

MANAGER



15-Day To-Do List

Submit and/or approve Prior Period Adjustments (PPA) by December 21. Adjustments that do not meet this deadline cannot be entered in Workday and will be significantly delayed. [15 minutes]

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**. Health System employees will use Workday to request extended leave. [10 minutes]

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

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 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]

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.

