

# LEADER



## 60-Day To-Do List

Confirm that your Workday Leader Onboarding session is scheduled. If you are a Dean or Senior Vice President, your college/unit fiscal leader will be arranging your session. If you are a Wexner Medical Center senior executive, Jill Hannah is scheduling your session. All others should register via **BuckeyeLearn** transcript. [15 minutes]

Watch **Workday Basics** to learn how to navigate Workday. Then log in to the **Workday Lab Tenant**, which is a practice environment, to explore. [20 minutes]

Plan for the upcoming **impacts to recruitment and hiring**. After November 19, Human Resources will not approve requests for new positions until Workday goes live on January 3. [30 minutes]

Note that December 4 is the last day to submit life event changes and update benefits coverage until January 3. A full list of important dates is posted on the **Workday Calendar**. [15 minutes]

