

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 Wexner Medical Center senior executive, Karen Durano is scheduling your session. All others should register via **BuckeyeLearn** transcript. [15 minutes]

Forward *osu.edu* email delivery to your *osumc.edu* account to receive future Workday email notifications. Log in to **my.osu.edu**, click “Change email delivery” and then select “Deliver my email to.” [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 eMaterials and 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]

