

STAFF



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]

Review **Changes to Payslips** to learn about the way your pay is calculated in Workday and how your payslip may look different. [15 minutes]

Prepare to purchase items once Workday is live by taking the **Requesting Goods and Services: The Workday Buying Experience eLearning**. [40 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.

