WORKDAY FACT SHEET

IMPLEMENTING WORKDAY

Workday launches on June 27, 2017. This new system will be utilized by over 45,000 employees across all three UW campuses, the UW medical centers, and off-site facilities such as Airlift Northwest, Friday Harbor Labs, and the Center for Sustainable Forestry at Pack Forest. Workday is supported by most internet browsers and it can be accessed from a PC, Mac, iPhone, Android, iPad, or tablet with an internet connection.

PREPARING FOR WORKDAY

Be prepared to use Workday by watching the Workday 101 videos located on the ISC website as well as enrolling in Two-Factor Authentication (2FA) through Duo Security.

Users who hold specific security roles in Workday have been invited to register for training using Trumba – a training registration website. Casual users of Workday, including most faculty, staff, and student employees, will primarily use computer-based training and online user guides to learn how to use Workday. Seminars will also be offered for users who prefer in-person sessions.

BENEFITS OF WORKDAY

Workday is a modern, easy-to-use, cloud-based software that includes regular updates to respond to technological advancements and meet changing legal and regulatory requirements. Workday also allows the University to configure business processes according to UW requirements.

Workday provides:

- The ability to direct deposit in up to three separate bank accounts.
- Online benefits enrollment.
- Quick access to routine personnel items like earning statements and leave balances.
- The ability to quickly update personal information such as contact information, direct deposit selections, and W-4 withholdings.
- One system for time reporting and leave requests across the University.
- Easy access to information on a 24/7 basis over a secure network.
- New human resources and payroll software features through regular upgrades.
SUPPORTING WORKDAY AFTER GO-LIVE

The Integrated Service Center (ISC) will be available as a resource for employees to get help on questions about human resources, payroll, benefits, and time tracking. Starting June 27 with Workday go-live, employees will be able to contact the ISC online, by phone, or visit in person at UW Tower O-2.

During the initial transition period, the ISC will offer extended hours and mobile support units will be available.

In addition, training will continue in the Autumn Quarter for employees who were not able to attend during the summer.

MORE INFORMATION

For more information, please visit myworkday.uw.edu or the ISC website.