

From: MyWorkday

Sent: Monday, 23 October 2023 10:40 AM

To: 'fedunimanagers@federation.edu.au' <fedunimanagers@federation.edu.au>

Cc: Sheila Dias <s.dias@federation.edu.au>; Helen Tobias <h.tobias@federation.edu.au>

Subject: WORKDAY PEOPLE MANAGER UPDATE: Finalise transactions in existing systems and connect with Workday change agents in your area



Welcome to this week's summary of **what you need to do** and **know**
Please share with your teams

What you need to DO this week

Finalise transactions in existing systems

- ® **Timesheets**
Staff submit no later than 25 Oct and can claim time in advance up to 4 Nov.
Managers review and approve by 27 Oct.
- ® **Leave**
Staff submit leave requests in time for managers to review and approve by 27 Oct.
- ® **ELMO training:** Staff complete 'in progress' training by 30 October.

Stay connected with the Workday change agents in your area

Our Workday change agents are a great resource to help staff as they transition to Workday. There's a [list of change agents](#) on the Workday portal.

Change agents play a vital role in advocating and promoting the change, helping to remove barriers to change, and, in supporting people in their area as they learn to use the new system.

You too have a role in supporting the change agents. For example, you can:

- acknowledge their role during team meetings
- ask them to talk to yourself and/or your team/s about their latest Workday experience session, during which they had a chance to play in the system
- check-in to see if they have any ideas about ways to further raise Workday awareness and interest in your area.

What you need to KNOW this week

We're switching off legacy systems

This is the last week staff will use:

- ESS – except to view/download payslips until the end of the year
- ServiceNow–Timesheets
- ELMO.

We're all on a learning curve and the Workday team will provide support

It's important to remember that:

- everyone at Federation will be on a learning curve, including our People and Culture team
- in a program/transformation of this magnitude, it's reasonable to expect some business processes may not be perfect at go live, even though Workday has been rigorously and thoroughly tested.

During the initial adaptation and adjustment period, as any issues arise, the Workday team will focus first on addressing core issues and then move on to address optimisation requests.

Your role in leading your team through the adaptation and adjustment period

As a people leader, you play an important role during this period of change, particularly in managing your team's expectations.

To help with this, we will:

- provide formal channels for staff to request support and provide feedback
- follow a defined governance process to ensure issues are reviewed, prioritised and addressed appropriately and in a timely way.

When the time comes, we will ask you to help too by:

- preparing your staff to expect that issues may arise and the Workday team will triage and address them
- nurturing a 'stay curious, stay positive' attitude within your team/s
 - encouraging your staff to send all enquiries and requests through the formal channels.

There will be more information about how to get support at go live in upcoming issues of this newsletter.

Any questions?

Visit: [MyWorkday](#)

Talk to: [a Workday Change Agent near you](#)

Email: workday@federation.edu.au



Enhanced employee experience
powered by Workday



federation.edu.au/MyWorkday