



**SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES  
PROJECT IMPACT GENERAL ANNOUNCEMENT #8**



# **WORKDAY GO LIVE IS APPROACHING!**

**Employee User Access Will Be Available  
December 27th 2021**

## **Training**

Training and resources for Workday will include a combination of Job Aids and Webinar training depending on your specific role within Suffolk County. All employees will have access to Job Aids which provide the step-by-step process for completing all self-service transactions, including but not limited to viewing pay stubs, requesting vacation, updating personal information etc...

Managers and HR will be trained via webinar sessions prior to go-live due to the large amount of functionality they need to learn.

## **Workday Connectivity**

Prior to go live, employees will receive an email with detailed instructions on how to log on to Workday. Employees within The Parks Department and DPW who do not have access to a county computer will have access to kiosks located throughout the county. These employees will receive specialized kiosk training prior to go live.

**Stay Tuned.....More to Come**

Visit us at the [Project IMPACT Website](#)

Questions? Email us at [HRMSHelpline@suffolkcountyny.gov](mailto:HRMSHelpline@suffolkcountyny.gov)