



Jumpstart Your Workday Journey

Faculty

Empowering UF is working to minimize the amount of time you spend on your administrative responsibilities. We designed this guide to provide a quick overview of the changes you can expect when UF transitions from PeopleSoft to Workday in July 2027.

Benefits of Workday

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

- In Workday, your myPortfolio reporting dashboard will provide visibility into your grants and other funds (including seed projects, start-up and spendable gifts), with real-time expense and payroll information.
- Your academic appointments will be visible in your profile.
- Payroll projections will be expanded to up to five years.
- Allowances and one-time payments will be managed separately from base pay, ensuring regular, recurring salary remains distinct from discretionary, temporary or expense-driven payments.
- Travel-related:
 - You will be able to submit and manage travel requests and expense reports in Workday using desktop and mobile tools, with some functions available only in the desktop experience.
 - You will be able to manage and reconcile your travel expenses in the mobile app, keeping all financial activity for your trip in one place.
- Workday's desktop and mobile app make it easier to enter, review and approve time worked and time off. The experience will provide more intuitive navigation, with a Monday through Friday work week. While faculty will generally not need to enter worked time, those responsible for approving time worked will have the ability to review and approve it from a mobile device.
- You will be able to temporarily delegate your Inbox Tasks to a designee for a specified period/short-term absence, after which they will revert back to you.





- UFIRST will remain the university's grant management and proposal routing tool. It will be retrofitted to integrate with the new Workday data.

Key Changes & New Ways of Working

Here are some high-level changes you can expect with Workday:

- Real-time, versus overnight, data processing will provide instant, live updates as HR and financial transactions occur, ensuring immediate rather than delayed visibility.
- You will be able to view your Faculty Activity Report (FAR) entered by your administrative team.
- Streamlined onboarding will feature a post-hire dashboard/landing page and required new hire tasks will appear in the worker's inbox.
- Effective with our Workday go-live, the university will use separate cards for travel and commodity purchases, while continuing to support centralized airfare purchasing through the Air Card.
- Period Activity Pay will enable assignment and funding of time-bound, non-recurring compensation to specific budget sources for adjunct teaching, summer sessions or faculty overloads.

How to Prepare

We encourage you to 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 and 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.
 - 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](#).

