

LEADER



15-Day To-Do List

Submit and/or approve final leave requests in eLeave. For more detailed information regarding eLeave deadlines, review this important **time tracking and absence resource**. [10 minutes]

Watch the **Request Time Off video** to see how you will request time off in Workday beginning January 3. [10 minutes]

Watch the **Time and Absence Dashboard video** to learn how to leverage this helpful tool in Workday. [15 minutes]

Complete the Institutional Data Policy training if it is currently assigned on your **BuckeyeLearn** transcript. This will ensure you have full access to secure data in Workday. [35 minutes]

Bookmark the **Administrative Resource Center** as your first stop for Workday resources for go-live and beyond. [5 minutes]

Keep an eye out for the next to-do list email on January 4. That list will guide you through how to log in to Workday for the first time.

