



**SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES
PROJECT IMPACT GENERAL ANNOUNCEMENT #6**

Workday Training – June 2021

We are excited to announce that Workday will be accessible to all employees on July 26th. To help ensure a successful go-live implementation, we have provided you with some information on the training plan for all Suffolk County Employees. In the weeks to come, you will be receiving additional information on training as well as how to best be prepared for Workday. For more information please visit the [Project Impact Website](#).

What will my Training Cover?

If I am a Suffolk County Employee I will be trained to:

- Enter my time off and leave of absence requests.
- Enter my hours worked.
- View my personal information, paychecks, benefits, and accruals.
- Enroll and change my benefit elections and enter my dependents.
- Update my personal information, direct deposit, and tax withholding information.

Training will consist of Introductory Videos and Job Aids (detailed instructions on how to complete tasks in Workday) located on the Project Impact Website.

If I am a “People Manager” in addition to the above employee training, I will be trained to:

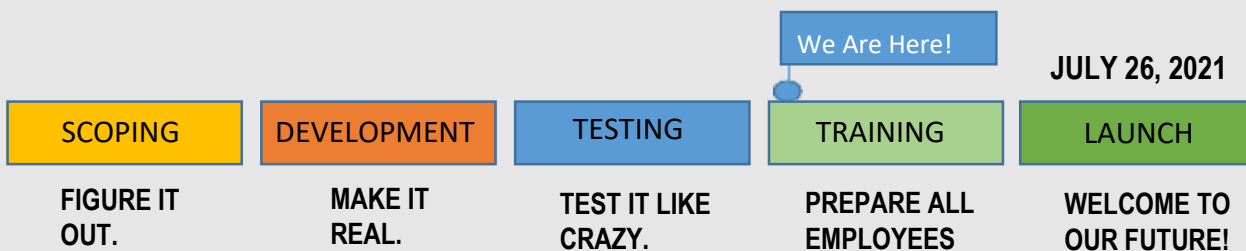
- Review and approve time entered and absence requests by my team.
- Approve processes and transactions.
- Run reports to review information about my team members.

Training will consist of Introductory Videos and Job Aids (detailed instructions on how to complete tasks in Workday) located on the Project Impact Website as well as a live Webinar. Invitations to register for this 3 ½ hour webinar will be distributed in the coming weeks.

If I am a Payroll Representative or someone who performs HR related tasks in addition to the above employee and “People Manager” training I will be trained to:

- Approve processes and transactions.
- Run reports to review information about my team members.
- Manual adjustments.
- Managing compensation, staffing, employee separations, and the hiring process.

Training will consist of Introductory Videos and Job Aids (detailed instructions on how to complete tasks in Workday) located on the Project Impact Website as well as a live Webinar. Invitations to register for this 2-day webinar will be distributed in the coming weeks.



Questions? Email us at HRMSHelpline@suffolkcountyny.gov