Workday Go-Live Checklist
All Faculty, Staff & Team Members

Workday is here! Access the system and verify the information in your profile is accurate by completing the checklist below:

hr.virginia.edu/workday-central

Log in to Workday weekly in January and be entered to win door prizes!

Contact Information

☐ Verify/update your **personal information** (e.g. address, personal contact information, etc.)
Your work location may be inaccurate. This is a known issue we're working to fix. There is no need for you to update it at this time.

☐ Add **emergency contact information**

Benefits/Pay

☐ View **benefits** to ensure your beneficiaries/dependents are correct

☐ View/update **payment elections** (previously known as direct deposit)

Time & Absence

☐ View **time off balances** to confirm accuracy

☐ Try **requesting upcoming planned time off**
Does NOT include Medical Center (will still use Kronos)

Workday Mobile Application

☐ Download the Workday mobile application
Android video instructions: https://vimeo.com/309322511/3c6ee3c57d
iPhone video instructions: https://vimeo.com/309334982/3f68aaf10c

Support

If you have any questions, contact the HR Solution Center: AskHR@Virginia.edu or (434) 243-3344