



Jumpstart Your Workday Journey

Department HR Staff

To our HR partners, welcome to your Workday journey! We hope the new system's many streamlined workflows and powerful reporting tools will support the important work you do when UF goes live with Workday in July 2027. Please read about some of the key changes to come and then explore the early learning resources shared below. Thank you for your support as UF prepares to modernize our business processes and systems.

Key Changes

Here are some changes you can expect with Workday:

- UF is implementing Workday as both its applicant tracking and onboarding system, streamlining the applicant and administrative experience while reducing paper forms and manual processes. UFSelect Benefits enrollment will be more intuitive and accessible. The new system will also provide clear cost breakdowns for the worker's UFSelect Benefits as well as the cost of state benefits after the worker enrolls in the state portal and the information is processed.
- Position descriptions will be built directly into Workday Talent tools, creating a more flexible, skills-based profile that connects automatically to hiring and performance processes.
- Academic faculty partners will be able to view and manage multiple academic appointments in one place, with visibility and access to appointments driven by their security permissions.
- Time off requests will be routed through simplified, mostly automated approval workflows.

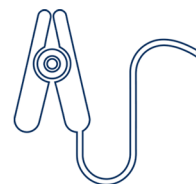
New Ways of Working

Some changes will require new approaches to our current business processes, including:

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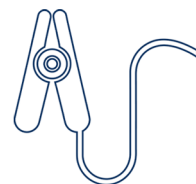
- Access to transaction approvals will be determined by security roles and business process configurations.
- There will be multiple ways to compensate faculty and staff beyond their primary job's compensation by utilizing period activity pay, one-time payments and allowance plan functionality.
- Users with higher-level security roles will be able to view limited data for workers outside their unit.
- You will use a formal job requisition and recruiting process in Workday rather than a manual direct-hire process, helping ensure audit compliance, standardized approvals and data integrity.
- Allowances will be managed separately from base pay, ensuring that regular, recurring salary remains distinct from discretionary, temporary or expense-driven payments.
- The full Family Medical Leave Act and Paid Family Leave entitlements will reset in full on the initiation date anniversary rather than accruing incrementally throughout the year.
- The automated system will rely less on manual forms, such as New Hire Demographic, Post Doc Extension, FTE Request and Special Pay Increases (SPI) forms.
- Your Workday Inbox will display items that require action, and Notifications will provide status updates.
- Rather than the hierarchical site menu in myUFL (where information is nested under parent categories), Workday navigation will feature a global search bar and links related to tasks on each page, and it will be compatible with smaller, mobile screens.
- Offer letter functionality will be used for all employee types, utilizing standardized letter templates and auto-loaded language to help ease the administrative burden and improve consistency.

Benefits of Workday

Here are some features we think you'll find interesting:

- HR and financial data and processes will update instantly as transactions occur, ensuring immediate visibility rather than delayed overnight processing.





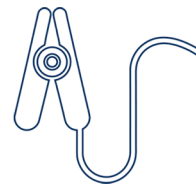
- You'll have better access to real-time HR data, including the ability to view end-to-end transaction status, customizable dashboards for immediate reporting and alerts to identify issues.
- Leave balances will be visible in real time.
- Candidate offer letter templates and signed offers will be stored locally in the new system.
- Comprehensive Talent Management tools will support the full employee lifecycle, from recruitment and onboarding through career development, while also enabling internal mobility across UF.
- Reporting capabilities will enable granular tracking of specific compensation changes.
- You will be able to create and connect multiple job positions within a single requisition.
- The mobile app will provide access to expense reports, time management tools and your Inbox for upcoming tasks.
- You will be able to initiate UFSelect benefits enrollment and life event changes on behalf of employees.

How to Prepare

You can begin laying the groundwork now for the changes to come. Some recommended activities include:

- Visit the [Empowering UF website](https://empowering.ufl.edu).
- Explore [Education & Resources](#):
 - Learn [about Organizations](#) in Workday and watch this [overview video](#).
 - Browse [Workday Demos](#).
 - Understand the [Foundation Data Model](#) (FDM) — the backbone of Workday. Watch the [video, explore the current-to-future-state graphic](#), and review information on Worktags and [FAQs](#).
 - **[Human Capital Management \(HCM\) & Payroll](#)**: See what will change in self-service tools for benefits, compensation, recruitment, payroll and more. [Use the click-through graphic](#) to get familiar with Workday terminology.





- [Finance & Research](#): Explore Workday's finance and research [workflows](#), [terminology](#) and details on banking and settlement, accounting and budgets, expenses, grants and gifts.
- Connect with your college or unit representatives in the Empowering UF [Change Agent Network](#) of liaisons working with our Empowering UF Project Team.
- Subscribe to the [Empowering UF Newsletter](#) to stay informed now and throughout the transition.
- Consider taking some education courses to prepare for change and refresh key skills.
 - View the Training & Organizational Development [training calendar](#) and register on the [myTraining](#) portal.
 - **For administrative professionals involved in HR activities**, please consider the [Pro 3 Series](#) training options, including [Pro3 Competencies](#) and [HR/Payroll Management Certification](#).
 - UF provides faculty and staff with free access to LinkedIn Learning's more than 16,000 training courses available 24/7. Access the UF LinkedIn Learning login and FAQs [here](#).
- **Prior to summer 2027, please review your unit's HR policies and the universal policies** on the [UF Policy Hub](#) so that you will understand how Workday addresses policies and compliance standards upon go-live.
- **Business process review and preparation:** Consider current business processes and year-end preparations with the perspective of what you will be managing this time next year before Workday goes live.

