July

RECRUITMENT PROCESS

Recruitment Committee members will be notified of new candidates and will be able to view the information on you.

TIME TRACKING

9 month fiscal year will only need to report time off
12 month fiscal year will need to report time off

TRAINING AND SUPPORT

Training materials will be available on the Workday Learning platform. Training will be asynchronous.

EXPENSES

Submit all expense reports through a transparent online process.

