



No.	Do this...	More information	Due	Done (Y/N)	Date completed
1	SHARE the attached Workday Update with your direct reports.	We recommend you first walk through the update with your direct reports, and then forward it to them via email. You may also choose to print and display it in your area.	Fri 13 Oct		
2	REVIEW and APPROVE leave requests and timesheets promptly. Why? It's best for leave and timesheet data to be as up to date as possible in the current system so it's automatically copied across to Workday.	As part of the transition, we'll let you know the date on which we take a snapshot of current systems' data. That snapshot data will then be copied across to Workday. If you add any leave requests or timesheets to old systems after the snapshot date, they won't be copied across. You'll have to do it again in Workday after it goes live.	Late Oct (exact date TBC)		
3	COMPLETE any 'in progress' ELMO training and enrol in any professional development training by 30 October. Remind your direct reports to do the same.	As above, you want this data to be in the current system before the data is copied across to Workday. Otherwise, it will have to be manually recorded in Workday – take action now so you avoid this additional administration work after go-live.	Late Oct (exact date TBC)		
4	COMPLETE the 2023 performance review cycle in PageUp.		Set 2024 goals in Workday when it is live	n/a	n/a
5	AVOID making any role changes within your team, that is, job, compensation or line management changes.	If you absolutely must, then seek support from People and Culture to determine your options.	Wait until Workday is live	n/a	n/a
6	AVOID updating personal or bank details in ESS.	If you must, be aware you may have to re-enter those changes in Workday.	Wait until Workday is live	n/a	n/a