

Workday Go-Live Checklist – Staff

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"/>	For a very brief introduction to Workday (2 minutes), watch this video . To learn about <i>great Workday features for staff</i> , watch this video (5 minutes).
<input type="checkbox"/>	Learn more about Workday by visiting the Integrated Service Center’s (ISC) website . This is where the Workday video library (including the Workday 101 videos for all staff and faculty) and user guides can be found.
<input type="checkbox"/>	Ensure your UWNetID is active and you know your password. Updates can be made on the IT Connect website .
<input type="checkbox"/>	Complete registration for two-factor authentication (2FA) through Duo BEFORE Workday go-live on June 27 .
<input type="checkbox"/>	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. 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.
<input type="checkbox"/>	Register and attend a Workday 101 training seminar if you need more information or have questions. Check out the ISC website closer to go-live for more information.
<input type="checkbox"/>	Contact your unit’s readiness lead before June 27 with any questions. Starting June 27 , the ISC’s helpdesk 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, and benefits questions.
<input type="checkbox"/>	After June 27 , access Workday to view your personal information (listed above), benefits enrollment and dependent information (if applicable). If corrections are required, use the Workday user guides and videos to make edits if needed. Notify ischelp@uw.edu if you need additional help.
<input type="checkbox"/>	Starting June 27, ensure your time worked and/or time off is accurate for the 6/16-6/30 pay period. If you have a Time and Absence Approver security role, ensure you approve time for the 6/16 to 6/30 pay period before July 3. Employees at the Medical Centers should continue to use Kronos.