

**From:** MyWorkday

**Sent:** Monday, 16 October 2023 3:47 PM

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

**Cc:** Helen Tobias <h.tobias@federation.edu.au>; Sheila Dias <s.dias@federation.edu.au>

**Subject:** WORKDAY PEOPLE MANAGER UPDATE: Finalise transactions in existing systems and training invitations coming soon



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

#### Finalise transactions in existing systems

- Ⓡ **Timesheets:** remind your casual team members to claim time no later than Wednesday 25 October, so you can review and approve by Friday 27 October 2023. They can claim time in advance until 4 November 2023. Look out for emails from payroll with further details.
- Ⓡ **Leave:** remind your team members to add any leave requests to ESS asap so you can review and approve by Friday 27 October 2023. Approved leave will carry across to Workday.
- Ⓡ **ELMO training:** remind your team members to complete ELMO training 'in progress' by Monday 30 October – this avoids having to restart your training in Workday.



#### Training invitations coming soon

Look out for and accept your invitation to attend Workday training.

If the training clashes with another appointment, we recommend using 'Tentative', not 'Decline'. That way, if your time frees up, the session details remain in your calendar.

## What you need to KNOW this week

### Staff will soon stop using the following legacy systems

System	When?	What this means for you and your team
ESS	Friday 27 Oct 5:00 pm	<ul style="list-style-type: none"><li>• ESS will no longer be used <b>except</b> to view/download your payslips until the end of the year</li><li>• To update personal or bank details, wait until you have access to Workday</li><li>• From 27 October, any unsubmitted, unapproved or unplanned leave taken before 5 November 2023 will be managed off-system. Instructions will be provided closer to that date.</li><li>• New requests for leave on or after 5 November 2023 can be entered directly in Workday when you have access.</li></ul>
ServiceNow - Timesheets	Friday 27 Oct 5:00 pm	<ul style="list-style-type: none"><li>• ServiceNow-Timesheets will no longer be used.</li><li>• From 27 October, claiming time worked before 5 November 2023 will need to be done off-system.</li><li>• Time worked on or after 5 November 2023 can be entered directly in Workday when you have access.</li><li>• Time approved in Workday will automatically flow to a new payroll engine so staff can be paid.</li></ul>
ELMO	Monday 30 Oct 5:00 pm	If you don't complete any 'in progress' training by this date, you'll have to start again in Workday when you have access.

### We're adopting a phased approach for the Workday implementation

When Workday is ready, we will take a phased approach to go live. This is required to support the simultaneous transition to Workday and our new payroll engine. The payroll engine will operate behind the scenes, exchanging relevant information with Workday so staff can view their pay information, payslips and leave balances in Workday.

- The People and Culture team will start using Workday first.
- Soon after, casual staff and their managers will start using Workday, but only to submit and approve timesheets – this is required due to the new payroll engine implementation.
- And finally, all staff will start using Workday to manage their Federation work life.

### Workday training is tailored to varying roles at the University

See the attached PDF for a pictorial view that you can share with your teams.

- **All staff** will perform simple tasks occasionally or repetitively in Workday such as requesting leave. This will be covered in a Lunch and Learn webinar close to go-live. They can then continue their self-paced learning using a suite of guides available within Workday.

- People managers** will use Workday as a leader's tool to manage the entire
- employee lifecycle. After attending an introductory Lunch and Learn session covering the basics for managers such as how to review and approve transactions, managers will then be offered a topic-focused 3-part webinar series (1 hour each).

- Functional teams and identified support roles** that support the business across
- all people management functions will attend formal training before go live, involving hands-on activities that simulate real-life scenarios.

Keep in mind that one person may belong to multiple audiences. For example, people managers will sometimes interact with Workday as employees managing their own information, and at other times as managers of their teams.

### **In line with best practice, we're adopting a just-in-time training approach**

This means training is delivered:

- when the system is ready; that is, it looks and works as it will at go live
- as close to go live date as possible so you can apply your new skills and knowledge while the learning is fresh in your mind. If training is delivered too early you may forget aspects of your training, leading to lower productivity and the need to be re-trained.

All sessions will be recorded, so staff can refresh their learning when needed, and those unable to attend can view the recording at a time that suits them.

For more information about the training approach and timelines, visit the MyWorkday portal, [Learning and support](#) page.

#### **Any questions?**

Visit: [MyWorkday](#)

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

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

 **Federation**

 **workday.**

**Enhanced employee experience**  
powered by Workday

[federation.edu.au/MyWorkday](https://federation.edu.au/MyWorkday)

**INCLUSION** | **INNOVATION** | **EXCELLENCE** | **EMPOWERMENT** | **COLLABORATION**