

FACULTY



30-Day To-Do List

Register for “Workday: Grant Management Dashboard for Principal Investigators” in **BuckeyeLearn** if you are a PI. Complete the recommended trainings for PIs as needed. [range from 10-90 minutes each]

Access **Employee Self Service** to view pay and update personal information before December 11. After December 11, Employee Self Service will retire in preparation for the move to Workday, but employees will still be able to view pay in **Compass**. [15 minutes]

Submit final requests for purchases and travel. December 7 is the last day to submit eTravel and December 14 is the last day to submit eRequests, including eStores. A full list of important deadlines is posted on the **Workday Calendar**. [15 minutes]

Log in to the **Workday Lab Tenant**, a practice environment, to explore. If you haven’t already done so, watch Workday Basics to learn how to navigate Workday. [20 minutes]

Take the **Requesting Goods and Services: The Workday Buying Experience** eLearning if you plan on purchasing items once Workday is live. [40 minutes]

