

All staff



PERSONAL INFO and BANK DETAILS

AVOID making changes. Proceed if you must, then re-enter in Workday if needed.



TIMESHEETS

GET READY: Ensure your claims are up to date



LEAVE REQUESTS

GET READY: Enter your requests into ESS by late October



COMPLIANCE/ ELMO TRAINING

GET READY: Complete ELMO training 'in progress' / enrol in PD training by late October



PERFORMANCE REVIEWS

GET READY: Complete the 2023 cycle in PageUp; set goals in Workday

Additional considerations for people managers



JOB CHANGES

AVOID changes to jobs, compensation, and line management. If you must, seek support from People and Culture to determine your options.



APPROVALS

GET READY: Review and approve leave and time requests promptly

Like to know more?

Visit [MyWorkday](#)

Talk to [a local change agent](#)

Email workday@federation.edu.au

