# Workday Go Live First Week Activity Recommendations
For Departmental Processor Roles

The below timeline and activities are recommended to be done at Go Live and the first few weeks later by departmental processors with security roles such as HR Contact, Recruiting Coordinator, Timekeeper or Absence Partner. This list is focused on priority actions that impact payroll calculations that will be occurring shortly after Go Live for both biweekly and monthly paid employees.

Refer to Workday Help on the SSO Menu for crosswalks, reports, job aids and tutorials. Email workdaysupport@tamus.edu for assistance.

Starting Point
Review the employee worker profile (Search for employee and select *Summary*) to verify the position, manager, annual work period, scheduled hours, monthly or hourly pay rate, allowances, service months and accrual amounts in Workday.
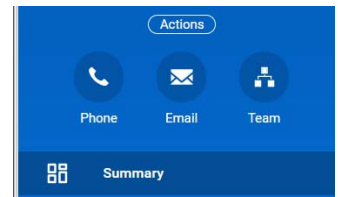
- Complete any business processes for changes that impact the first January pay dates.
- Business processes not completed timely will be processed on the employee's next regularly scheduled payroll.
- **IMPORTANT:** Confirm if any recent or pending staffing events were already completed by the AgriLife HR/Payroll staff during soft launch before initiating the business process in Workday. View the worker profile worker history to see business processes that are complete or in progress. (Select *Actions; Worker History; View Worker History*).

Upcoming Payroll Dates

PAY PERIOD FROM	THRU	WORKING DAYS	WORK HOURS REMAINING AFTER PAY PERIOD	**ALL** TIMESHEETS need to be SUBMITTED & APPROVED BY5PM	Paycalc Results Report for a period available TIMESHEETS ARE LOCKED @ 7AM All related BP's should be in a complete status by 5pm	PAY DATE	LONGEVITY PAY DATE	Workday Payroll Process begins at 8am TIMESHEETS UNLOCK @ 5pm
Sunday	Saturday		2088	(Dates are subject to change)				
Dec 17	Dec 30	10	1400	Friday, December 22, 2017	Tuesday, January 02, 2018	**Friday, January 05, 2018**		Wednesday, January 03, 2018
Dec 31	Jan 13	10	1320	Friday, January 12, 2018	Tuesday, January 16, 2018	**Friday, January 19, 2018**	L	Wednesday, January 17, 2018
Jan 14	Jan 27	10	1240	Monday, January 29, 2018	Tuesday, January 30, 2018	**Friday, February 02, 2018**		Wednesday, January 31, 2018

Month	*Pay Calc Results Report by period will be available*	*All monthly related BP's need to be complete by 5pm*	PAY DATE	*Workday Payroll Process @ 8am*
December**	Wednesday, Dec 20	Wednesday, Dec 20	**Tuesday, Jan 02**	Thursday, Dec 21
January	Tuesday, Jan 23	Wednesday, Jan 24	**Thursday, Feb 01**	Thursday, Jan 25

Things to Do Before December 20, 2017 **IF NOT COMPLETED BY AGRILIFE HR/PAYROLL DECEMBER 6 - 15**

12/17 – 12/20/2017	New Hires with effective hire date after 11/30/17
	1. Create Position if the open unfilled position was not converted to Workday.
	2. Hire business process for new or rehired employee. Onboarding activities to the employee will trigger after completion of the Hire process. Do not create Pre-Hire record if person already has a Pre-Hire record in Workday.
	3. Add Additional Job if the employee is being employed in one or more additional positions in the same or different supervisory organization after 11/20/2017. Several onboarding steps will trigger to the employee during Add Additional Job.
12/17 – 12/20/2017	Staffing Events with effective date on or before 12/31/2017
	1. Create Position for a transfer, promotion or demotion to a different position and an open unfilled position was not converted to Workday.
	2. Change Job if employee is reclassified, promoted or demoted with a change in monthly or hourly pay rate, annual work period or scheduled hours, or if only changing annual work period or scheduled hours for a monthly-paid employee. Annual work period and scheduled hours is a payroll impact for monthly-paid employees, but not hourly employees who must submit time in order to be paid.
	3. Change Job if employee is transferring to a different supervisory organization, particularly if there is a change in compensation, annual work period or scheduled hours. Either the incoming or outgoing supervisory organization can initiate the business process.
	4. Request for Leave if employee will not be paid during the month of December such as formerly done through the EPA 'term modifier' for a break in term. Both the Request for Leave and Return from Leave can be initiated simultaneously with the effective dates. This is a priority for monthly-paid employees otherwise the employee will be paid for the entire month of December.
	5. Add Additional Job for employee being employed in another position if the additional job is monthly paid, or if the position is hourly and the employee will submit time for December work.
12/17 – 12/20/2017	Terminations with effective terminate date on or before 12/31/2017
	1. Termination for employee terminating or retiring from their primary job. If the employee has additional jobs, the additional jobs must be ended first. If terminating from their primary job but will still be employed in the additional job, first use Switch Job. Do not reassign security roles if position is expected to retain responsibility.
	2. End Additional Job if employee is terminating from an additional job that is monthly-paid. If employee is terminating from all employment at TAMUS, additional jobs must be ended before doing Termination for primary job.
12/17 – 12/20/2017	Compensation only event with effective date on or before 12/31/2017
	1. Request Compensation Change if employee is receiving an increase (or decrease) to monthly or hourly pay rate, or receiving or changing an allowance.

1212/19/2017	Last biweekly payroll run in BPP
12/20/2017	Last day to complete employee transactions in Workday for first monthly and biweekly pay dates in January.
12/20/2017	Ensure any unpaid time off in December for monthly paid employees is entered and approved.
12/20/2017	Last day to complete employee transactions for 1/2/2018 pay date. Payroll initial calculation for monthly 1/2/2018 pay date.

Things to Do After December 20, 2017

12/21 - Future	Any business process event with an effective date after 12/31/2017
	Recruiting - Job Requisition for filling vacant positions. Finish up activity in GreatJobs as needed. **New Position –** Create Position for new positions to be filled after December. **Staffing and Compensation –** Any event or change to employee position that has a payroll impact with a pay date of January 19 or February 1. **Updates to Position –** Edit Position Restrictions to change or update the job description, qualifications or responsibilities of a position. **Other –** Any other action that may or may not impact payroll.
12/21/2017	Workday payroll completed/settled for 1/2/2018 pay date
12/22/2017	Timesheets and time off requests must be submitted and approved in Workday by 5:00 p.m. for biweekly pay date 1/5/2018
1/17/2018	Workday payroll completed/settled for 1/19/2018 pay date
1/16/2018	Last day to complete transactions for biweekly pay date 1/19/2018
1/24/2018	Last day to complete transactions for monthly pay date 2/1/2018