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]

☐ 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]