

Workday Goes Live in 9 Days

June 21, 2022 – Workday and SET are going live next week. If you haven't already attended an information session or training, now is the time to do it.

Remember to go into myucf now and retrieve important information that may not be readily available during the transition and/or after the switch to Workday. Below is a summary of helpful links and dates.

For more information on key dates and actions to take before Go-Live, visit <https://knightvision.it.ucf.edu/actions-before-workday-go-live/>

TRAINING

All UCF staff and faculty members can access webcourses, job aids, video demonstrations and other training materials at their own learning pace! Not sure where to start? Click the following link for a comprehensive list of suggested Workday training by employee type and area of expertise: <https://knightvision.it.ucf.edu/wp-content/uploads/sites/11/2022/06/Suggested-Workday-Training-By-Job.pdf>

- Access the Workday Training Catalog and learn Workday at your own learning pace: <https://tinyurl.com/WorkdayTrainingCatalog>

- Register for upcoming Workday live sessions here: <https://tinyurl.com/WorkdayTrainingCalendar>

- How to sign up for webcourses: <https://hr.ucf.edu/current-employees/hris/register-for-training/>

Please be sure to register for all webcourses you would like to take prior to Workday Go-Live (July 1, 2022) NO LATER THAN JUNE 23. In preparation for transition to Workday, PeopleSoft Self Service will be read-only from 6/23 - 7/7. You will be able to access all webcourses you pre-register for during this transition period.

KEY DATES AND ACTIONS TO TAKE BEFORE GO-LIVE

UPDATE: All current employees will now have access to W-2s, pay stubs and learning transcripts post-Go-Live. However, it is still advisable to download current historical documents if you believe you will need them during the brief period of delay that they will be unavailable (approximately from June 30 through July 8).

June 22

- Deadline for Funding Distribution Change eForms
- Payroll Window Closes at 2 p.m. ET

- Deadline for Contracts and Grants Journals to Be Submitted to Office of Research (OOR) for Review
- Deadline for Stop Payment Requests to Be Sent to General Accounting to Be Cancelled/Voided and Replaced in Fiscal Year 2022

June 23

- Deadline for Financial Aid Disbursements
- Deadline for Budget Transfers Journals Posting for Fiscal Year 2022

June 24

- Pause on Hiring and Onboarding - from June 24-July 7
- Deadline for Salary Cost Transfer eForms
- Deadline for All ACH Replacements to Be Processed in Fiscal Year 2022
- Deadline for Student Refunds in Fiscal Year 2022
- Deadline for Department Journals to Be Submitted Through PeopleSoft for Fiscal Year 2022

For a full list of key deadlines for HR, Financials and Grants click here:

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