

Preparing for Workday

Workday is UW's new HR-Payroll system, which goes live June 27, 2017.

How you will be affected

- **Faculty, staff, and paid students.** This group (i.e., everyone except unpaid students) will use Workday as the new way to access information currently found in Employee Self-Service (ESS) and the Leave-Time Reporting system. There will be a new look to this information, and some new reports you can run to view payroll, benefits, and leave information, but it won't be a drastic change to your current practices.
- **Supervisors.** If you are the official supervisor of record for an employee in the department, you will approve leave requests and timesheets in Workday. We are taking this opportunity to re-educate all supervisors about the rules for timekeeping and leave. Stay tuned in May and June for more specific training information for both employees and supervisors.
- **Administrative staff.** If you are an administrative staff member, you may have specific roles in the Workday system to administer pay, create/change appointments, and perform other HR processes. People in these roles have been contacted.

What you need to do now

- **Enroll in Duo.** Duo is the name of the two-factor authentication system needed to access your Workday account. Currently UW uses only one-factor authentication (logging in with your UWnetID and password). Duo allows you (requires you) to use the UWnetID/password and Duo, which involves a confirmation via smart phone app, a text, a phone call, or an electronic token.
 - Go here to learn more: <https://itconnect.uw.edu/security/uw-netids/2fa/>
 - And then go here to enroll and set up your device: <https://identity.uw.edu/2fa>
 - ***The UW wants everyone to enroll in Duo by May 31.***
- **Explore these resources.**
 - **The web site for the new Integrated Service Center (ISC).** With the introduction of Workday, the UW has consolidated its Payroll and Benefits offices into a single entity, the ISC, which is located on the ground floor of the UW Tower and online at <https://isc.uw.edu/>.
 - Explore the videos and guides below to be ready for the transition to Workday. Note: You can currently access the resources below, but you will not be able to log in or perform any actions in Workday until it goes live on 6/27/2017.
 - Workday 101 Videos for All Employees (<https://isc.uw.edu/video-library/workday-101-videos/>).
 - Edit Personal Information: https://isc.uw.edu/user-guides/edit_personal_information/
 - Request Time off: https://isc.uw.edu/user-guides/request_absence_time_off/

What's next

- Watch your email inbox for the next Workday update from our department. Current and past Workday updates and accompanying links and documents can be found here: <http://www.biostat.washington.edu/facultystaff/workday/workday>