SUFFOLK COUNTY OFFICE OF HUMAN RESOURCES  
PROJECT IMPACT GENERAL ANNOUNCEMENT #10  

Workday is Almost Here...How to Prepare?

We are excited to announce that Workday will be going live shortly. To ensure that each employee is prepared, the County has developed a plan to leverage the training materials developed for Workday. This information is located in the Training and Resources section of the Project Impact website.

Scan Code to Access Videos

How to Prepare

- Go to the Training and Resources page of the Project Impact website.
- On that page watch the following 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)
- Note¹: These videos can be viewed on any computer or mobile device with Internet connectivity.
- Note²: These videos will provide you with a clear understanding of how to log in to Workday and to perform many of its tasks.
- After watching those two videos return to the Training and Resources page and familiarize yourself with the items listed under the “I am Employee” section.
- Note: Each item listed corresponds to a Job Aid document that was written specifically for County employees.
  - By clicking on the downward pointing arrow to the left of each Job Aid title you will be presented with a list of lessons that pertain to you, the employee.
  - To see the contents of each lesson click on the Job Aid title, and the Job Aid will open as a PDF.
    - The first page will display a list of the lessons contained within that Job Aid.
    - Clicking on any item listed in that table of contents will take you directly to that lesson within the Job Aid.
  - Back on the Training and Resources page, any lesson you come across that has a blue camera icon listed next to it has a video detailing how to perform that given task.
    - By clicking on that blue camera icon the video will begin to play on YouTube.

The materials located on the Training and Resources page 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.

Stay Tuned for future Workday announcements!