

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 eMaterial and eRequests, including eStores. A full list of important deadlines is posted on the **Workday Calendar**. [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]

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]

