60-Day To-Do List

- Confirm with your executive assistant that your Workday Leader Onboarding session is scheduled. If you are a Wexner Medical Center senior executive, Jill Hannah is scheduling individual sessions. All other senior leaders 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]