

Easy Access to Some of Your Information is Going Away When Workday Arrives

May 4, 2022 – Changes to the way we conduct daily work at UCF are coming fast. The implementation of Workday is July 1 and it will change everything from the way we file our timesheets to where to find your compensation history.

For example, a lot of the historical data available to employees via myucf portal such as compensation history, training history and total compensation will not be shifted into Workday, so if you want copies of those items, you need to go into your myUCF account and download the information. Here's how.

Workday is just one of the many new software programs coming as part of the Service Enhancement Transformation Project. Training opportunities have been made live now and faculty and staff are encouraged to start exploring what Workday will look like and how to navigate it. Find below resources shared by the group working on this multi-year project that kicks off July 1.

Workday Training is Live

All UCF employees will be utilizing Workday starting July 1, 2022. It is important that all employees learn how to navigate the system. There are a variety of training opportunities available now and through Go-Live. Training will be ongoing.

- Training Catalog – available job aids and video demos
- Employee Workday Learning Path – learn how to align training materials with your current job role
- Workday Training Calendar – upcoming live training sessions
- Workday System Demos – step-by-step video demonstrations of business process tasks

MAY
4 Workday Basics Support Lab (In-Person)
8:30 am - 9:30 am

MAY
5 Workday Managers Support Lab (virtual)
11:00 am - 12:00 pm

MAY
9 Workday Basics Support Lab (virtual)
11:00 am - 12:00 pm

Upcoming Knight Vision Events

These upcoming Knight Vision events provide all UCF employees with the opportunity to engage with Knight Vision program Subject Matter Experts (SMEs). These allow the UCF community to get their questions/concerns addressed in real-time. All Knight Vision events are recorded and published on the [Recorded Virtual Events page](#).

- View all upcoming events here: <https://events.ucf.edu/calendar/6624/knight-vision-events/upcoming/>

MAY
9 Knight Vision Virtual XChange: Finance & Grants
10:00 am - 11:00 am

MAY
16 Knight Vision Virtual XChange: Reporting & Analytics
1:00 pm - 2:00 pm

MAY
17 Knight Vision Virtual XChange: SET
10:00 am - 11:00 am

UCF Faculty Resources

There are a number of resources for Faculty members to reference – aside from the training materials above – to prepare for Workday Go-Live. Below are a few faculty-specific recorded virtual events and FAQs.

- Faculty FAQs
- Live Demo: Day in the Life of UCF Faculty
- Knight Vision Virtual XChange: Faculty

Service Enhancement Transformation Resources

- What is kNext? (Knights Experience Team) – [Promo Video](#)
- [SET Open Forum – April 20, 2022](#)
- [About SET](#)