

**From:** MyWorkday

**Sent:** Monday, 4 December 2023 11:19 AM

**Subject:** WORKDAY UPDATE: What you need to DO /KNOW this week



Welcome to this week's Workday summary.

**Please share with your teams any messages relevant to them.**

## What you need to DO this week

### Set up delegations **BEFORE** going on leave

If you are taking leave soon and/or over the Christmas/New Year period, now is a good time to delegate your Workday duties and tasks to another user. This means Workday processes will progress while you are on leave.

You can set up the delegation in advance by specifying a 'Begin date'. Before the delegation comes into effect, it will workflow to your own manager for approval.

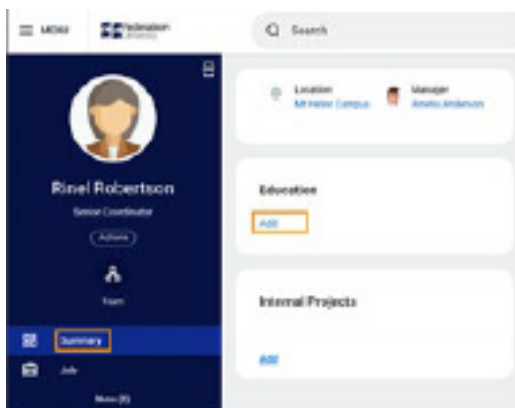
For instructions, go to:  [Set up, cancel and manage delegations](#).

### Encourage your teams to update their qualifications

Now that we have foundational people data in Workday, let's collectively add more data. Quality data in the system empowers us to make more robust data-driven decisions.

This month we are encouraging staff to add qualifications to their Workday profile. This data is useful across compensation, recruiting and talent management processes.

#### How to update qualifications



1. On your Workday profile, click the **Summary** tab, then click **Add**

2. Follow the prompts to upload evidence and submit.

**Note:**

Until the end of 2023, you can download documents previously uploaded into ESS, and then upload them into Workday. These documents will not be available in ESS in 2024.

After you submit, the process automatically workflows to your manager for review and approval. When approved, the new information displays on the Workday profile.

## Reach out to praise your teams – celebrating our collective effort

The Workday team extends sincere thanks and congratulations to you all for the important role you played in leading your teams through the transition to Workday. We very much appreciate your efforts in passing on messages to your teams and encouraging everyone to complete the required actions within strict timeframes.

With your support, the transition to Workday people and culture processes progressed smoothly – a great example of living the University's values and showing we can achieve great outcomes together.

This may be a great opportunity to celebrate the effort and commitment of your teams and their willingness to adapt – in particular, those who went the extra mile to contribute to the project through participation in reference groups and the Workday change agent network.

## What you need to KNOW this week

### Manager training update

Sessions 1 and 2 of the 'Workday as a leader's tool' training have been delivered.

If you missed the live sessions, want to revisit the content or are new to people management, go to the recordings and slides on the MyWorkday [Learning resources](#) page – scroll down to the bottom of the page.

### Wishing you a great Workday experience!

Once again, congratulations on such a great start using Workday and our very best wishes to you for your ongoing Workday experience.

This is our last email to you for 2023. With thanks once again and all the best for a safe and happy Christmas and New Year break.

### Need help?

Visit the MyWorkday [Get help](#) page to explore your options.

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