

### May 2022

Workday is a cloud-based enterprise resource planning solution that offers suites that enable institutions to effectively manage their employees. The journey to WorkdayHR has less than a year to go for implementation. The implementation team is working to apply best practices and leverage Workday workflows. The Change Ambassador Network will distribute monthly updates to introduce specific themes/areas reviewed by the Change Ambassadors. Feedback throughout WorkdayHR development process is critical so please let us know what you think. Visit the Workday @UofL website for additional information.

#### Time Entry

- Nonexempt, non-physical plant employees will enter their time directly into Workday and will only be paid for the hours that are submitted and approved in Workday.
- Employees can check the status of their time entries from any device, including their computer or mobile device.

#### Compensation

- Employees will have access to their payslips through their Workday profile online and via the Workday mobile app.

#### Talent and Performance

- Workday brings all-new functionality for giving feedback. Giving feedback is optional but is a helpful tool to use for performance reviews and to send kudos to your coworkers.

#### Recruiting

- Hiring Managers, Primary Recruiters, and individuals on the search committee have access to candidate profiles as they apply to the job posting and can give feedback about candidates all in Workday.
- The recruiting hub and recruiting dashboards provide recruiters and hiring managers a look at all their job requisitions and candidates in one place.

#### Training

- Training will be available in Late October 2022 on the Workday @UofL website.
- Quick reference guides and videos will be available on-demand. Employees can also register for live sessions which will begin in November 2022 and continue after go-live in January 2023.