



Jumpstart Your Workday Journey

Managers

The introduction of Workday at UF will streamline many managerial processes and day-to-day tasks. This is good news for you as leaders whose responsibilities include departmental planning, decision-making, fiscal management — and supervising and supporting your workers. The Empowering UF Project Team hopes this guide will spark your interest in the changes to come and connect you with early education resources. Then, when UF transitions from PeopleSoft to Workday in July 2027, you can focus on taking care of your team and your business. *(Please note that Workday refers to employees as “Workers” in the new system.)*

Key Changes

Here are some changes you can expect with Workday:

- Standardized manager access will offer a consistent user experience for managing your team members and their time entry.
- Real-time HR and financial data will offer instant, live updates as transactions occur, ensuring immediate visibility versus delayed overnight processing.
- You’ll be able to delegate tasks temporarily, with defined end dates, such as assigning time approvals to a colleague while you are out.
- You will have direct access to view your workers’ time-off data to more efficiently plan schedules and approve requests.

New Ways of Working

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

- UF’s work week will begin on Saturdays rather than Fridays, enabling a Monday start for new hires. This will also provide an easier calculation of weekly overtime accrual for hourly workers.





- Workers will request time off within the centralized, automated Workday system (desktop or mobile), rather than making requests outside of the system (via email, paper forms or other systems).
- Full Family Medical Leave Act and Paid Family Leave entitlements will reset on the initiation date anniversary, which you will be able to easily view.
- 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.

Benefits of Workday

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

- You will have the ability to edit time worked and time off for your workers as needed.
- You'll have broader visibility into your team's real-time data and transactions, including workers' leave balances, time entry and approval rather than waiting for nightly batch updates.
- The mobile app will include greater centralized access to data, transactions and processing, including managing and approving expense reports, and will make it easy for time approvers to approve time worked and time off.
- Organization charts will automatically populate based on hierarchies, with teams sorted by Supervisory Organization.
- Temporary/interim managers can be added without disruptions of existing established organizational structure.
- Individual career development goals can be tracked and entered for managers' alignment and approval.
- Individual talent profiles will include skills, competencies, certifications, education, work history and career interests.
- You will be able to view a worker's history in more detail.



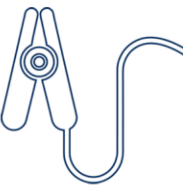
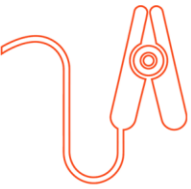


How to Prepare

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.
 - **For managers, we recommend** exploring the [Managing at UF](#) page with links to related leadership-focused courses.
 - 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](#).
 - **Document and review your unit-specific standards and processes** and keep them as a point of reference to use when adapting to upcoming changes.





- **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.

