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]