

- Project Update
- More Information, Less Paper
- Workday Twinkies
- Why I'm Looking Forward to Workday



Project Update

Workday to launch July 2016: After careful consideration of the work necessary to make Workday a success, the launch date for Workday has been set for July 2016. This will allow us time to make sure we have the best system available to serve our employees and the District.

We are continuing to upload data into Workday as part of the process of preparing for launch. Currently, data on employees, compensation, organizational structure, and vendors has been loaded into Workday. More data will continue to be loaded into Workday as we prepare for launch.

Design sessions were also held with representatives from the college business offices to get their input on how Workday will align with the current business processes regarding expense reports and procurement. The feedback from those meetings will play an important role in how Workday is configured.

More Information, Less Paper Through Workday

One key advantage of Workday is that it will allow you to access your personal and work information from the Employee Self Service home page. You will be able to view and update online your **personal data**, such as home address, phone number, emergency contact, tax withholding and direct deposit elections.

You will also be able to **submit leave requests** and view leave balances and submit timesheets. You can enroll in benefits and **view your benefits information** at any time. Your **job and pay information** will also be available for you to view.

An **employee directory** will be available in Workday, which includes a listing of your immediate co-workers, and contact information for other employees.

With Workday, you can look at your employee information at any time. You can submit requests to your supervisor online, saving paper and making the approval process easier!

Workday "Twinkie:" Not Junk Food



One of the fun terms in Workday is the "twinkie," so named because of its resemblance to the popular sugary snack. Many of the fields on Workday screens have a "related actions" button that is gold with three white dots. The button shows available actions that you may choose to perform tasks or to help you navigate through the system. This is one twinkie you'll enjoy often when using Workday!

Why I'm Looking Forward to Workday

"I'm excited that Workday will allow us to use "punch outs" to make purchases, which will make ordering technology easier and more transparent."

— Kerry Kilber Rebman, dean of learning and technology resources, Cuyamaca College

Workday Implementation Task Force *These are the people to ask if you have questions about Workday.*

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