

# MANAGER



## 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]

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]

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

Continue working through the set of "Workday for Campus Managers" trainings in **BuckeyeLearn**. Please note this curriculum contains 10 eLearning modules. [range from 10-30 minutes each]

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]

Read about the upcoming **changes to the recruitment process**. Notably, December 6 is the last day job applications can be accepted in the current system. Please contact your Talent Acquisition Consultant with questions. [10 minutes]

