Critical Deadline Changes!!

- Due to Workday Implementation timeline requirements, critical year end processing deadlines have been modified. Please visit the Workday website under *Special Announcements* for the deadline changes.

Workday Training!!!

- Workday training is starting and more will be coming as our "Go Live" date is fast approaching! Just to get you started, this is what is available now. Please watch the website for new offerings!

Workday 101: Training!

Training is starting! The Workday 101 class will teach you how to navigate around Workday and manage your personal leave and timekeeping. In addition, Managers will learn their part of the process.

Training Two Ways - Choose what works best for you!

- There is a [Workday 101 On-line](#) training program for all employees. This is a self paced training program.
- If self-paced is not for you, [Workday 101 Lab Class](#) is available. The [Training Calendar](#) is posted where you can sign up! Lab space is limited, but don't worry, we will be adding more classes if needed.
- It is all on the [Workday Website](#)!

Workday Travel

- You will learn the fundamentals for processing of Workday Travel.
  - Travel includes mobile applications as well as easy navigation
  - Features one system versus three systems for communication
  - On-line content is coming soon!
  - Sign up on the [Training Calendar](#)

Purchasing
Learn all about procurement (purchasing) in Workday!
  - Functionality includes Catalog ordering, Punch Out shopping, Workcart services.
  - Features electronic receiving of goods and services as well as document imaging for attachments.
  - More training materials will be available online soon!
  - Sign up on the Training Calendar!

Need a Scanner???

- Workday includes several processes that require scanning and uploading documents.
- Many departments already have scanners or copiers with the capacity to scan.
- If your department is contemplating the purchase of a scanner, the FAU Purchasing department has some recommendations with special pricing effective through the end of the calendar year.