

Workday Go-Live Checklist – Faculty

This Workday Go-Live Checklist will help you prepare for Workday, the new human resources and payroll software system, going live on June 27, 2017.

<input type="checkbox"/>	<p>For a very brief introduction (2 minutes) to Workday, watch this video. To learn about <i>great Workday features for faculty</i>, watch this video (6 minutes).</p>
<input type="checkbox"/>	<p>Learn more about Workday by visiting the Integrated Service Center’s (ISC) website. This is where training videos and user guides can be found.</p>
<input type="checkbox"/>	<p>Ensure your UWNetID is active and you know your password. Updates can be made on the IT Connect website.</p>
<input type="checkbox"/>	<p>Complete registration for two-factor authentication (2FA) through Duo BEFORE Workday go-live on June 27.</p>
<input type="checkbox"/>	<p>Review and update your personal information in employee self-service (ESS) by June 19 to ensure your personal information that will be migrated to Workday is accurate. Personal information includes: name, title, contact information (including your home mailing address), emergency contacts, direct deposit, and tax elections.</p> <p>Note: Your home mailing address is used for taxation purposes in Workday. For employees currently receiving printed paychecks, starting in July, printed paychecks will no longer be delivered to your work area. Printed paychecks will ONLY be mailed to your home mailing address.</p>
<input type="checkbox"/>	<p>Contact your unit’s readiness lead before June 27 with any questions. Starting June 27, the ISC will be available by phone (206-543-8000), email (ischelp@uw.edu), or in-person at the UW Tower, Floor 0-2 to respond to your human resources, payroll, benefits, and general Workday questions.</p>
<input type="checkbox"/>	<p>Starting June 27, access your new Workday employee self-service to view your personal information (listed above), benefits enrollment, and your academic information (a new feature in Workday). Use the Workday user guides and videos for help in making edits. Contact ischelp@uw.edu, if you need additional help.</p>