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**

- By November 30, 2018 at 5pm, make all changes to personal information (e.g., Name, Address, Emergency Contacts, Tax Information, Banking Information) in PeopleSoft 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, PeopleSoft Employee Self-Service and Manager Self-Service will become read-only. Emergency changes can be made. Contact the HR Solution Center—434-243-3344 or AskHR@virginia.edu.

**Time and Absence Tracking:**

- Time and Absence tracking is not changing, it will continue in Kronos.