

From: MyWorkday

Sent: Monday, 30 October 2023 2:19 PM

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

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Subject: WORKDAY PEOPLE MANAGER UPDATE: What's changing for employees / We're approaching go live / Short blackout period / Available support to help you through your learning curve



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

Share information about what's changing for employees

We have attached:

- a **flyer** that visually describes key changes for employees – please share this information with your teams and remember these changes also apply to you as a Federation employee
- a **cheat sheet** to facilitate discussions with your teams about what's changing – it provides a side-by-side comparison of the new and old ways of accessing people functions.

What you need to KNOW this week

It's the start of the phased go live

Last week we achieved yet another key milestone in our transition to Workday. Reaching this milestone means that:

- People and Culture can start using Workday within the next few days.
- Soon after, casual employees and their managers will start using Workday to manage time.
- Not long after that, all staff will be using Workday to manage their work life at Federation University.

There will be a short blackout period to create/close user accounts

While we establish new connections between Workday and other systems, please note that:

- from 3 to 7 November 2023, we cannot create or close any IT user accounts. Current users will NOT be impacted – they will still have access to Federation systems. This short blackout period is over a weekend, minimising business impact, and we anticipate resuming normal activities by Wednesday 8 November.
- from 8 November to go-live, if any Associates require immediate access, use the current Associate form. Otherwise, please wait for Workday.

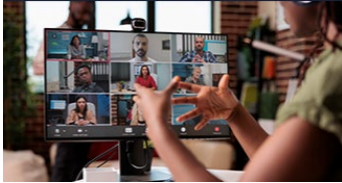
We're on all a learning curve and the Workday team is here to support

As mentioned last week, it's important to remember we're all on a learning curve and there may be some business processes not yet perfect at go live.

To minimise the impact of this, the Workday team will provide a formal channel for staff to log their questions, issues and optimisation requests, so they can be prioritised and responded to.

What support will be available at go live?

There will be several ways you can access support as outlined below. This information is also available on My Workday > [Get help](#).



Peer support

- **Virtual Q&A desk**
from go-live via Teams link
- **On-campus pop-up stands**
run by our Workday Change Agents Network from go-live
- **From your local Workday change agent** – find the full list on My Workday > [Get help](#).



Direct access

Recommended starting point if you have a simple need or query.

Available anywhere, anytime.

- **Workday Help** text and knowledge articles including quick reference guides and videos
- **Workday Assistant** – chat bot function
- MyWorkday portal
- People and Culture website



User assistance

Recommended if you cannot find what you need online.

Cases assigned to the relevant team for resolution.



- Preferred method:
Workday Help: create case
- Call People and Culture on 03 5327 9756

Any questions?

Visit: [MyWorkday](#)

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

Email: workday@federation.edu.au



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