

STAFF



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]

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]

Watch the **Enter Time video** if you are a biweekly employee who tracks time. (For more information, please review **Workday Time Tracking and Absence Changes**.) [10 minutes]

