**UW-WHITEWATER WORKDAY EMPLOYEE GO-LIVE CHECKLIST**

Workday will Go-Live on July 7, 2025. All employees should log into Workday and review their profile information for accuracy. This checklist has the top things you need to complete in **Workday Week One**.

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| **Personal Information****Review:**  [ ]  Name & Preferred Name [ ]  Marital Status [ ]  Home Address [ ]  Phone Number [ ]  Emergency Contact Information  | **Pay & Benefits****Review:** [ ]  Direct Deposit Information [ ]  Federal/State Tax Withholding [ ]  Benefits Elections [ ]  Dependents [ ]  Leave Balances |
| **Work Information****Review:**  [ ]  Org Chart [ ]  Work Contact Information | **Workday Inbox****Review:**  [ ]  Inbox & Action Items |
| **Need Help? Questions?****Financial Services & Procurement Office Hours Support**To support employees during the transition to Workday, the Whitewater Procurement and Financial Services teams will host Open Office Hours via WebEx. These sessions are open to all employees and provide a great opportunity to ask questions in real time.**Procurement:*** Tuesdays, 2:00 PM – 3:00 PM
* Thursdays, 9:00 AM – 10:00 AM
* Link: [Procurement Office Hours](https://uww.webex.com/meet/DrakeT11)

**Financial Services:*** Fridays, 9:00 AM – 10:00 AM
* Link: [Finance Office Hours](https://uww.webex.com/uww/j.php?MTID=m9c2b35f85667587e4ec34ca28868bf9d)

**Email/Call**Send your question to workdaysupport@uww.edu or call Workday Support at 262.472.2020.**Web**Check out [Workday @ UW-Whitewater](https://www.uww.edu/workday) for UWW Employee FAQs, important project dates, and more.  |



