

Workday @UoL

10/31/22	Last day to enter Faculty Leave in PeopleSoftHR
11/4/22	Approvals must be completed for VP, Dean & Sponsored Programs, 5pm
11/4/22	Final deadline for extending offer to New Hires designated to start 11/14/22 or 1/3/23
11/7/22	Final Accept Offer date for New Hires to start 11/14/22 or 1/3/23
11/14/22	End-of-Year Hiring deadline, 5pm For Hire Effective Dates of Monday, November 28 or Monday, December 5, for bi-weekly hires, today is the deadline to submit appropriate accepted panels in PeopleSoftHR and email your employment coordinator.
11/14/22	Job Posting deadline, 5pm Last day for posting effective date of Friday, November 18. Please enter all new job opening or re-advertisements in PeopleSoftHR. Following 11/18, use manual process through WorkdayHR project team.
11/16/22B	Job Data Change (JDC) Submit & Approve deadline, 5pm Last day to enter JDCs in PeopleSoft HR. Final JDCs must be keyed and all of the approval, including Compensation and Faculty Affairs, must be complete. The JDC must be in the payroll queue by 5:00 pm.
11/16/22B	End-of-Year Hiring deadline, Noon For Hire Effective Dates of Monday, November 28 or Monday, December 5, on all hires, today at noon is the deadline for completion of criminal background checks.
11/17/22	End-of-Year Hiring deadline, 5pm For Hire Effective Dates of Monday, November 28 or Monday, December 5, for monthly hires, today is the deadline to submit appropriate accepted panels in PeopleSoftHR and email your employment coordinator.
11/17/22	Employee Update Changes, 5pm Last day for employee updates (address changes, banking changes, benefit changes, leave of absences and termination/retirement transactions) in PeopleSoft HR by employees. After this date, changes must be manually processed by the WorkdayHR team.
11/17/22	Funding Changes, 5pm Requests for a current/future dated funding changes on a position must be entered in PSHR via the multi-funding Panel by no later than 5:00 p.m., Thursday, November 17, 2022.
11/18/22	PeopleSoftHR goes READ ONLY to end users @ 5pm Please check with your LFO, UBM or Change Ambassador for business process alternatives or procedural changes during the transition period (11/18-12/31) to WorkdayHR. Questions about paper processing or form submittal, please contact workdayhr@louisville.edu .
12/5/22	Last New Employee Orientation (NEO) for 2022
12/6/22	December Vacation and Sick Leave Requests, 5pm Requests for sick or vacation for the month of December must be submitted in the monthly leave tool by no later than 5:00 p.m., Tuesday, December 6, 2022.
12/6/22	Shared Leave Donations and/or Requests, 5pm Requests to receive or donate to shared leave for the month of December must be sent to payroll@louisville.edu by no later than 5:00 p.m., Tuesday, December 6, 2022.
12/9/22	Confirm and Stop Monthly Leave Requests
12/12/22	End-of-Year Hiring deadline, 4pm For Hire Effective Dates of Sunday, January 1, 2023 (Faculty only) or Tuesday, January 3, 2023, today is the deadline to complete job offer panel and email your employment coordinator for a candidate's acceptance of a position in order to complete the paperwork processing.
12/14/22B	End-of-Year Hiring deadline, 4pm For Hire Effective Dates of Sunday, January 1, 2023 (Faculty and Part-time Lecturers only) or Tuesday, January 3, 2023, today is the final deadline for candidates to provide electronic consent through Truescreen (for Criminal Background Check) in order to complete the hiring process.
12/14/22	Last day for Faculty Leave Requests, Noon Departments must submit an Interfolio case for Faculty Leave requests prior to Noon today.
12/14/22	Job Posting deadline, Noon Last day for manual processing of job posting requests by WorkdayHR team. All job posting requests received after this deadline must be initiated Tuesday, January 3, 2023 in WorkdayHR.
1/3/23	First New Employee Orientation (NEO) for 2023

For WorkdayHR Questions, please contact us via email at WorkdayHR@louisville.edu

or submit your inquiry on our website: louisville.edu/workday/workday-inquiry-form