

**From:** MyWorkday

**Sent:** Monday, 6 November 2023 12:56 PM

**To:** MyWorkday <workday@federation.edu.au>

**Subject:** WORKDAY PEOPLE MANAGER UPDATE: What's changing for managers / Workday training summary / What's happening 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

#### What's changing for you as a people manager

With Workday go-live approaching, we will soon need to adopt and adapt to new ways of managing our people.

To help you prepare, please take a moment to review the attached summary of what's changing for people managers. It provides a side-by-side comparison of new versus old ways and the corresponding training session where you can learn more.

Also attached is an overview of the topics that are covered in each Workday training session offered to staff and people managers.

If you have any questions about the attached documents, check in with a change agent in your area.

#### Keep an eye on MyWorkday for key dates and information

Over the next few weeks, we are updating the MyWorkday portal more regularly.

We encourage you and your team to [add the portal link](#) to your browser's Favourites list so you can:

- [get the latest updates about Workday from the program team](#)
- [easily access training and support materials](#)
- [read the latest and archived news articles](#)
- [get help when you need it.](#)

## What you need to KNOW this week

### Phased go live has begun and go live for all staff is approaching

People and Culture started using Workday last week to prepare the system for broader access. And tomorrow, Tuesday 7 November, casual employees and their managers will start using Workday solely to submit, review and approve time (the Workday lingo for timesheets).

Following that, we'll soon be announcing a go-live date for all staff to start using Workday.

### Leave taken before 5 November 2023

If a team member took any additional leave before 5 November (i.e. leave not submitted via ESS, our legacy system), then they will need to submit an [Employee leave form](#) to People and Culture.

This excludes business leave for travel. Manager approval via email will suffice for this.

For all leave types taken on/after 5 November 2023, please wait for Workday.

### Reminder about the blackout period for creating/closing user accounts

As advised last week:

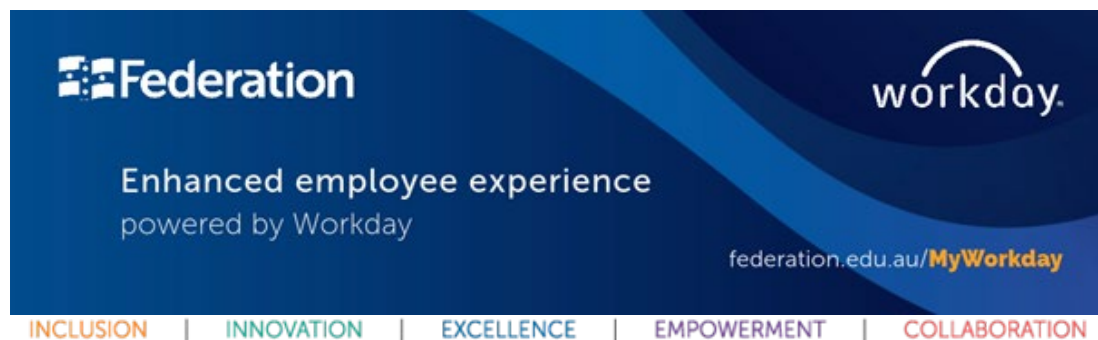
- Until tomorrow 7 November, as we connect Workday to other systems, we cannot create or close any IT user accounts.
- From 8 November to go-live, if any Associates require immediate access, use the current Associate form. Otherwise, please wait until Workday is live for everyone.

### Any questions?

Talk to: [a Workday Change Agent near you](#)  
– scroll down the **Get help** page to see the list of change agents

Visit: [MyWorkday](#)

Email: [workday@federation.edu.au](mailto:workday@federation.edu.au)



The banner features the Federation logo on the left and the Workday logo on the right. The text reads: "Enhanced employee experience powered by Workday" and "federation.edu.au/MyWorkday". At the bottom, there are five colored boxes with the words: INCLUSION, INNOVATION, EXCELLENCE, EMPOWERMENT, and COLLABORATION.