



Jumpstart Your Workday Journey

General Staff

To support our best work, UF will modernize the technology used in our day-to-day administrative activities. MyUFL will be replaced by Workday in July 2027. Workday will provide the foundational tools and resources that support our HR, financial management and planning activities. As the UF community adapts to new ways of working, you will benefit from many more efficient processes and ways to collaborate.

The Empowering UF team offers this information to spark your interest. We encourage everyone at UF to prepare now for the changes coming next summer. We hope you will explore the links below and check out our early learning materials. Please prepare now so you begin to feel comfortable and ready when formal training rolls out in early 2027.

At a Glance

- The MyUFL platform will go away. It will be replaced by Workday in July 2027.
- Workday will be UF's new hub for most HR and financial activities.
- You will benefit from many streamlined processes and resources in one place.
- You will notice more automated processes and fewer separate, manual processes.
- You will have mobile access to easily view and manage activities on smaller devices.
- The new system will also feature real-time data updates at the time of transactions. No more waiting for nightly data updates.
- Note: In the new system, Workday refers to employees as "workers."

Benefits of Workday

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

The new system will provide user-friendly navigation designed around a search bar and task-based related action navigation. This also supports compatibility with use on smaller, mobile screens.





- **The system offers built-in learning tools to support your activities:** Many screens have a "Help" icon you can click for suggestions. Workday will also prompt you through many step-by-step processes. It will guide and assist you to complete tasks, avoid errors and ensure transactions follow UF regulations and policies.
- **Convenient, mobile resources** will allow workers to request and manage time away on a smart device, depending on your manager's or unit's guidelines.
- **The Benefits and Pay Hub** will offer one-stop services that are intuitive and easy to follow. UFSelect Benefits enrollment will be more intuitive, accessible and guided and provide clear cost breakdowns.
- Your new **Profile** will give you easy access to your position description, reporting relationships, leave balances and career goals.
- **Time off processes**
 - Everyone will use the same time off request system.
 - Time off (leave) and accrual/balances will update and display instantly to support your planning.
 - A Team Absence Calendar will be visible to the team with real-time information.
- If you have **UFSelect** benefits, you will be able to **provide notification of life events** that allow you to change your benefits elections outside annual enrollment. Life events include marriage, birth/adoption, divorce, etc. In the Benefits and Pay Hub, the system will guide you to reduce documentation errors, improve tracking visibility and provide faster processing.
- You will be able to make **Leave of Absence** requests (for FMLA or parental, medical, or military leave, for example) yourself through your Profile. These requests will be reviewed in the system for better visibility and tracking.

New Ways of Working

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

- **Your Workday Inbox** will display items that require action. **Notifications** will provide status updates.
- **Real-time data processing** will provide instant, live updates as HR and financial activities occur. This immediate visibility differs from the current delayed visibility due to overnight processing.





What's Not Changing

- **PeopleFirst** will remain our State of Florida hub for state benefits that are separate from our UFSelect employer benefits. Life event changes like marriage, birth, etc. will still need to be entered in the PeopleFirst system as well as in Workday if applicable.
- **UF's payday schedule will not change.** However, our work week will switch to start on Saturday through Friday (from the current Friday to Thursday).

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](#).
- 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.





- 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](#).

