



Transition to Workday for Faculty

**QUICK
TIPS**

KEY DATES TO REMEMBER

Registration for Training: April 2024

Training Delivered: May 2024

Workday Go Live: July 2024



RECRUITMENT PROCESS

Search Committee members, managers and chairs will have access to real time information on job candidates

TIME TRACKING

9 month faculty will only need to report time off
12 month faculty will need to enter and submit time



TRAINING AND SUPPORT

Training materials will be available starting in April. They will include handouts, video tutorials, live & asynchronous workshops

EXPENSES

Submitting reimbursements will be simplified through a transparent online process

