



Where Your Workday Begins

Date: June 19, 2019
To: All ISU Employees
From: Kristen Constant, Pam Cain, and Kristi Darr

Dear Colleagues,

All systems are go for go-live!

The [WorkCyte Steering Committee](#) and project team have confirmed that Iowa State is ready for the July 1 launch of Workday.

Workday access timeline

The timeline for Workday go-live is as follows:

- **July 1:** Workday Human Capital Management, Financials, and Payroll will go-live at Iowa State University. Finance and UHR central office staff and ISD specialists will have full access to Workday starting at 9:30 a.m. This will allow these employees time to do final configuration checks and validate data before Workday access goes campus wide.
- **July 2:** Full access to Workday will be available campus wide starting at 6 a.m. Employees will know they can access Workday when they receive an email that morning with a link and sign-in instructions. There will be a tile for access on your Okta dashboard. Additionally, you will also be able access Workday through the drop down under the 'Sign Ons' link in the upper right-hand corner of the ISU home web page.

Timekeeping

For non-exempt employees who need to track their time at work, you will soon receive a communication that will provide details for how to accomplish this on July 1 and after Workday becomes accessible campus-wide on July 2.

Where to direct questions

Once in Workday, all questions related to business processes, transactions, or policy updates can be directed to your ISD [Service Team](#) at HR_delivery@iastate.edu or Finance_delivery@iastate.edu. If you have a technical question (e.g. Workday access or logging in), please contact the IT Solution Center at solution@iastate.edu.

Job aids and training

Computer-based training materials are accessible 24/7 at [Learn@ISU](#). Additionally, Workday

[job aids](#) can be found on the [WorkCyte](#) website. If you are unsure what training to take, please consult the [training maps](#). Finally, go-live user labs will be held starting July 2 for those who have taken training and have additional questions.

Thank you

As we enter the final days of implementation and the post-go live period, we know the journey will continue. But we want you to know how much we appreciate your commitment and tireless efforts that are bringing us to July 1 – a major milestone for Iowa State! This comprehensive and transformative change to the way we do business and deliver administrative services would not be possible without you. Thank you!

Sincerely,

Kristen Constant
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Pam Cain
Interim SVP for Finance and University Services

Kristi Darr
Interim Vice President of University Human Resources