Say goodbye to ESS and hello to Workday
When Workday launches June 27, it will replace the UW’s Employee Self-Service and become the new portal for viewing and making changes to your personal human resources, benefits and payroll information.

Workday checklists: Top three steps to get ready
Follow these simple steps to get ready for Workday, with more comprehensive checklists and resources available.

- Update your personal information in Employee Self-Service (ESS) by June 19.
- Enroll in two-factor authentication (2FA) through Duo to protect personal and UW data.
- Visit the new Integrated Service Center website and watch the Workday 101 videos.

Gear up to use Workday: View user guides, Workday 101 video series
Learn how to use Workday by viewing the Workday 101 video series or the user guides with step-by-step
instructions. In-person training seminars will also be available throughout the summer and fall.

Get help through the Integrated Service Center starting June 27
Opening June 27, the new Integrated Service Center will be your resource for Workday and HR, payroll and benefits support. Help will be available in-person, online or by phone.

How will you use Workday?
Whether you're faculty, staff, a Medical Center employee or a student employee, learn how you can use Workday for HR, benefits, payroll, time tracking and more.

Why Workday? Transforming the UW's administrative operations
Workday will bring our University's critical administrative processes into the modern age, making us more efficient and productive.

IMPORTANT WORKDAY DATES

**BY MONDAY, JUNE 19**
Review/Update Personal Information in Employee Self-Service

**BEGINNING MONDAY, JUNE 19**
No Access to ESS, OWLS, OPUS or HEPPS

**TUESDAY, JUNE 27**
- Workday Go-Live
- ISC Opens in UW Tower

**TUESDAY, JUNE 27**
Enter Hours, Vacation Requests in Workday
(Med Center employees continue to use Kronos)

**BY MONDAY, JUNE 26**
Enroll in Two-Factor Authentication

**MONDAY, JULY 10**
First University Paycheck Using Workday
UW INSIDER
June 14, 2017

HR: http://hr.uw.edu/
IT Connect: https://itconnect.uw.edu/
The Whole U: https://www.washington.edu/wholeu/
Faculty & Staff Insider: http://www.washington.edu/facultystaff/

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https://isc.uw.edu/get-ready-for-workday/

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Get help through the Integrated Service Center starting June 27
https://isc.uw.edu/iscoverview/