

Subject: UW Insider Special Edition: Workday -- Are you ready?

HTML

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UW INSIDER

A WEEKLY ROUNDUP OF INFO AND RESOURCES
FOR UW FACULTY AND STAFF

June 14, 2017



A unified
HR and **payroll**
management system
based in the cloud.

IN THIS ISSUE

- Say goodbye to ESS and hello to Workday
- Top three steps to get ready
- Gear up to use Workday
- Get help through the ISC
- How will you use Workday?
- Why Workday?
- Important Workday dates

[Say goodbye to ESS and hello to Workday](#)

When Workday launches June 27, it will replace the UW's Employee Self-Service and become the new portal for viewing and making changes to your personal human resources, benefits and payroll information.

[Workday checklists: Top three steps to get ready](#)

Follow these simple steps to get ready for Workday, with more comprehensive checklists and resources available.

- Update your personal information in Employee Self-Service (ESS) by June 19.
- Enroll in two-factor authentication (2FA) through Duo to protect personal and UW data.
- Visit the new Integrated Service Center website and watch the Workday 101 videos.



[Gear up to use Workday: View user guides, Workday 101 video series](#)

Learn how to use Workday by viewing the Workday 101 video series or the user guides with step-by-step

instructions. In-person training seminars will also be available throughout the summer and fall.



Get help through the Integrated Service Center starting June 27

Opening June 27, the new Integrated Service Center will be your resource for Workday and HR, payroll and benefits support. Help will be available in-person, online or by phone.



How will you use Workday?

Whether you're faculty, staff, a Medical Center employee or a student employee, learn how you can use Workday for HR, benefits, payroll, time tracking and more.



Why Workday? Transforming the UW's administrative operations

Workday will bring our University's critical administrative processes into the modern age, making us more efficient and productive.



IMPORTANT WORKDAY DATES

BY MONDAY, JUNE 19
[Review/Update Personal Information in Employee Self-Service](#)

BEGINNING MONDAY, JUNE 19
No Access to ESS, OWLS, OPUS or HEPPS

BY MONDAY, JUNE 26
[Enroll in Two-Factor Authentication](#)

TUESDAY, JUNE 27
• Workday Go-Live
• ISC Opens in UW Tower

TUESDAY, JUNE 27
Enter Hours, Vacation Requests in Workday (Med Center employees continue to use Kronos)

MONDAY, JULY 10
First University Paycheck Using Workday

[UPDATE YOUR SUBSCRIPTION](#) | [UNSUBSCRIBE](#) | [PRIVACY](#) | [VIEW THIS MESSAGE ONLINE](#)

Email sent to tbos@u.washington.edu
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Plain Text

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IT Connect: <https://itconnect.uw.edu/>
The whole U: <https://www.washington.edu/wholeu/>
Faculty & Staff Insider: <http://www.washington.edu/facultystaff/>

Say goodbye to ESS and hello to workday
<https://isc.uw.edu/get-ready-for-workday/>

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workday checklists: Top three steps to get ready
<https://isc.uw.edu/get-ready-for-workday/#Top%203%20Steps%20to%20Get%20Ready>

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Gear up to use
Workday: View user guides, workday 101 video series
<https://isc.uw.edu/workday-training/>

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Get help through the Integrated Service Center starting June 27
<https://isc.uw.edu/iscoverview/>

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