

MC Managers – Preparing your teams for Workday

Please share the following key information with your Team Members:

1. Sign up for Duo - <http://hit.healthsystem.virginia.edu/index.cfm/departments/security/guides-tools-and-forms/two-step-login>
2. Complete Workday training either at the sites listed below OR access in NetLearning
 - a. Workday Essentials - <http://workday.hr.virginia.edu/workday-essentials>
 - b. Performance, Talent and Competencies (*available week of 11/26*) - <http://workday.hr.virginia.edu>
3. Payslips will be available in Workday beginning January 4, 2019. Workday will be available for all HR work beginning January 7, 2019.
4. Make any needed employee self-service updates by Nov 30 such as updates to Address, W-4 Withholdings, Direct Deposit information, Emergency Contacts, etc
5. 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.
6. Kronos will continue to be used for time and leave tracking

Please consider distributing or posting “Ufirst Key Updates” and/or “MC Team Member How Do I...” so they are available for your teams.

*Correction from MCMG meeting: Previous years’ Performance Evaluations do NOT need to be downloaded. PeopleSoft ePerformance will continue to be available as read-only if you need access to them.

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 - b. Manager Essentials - <http://workday.hr.virginia.edu/manager-essentials>
 - i. eLearning or Instructor-Led available
 - c. Recruiting Essentials for Managers - <http://workday.hr.virginia.edu/manager-essentials#re>
 - i. eLearning or Instructor-Led available
 - d. Performance, Talent and Competencies (*available week of 11/26*) - <http://workday.hr.virginia.edu>
3. Review the “MC Manager How Do I...”
4. Discuss with your recruiter how open positions will be transitioned to Workday.
5. Send feedback or questions to ufirst@virginia.edu