

# MANAGER



## 15-Day To-Do List

Submit and/or approve final timesheets in eTimesheet if you are a biweekly employee or manage biweekly employees. All timesheets for periods before December 20 must be submitted and approved by December 21. Time entered for the period starting December 20 will carry over to Workday, regardless of approval status, and must be edited and submitted in Workday by January 4. Watch either the **Enter Time video** or **Time Tracking and Approvals for Managers video** to see how you will track or approve time in Workday beginning January 3. [10 minutes]

Submit and/or approve final leave requests in eLeave. For detailed information regarding eLeave deadlines, review this important **time tracking and absence resource**. Watch the **Request Time Off video** to see how you will request time off in Workday beginning January 3. [15 minutes]

Continue working through the set of “Workday for Campus Managers” trainings in **BuckeyeLearn**. Please note this curriculum, containing 10 eLearning modules, should be complete by January 3. [range from 10-30 minutes each]

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.

