

LEADER



15-Day To-Do List

Review the upcoming **Changes to Payslips** to learn how your pay is calculated in Workday and how your payslip may look different. For example, absence balances will now display on your payslip as the white slip will be retired. [15 minutes]

Watch the **Request Leave of Absence video** (link is external). Health System employees will use Workday to request extended leave. [10 minutes]

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

Forward osu.edu email delivery to your osu.mc.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]

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.

