



# Transition to Workday for HR



## KEY DATES TO REMEMBER

- Registration Training: April 13-14
- Training Delivered: May 20-24
- Workday Go Live: July

## RECRUITMENT PROCESS

Recruitment process will be managed in Workday. Candidates will be invited to apply through the Workday system. Candidates will be invited to apply through the Workday system.

## TIME TRACKING

9 month fiscal year will only need to report time off  
12 month fiscal year will need to report time off

## TRAINING AND SUPPORT

Training materials will be available in Workday. Training materials will be available in Workday. Training materials will be available in Workday.

## EXPENSES

Submitting expenses will be simplified through a transparent online process.

