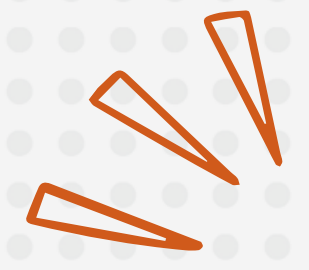For Employees
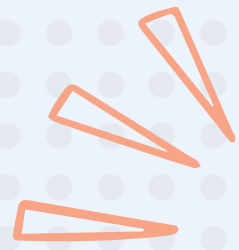
Workday Go Live
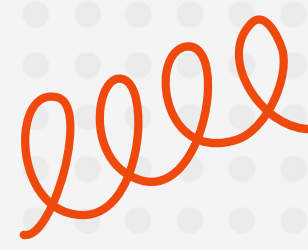
Week 1
9/19 – 9/25

Confirm access to Workday via OKTA. Review your data in Workday for accuracy. Finish last timecard in ADP.

Week 2
9/26 – 10/2

Accrual balances are loaded. Enter hours worked and time off requests for first pay period in Workday.

Week 3
10/3 – 10/4

Approve timecards in Workday for the first time.

Workday Go Live Strategy

Week 4
10/12

First Paycheck
from Workday

Week 6
10/24

First Day of
Workday Learn
Courses

Week 5
10/17 – 11/4

Open Enrollment
&
Second Payroll

Workday
Go Live
Strategy

Week 1

OKTA for All

Make sure you can access Workday via OKTA
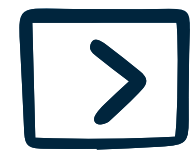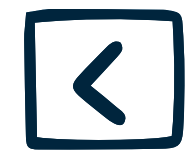
Everyone Review Data

Use Go Live Checklist of data to check. Direct Deposit, Pay, Emergency Contacts, Benefits, etc.

Last Pay Period in ADP

Get everything correctly into ADP that needs to be in for the pay period end 9/18

Start using Workday Timeclocks

Week 2

Accrual Balances Loaded

Review accrual balances in Workday for accuracy before recording any time off requests for 9/19 through 10/2
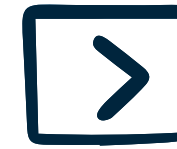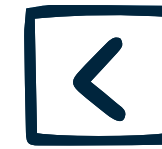
Enter Time Off Requests

Enter time off requests held for the first pay period pending the load of accrual balances

Get Timecards Right

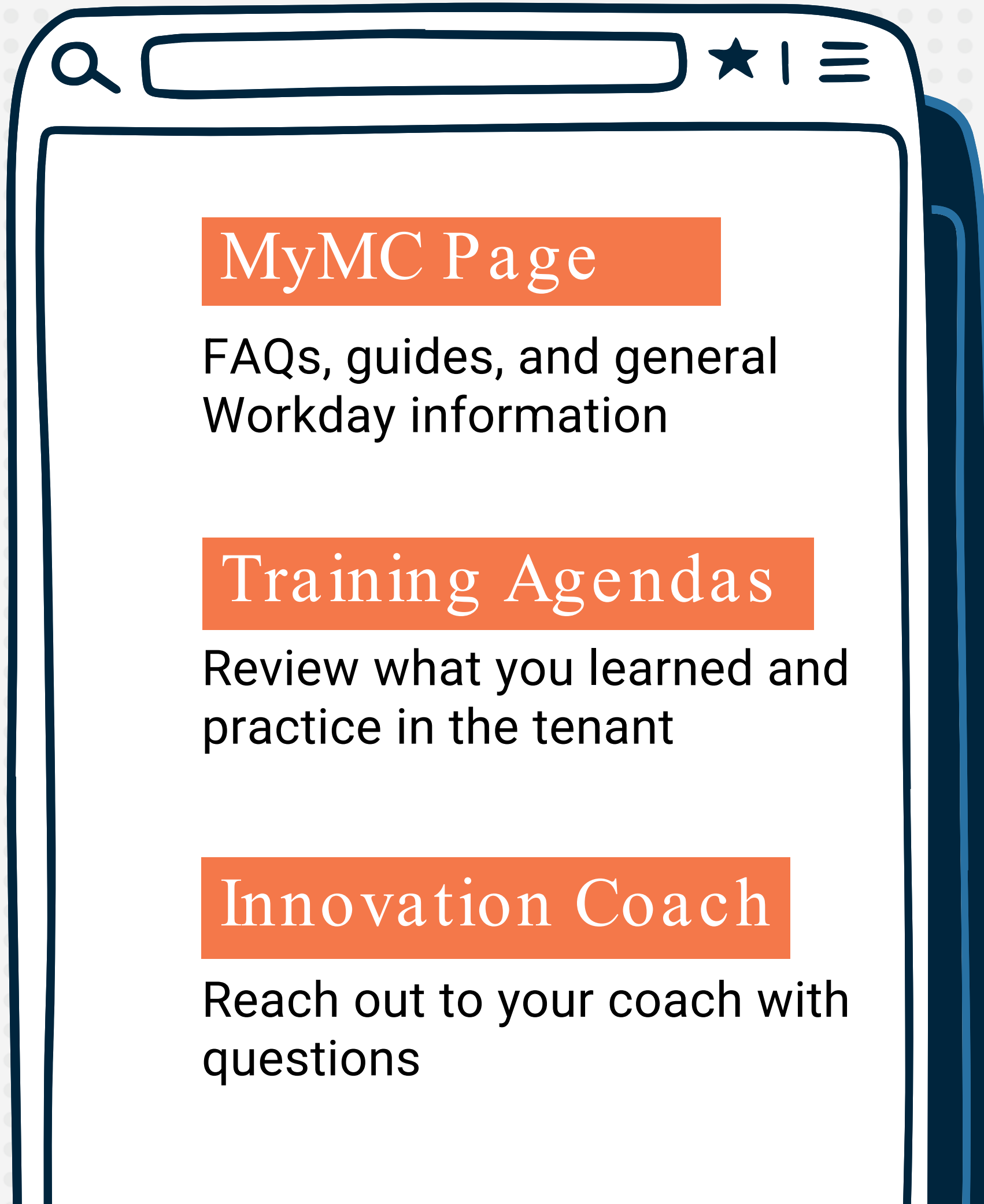Focus on getting timecards correct and entering any missed time

Notable Items

Cutover for 24/7 Operations

Any shift that starts on 9/18 and continues into 9/19 will complete that day's punches in ADP. Any new shift starting on 9/19 will start in Workday.

Timekeepers and Managers will need to help move over time for workers that worked a shift starting on 9/18 and crosses into 9/19 before the approving the first timecard in Workday.

Resources

MyMC Page
FAQs, guides, and general Workday information

Training Agendas
Review what you learned and practice in the tenant

Innovation Coach
Reach out to your coach with questions