

LEADER



30-Day To-Do List

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]

Confirm that your Workday Leader Onboarding session is scheduled if you have not already participated. If you are a dean or senior vice president, your college/unit fiscal leader should be arranging your individual session. All others should register via **BuckeyeLearn** transcript. [15 minutes]

Watch **Time Tracking and Approvals for Managers** if you currently manage employees who submit time worked. This video provides Workday demos for approving, correcting and entering time. (For more information, please read **Workday Time Tracking and Absence Changes**.) [10 minutes]

Note the upcoming deadlines for purchase and travel requests. 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 dates is posted on the **Workday Calendar**. [15 minutes]

Review **Changes to Payslips** and contact your HR Business Partner with any questions that may help educate your team. [10 minutes]

