

# Workday Pre Go-Live Checklist

## Academic Division



In preparation for the launch of Workday, the new HR platform, review the information below to ensure you will have the access and training necessary at go-live on January 7, 2019 and know when access to current systems will no longer be available.

### Technology Requirements:

- Netbadge is required. If you are not using a computer that maintains your NetBadge certificate, make sure you know your password. [Learn more about NetBadge.](#)
- DUO is required. Faculty and Staff can [sign up here.](#)
- Workday, which you will access via Internet browser, can be accessed by the latest supported versions of most modern browsers, such as Google Chrome or Internet Explorer.

### Training Resources

- Recommended training paths for Faculty, Staff and managers are available at [workday.hr.virginia.edu](http://workday.hr.virginia.edu)

### Employee and Manager Self-Service (not including Time Entry):

- By November 30, 2018 at 5pm, **make all changes to personal information** (e.g., Name, Address, Tax Information, Banking Information) in Oracle that cannot wait until January 7, 2019.
- By November 30, 2018 at 5pm, managers should work with HR Talent Support to **make all Job and Organizational changes** (e.g., Department or Job Code changes, Job Profile changes, Department Transfers, Promotions, Supervisor Changes, Adding/Updating Goal Pay, Adding/Updating Future-Dated Bonuses, Changing Employee Type, Updating Service Dates) that cannot wait until January 7, 2019.
- After November 30th, only time-sensitive changes should be made.
- On December 15, 2018 at 5pm, **Oracle Employee Self-Service and Manager Self-Service will become read-only except for Time Entry.** Emergency changes can be made. Contact the HR Solution Center—434-243-3344 or [AskHR@virginia.edu](mailto:AskHR@virginia.edu).

### Time and Absence Tracking:

- January 4th, 2019 at 5pm is the last day for time/absence entry and approval** for the 12/24—1/6 time period. Time entry for 1/5 and 1/6 should be estimated and entered on 1/4. Any corrections to estimated time can be made as a retroactive change in Workday after January 7, 2019.