


## WORKDAY HUMAN RESOURCES Job Aid GO LIVE Monday, January 3, 2021

Description	Pre-Workday	Post-Workday	How
Update personal Information – address, phone number, office, etc.	Employee Self-Serve (ESS)	Personal Workday Dashboard/Landing Page Personal Workday Dashboard/Landing Page	Using Buckeye Pass, faculty will access the Personal Workday Dashboard/Landing Page and select the BLUE CLOUD which will take you to your personal profile page. 
Submit Leave Request	eLeave		Using Personal Workday Dashboard select “ABSENCE” icon.
Changes to Benefits	Employee Self-Service (ESS)		Using Personal Workday Dashboard select “BENEFITS” icon.
Pay Slips			Using Personal Workday Dashboard select “PAY” icon.
Approve student employee time	eTimekeeping		Using Personal Workday Dashboard select “TIME & ABSENCE” icon. Approval due Monday by 10 a.m. weekly – no change; Note: HR will no longer send reminders to approve time (payroll timekeeping is managed by central Univ. payroll now).
Hire/Terminate Student Employees	Contacted Bouavone or Maryjo	Contact Bouavone – Manager Liaison	Contact Bouavone with any student hire or termination requests. Expect a minimum of 14 days for the hiring process which includes job requisition, posting, interviewing, offer to hire, background check, and orientation.  Start dates are limited to the beginning of the <a href="#">pay period</a> .
Changing student/employee funding source	Contact Marion HR Office	Contact Marion Business Office	Payroll funding management is considered a financial function now. Please contact the <a href="mailto:Marionbog@osu.edu">Marionbog@osu.edu</a> or 5-6311 for assistance with funding changes.
Faculty To-Do List			<ul style="list-style-type: none"> <li>▪ Watch <a href="#">Time Tracking and Approvals for Managers video(link is external)</a> to see how you will approve time in Workday beginning January 3. [10 minutes]</li> <li>▪ Review this important <a href="#">time tracking and absence resource(link is external)</a>.</li> </ul>

Description	Pre-Workday	Post-Workday	How
			<ul style="list-style-type: none"> <li>▪ Watch the <a href="#">Request Time Off video(link is external)</a> to see how you will request time off in Workday beginning January 3. [15 minutes]</li> <li>▪ Review <a href="#">Changes to Pay slips(link is external)</a> to learn how your pay is calculated in Workday and how your pay slip may look different. [15 minutes]</li> <li>▪ Keep an eye out for the next to-do list email (from the Enterprise Project Team) on January 4. That list will guide you through how to log in to Workday for the first time.</li> </ul>
Questions about Payroll or Benefits	Contact Marion HR Office	Contact HR Connection	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a> or telephone at 614-247-6947. Please remember any specific payroll or benefit questions should be directed to HR Connection.
Job Aids for Workday processes			<ul style="list-style-type: none"> <li>▪ Bookmark the <a href="#">Administrative Resource Center(link is external)</a> as your first stop for Workday resources for go-live and beyond. [5 minutes]</li> <li>▪ <a href="#">Marion specific Workday demonstrations</a></li> </ul>
Training Tenant to practice entries you will be responsible for, such as scheduling time off, adding a dependent, updating personal info, approving timesheets, etc.			<a href="https://impl.workday.com/osu10/login.html">https://impl.workday.com/osu10/login.html</a> to practice in your Personal Workday Dashboard