

Academic Division Managers – Preparing your teams for Workday

Please share the following key information with your Team:

1. Duo is required for access to Workday, if someone on your team has not activated Duo, sign up is [here](#):
2. Complete Workday training and view other resources on our training site: workday.hr.virginia.edu. It is recommended that all employees take [Workday Essentials](#) prior to January 7, 2019.
3. After November 30, 2018 and before January 7, 2019 please minimize self-service updates and other HR transactions to only those that are critical and time sensitive.
4. All retro time (hours worked prior to the pay period ending 12/9) must be entered by Friday, December 7 for payment in 2018. If time is not entered by 12/7, there is no guarantee they will be paid in 2018.
5. For pay period 12/24 – 1/6, all time and absence should be entered and approved by Friday, January 4. For those employees who plan to work January 5 and/or 6, they should estimate the time they anticipate working and enter it by January 4. Any necessary corrections to those estimates can be done in Workday on January 10, 2019.
6. Workday will be available for all HR work beginning January 7, 2019. The first payslip in January for those paid bi-weekly will be available in Workday on January 11, 2019. For those paid monthly, the first payslip of 2019 will be viewable in Workday February 1.

Please consider distributing or posting the [Pre Go-Live Checklist](#) so your team is aware and prepared.

Academic Division Managers - Preparing yourselves for Workday:

1. Sign up for [Duo](#)
2. Complete Workday training:
 - a. [Workday Essentials](#)
 - b. [Manager Essentials](#)
 - c. [Recruiting Essentials](#) (if you have a vacancy to fill in January, 2019)
 - d. Performance, Talent and Competencies (*coming soon*)
3. Discuss with your recruiter how open positions will be transitioned to Workday.
4. Review the [Cutover Timeline](#) for system access information.
5. Send feedback or questions to your HR Business Partner, HR Solution Center (434-243-3344 or askhr@virginia.edu) or Ufirst Project at ufirst@virginia.edu.