

From: MyWorkday

Sent: Monday, 9 October 2023 9:58 AM

Subject: WORKDAY PEOPLE MANAGER UPDATE: The transition phase has begun



As a people manager with direct reports, it's time to **prepare yourself** and **support your team** as we transition towards using Workday.

What you need to know and do this week

Last week we started the transition to Workday. Specifically, we are completing a series of precisely orchestrated steps to stop using old processes and systems, and to start using Workday.

All staff members are asked to support this transition by completing, minimising or stopping certain transactions at specific times.

Your 'to do' list

Attached is a:

- ① checklist of actions for you to complete
- ① **Workday Transition Update** for you to share with your direct reports.

As we move through the transition period

Over the next few weeks, you'll **continue** to receive these **WORKDAY UPDATE** emails.

Each email will provide information about **what you need to know** and **what you need to do**.

The goal is to help you as a:

- **staff member**, to prepare for Workday
- **people manager**, to support your direct reports through the change.

Your role as a people manager is key to success

As a people manager, **YOU** play a key role in achieving a successful transition to Workday.

[The research tells us](#) that change is made easier when **people managers** are proactive in supporting their people through a change. Specifically, by taking on the role of:

- **communicator** – sharing personal impact messages with direct reports about the change
- **liaison** – engaging with and supporting the project team
- **advocate** – demonstrating support for the change
- **resistance manager** – identifying and mitigating resistance to the change
- **coaching** – helping employees through the change process.

Your WORKDAY UPDATE emails will support you in successfully taking on this important role – a key accountability for all people managers at Federation University.

Any questions?

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