

MANAGER



60-Day To-Do List

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]

Review the full set of “Workday for Campus Managers” trainings in **BuckeyeLearn**. This curriculum contains 10 eLearning modules. Continue completing these trainings. [range from 10-30 minutes each]

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]

Learn about Workday’s dynamic organizational charts by finding your team. Log in to the **Workday Lab Tenant**. Click the cloud icon in the upper-right corner, “View Profile” and then the “Team” icon. [15 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]

