**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](mailto: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. | |

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