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](http://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](mailto: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.