

Workday Pre Go-Live Checklist

UPG



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. Team Members 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 Team Members and Managers are available at workday.hr.virginia.edu

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

- ❑ By November 29, 2018 at 5pm, **make all changes to personal information** (e.g., Name, Address, Emergency Contacts, Tax Information, Banking Information) in UltiPro that cannot wait until January 7, 2019.
- ❑ By November 29, 2018 at 5pm, managers should work with the HR team 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.
- ❑ On November 29, 2018 at 5pm, **UltiPro 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.

Time and Absence Tracking:

- ❑ **December 28, 2018 at 5pm is the last day for time/absence entry and approval** in UltiPro for the 12/17—12/30 time period. Time worked between 12/29 and 1/6 should be tracked manually and entered into Workday on 1/7.