



## SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES PROJECT IMPACT GENERAL ANNOUNCEMENT #11

### Workday is Almost Here...What to Expect?

We are pleased to announce Workday will Go-Live at 6 a.m. on Monday, December 27<sup>th</sup>, 2021. To ensure the accuracy of your employee information, all employees will be required to verify their information in Workday. Once you log in to Workday with your employee credentials (on or after December 27<sup>th</sup>) you will be asked to review the following information in Workday:

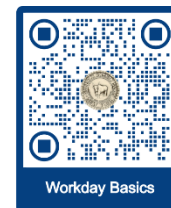
- Personal information including Emergency Contacts, Military Service, etc.
- Employee Profile information including Job Information
- Benefits information including Benefit Elections, Dependents, etc.
- Absence information including Accrual balances, Future dated time off, etc.

### Are you ready?

In our last communication, we shared two videos that each employee is required to watch to ensure that they are prepared to use Workday on day one. If you have yet to watch those two videos now is the time to do so.

Here are links (and QR codes) to those two videos:

**Scan Code to Access Videos**



- [Workday Basics with Demonstrations \(1Hr, 54 min\)](#) – **REQUIRED BY ALL EMPLOYEES (By Dec 26)**
- [Multi-Factor Setup and Use \(4 min, 40 sec\)](#) – **REQUIRED BY ALL EMPLOYEES (By Dec 26)**
- **Note<sup>1</sup>:** These videos can be viewed on any computer or mobile device with Internet connectivity.  
**Note<sup>2</sup>:** These videos will provide you with a clear understanding of how to log in to Workday and to perform many of its tasks.  
**Note<sup>3</sup>:** You will not be able to log in to Workday or set up MFA until go live on December 27<sup>th</sup>.

The materials located on the [Training and Resources](#) page of the Project IMPACT Website will help answer many of your Workday-related questions. If you cannot find a Job Aid to answer your question, contact your Payroll Rep. If they cannot answer your question, they will research it further or recommend that a SuffolkNOW ticket be created. For general Workday questions, please email [HRMSHelpline@suffolkcountyny.gov](mailto:HRMSHelpline@suffolkcountyny.gov).

**Stay Tuned for future Workday Announcements which will contain everything you need to know to log in and explore Workday!**