



Faculty FAQ for Transition to Workday

1. Do I have to use this software?

Workday is replacing our current system of record, BASIS. You will utilize Workday for all of your employee self service needs such as payroll, benefits, retirement contributions, etc. If you manage a staff you will also utilize Workday for performance evaluations and approval of leave requests.

2. What are the most important ways faculty will use Workday?

With the exception of using Workday for personal data, if you are a PI you will have dashboard capability that provides you with real-time access to funding related to your grant (s). If you manage employees, you will have real-time access to leave requests, performance evaluations, talent profiles, along with spending associated with these individuals.

3. Will Workday be used for Review/Tenure/Promotion materials?

Although Workday does allow for the uploading and entry of educational materials, Digital Measures will continue to be the source for documenting all faculty information.

4. How will Workday help me run my lab?

Workday will be replacing the current Razorbuy system that is being utilized for procurement of goods and services. Punch out catalogs will be available for easy selection of items along with the ability of creating requisitions to outside suppliers. All procurement of goods and services will take place in Workday.


5. When do I need to start using Workday?

Workday is still on track to be implemented in July 2020. This will include all Finance and HCM processes.

6. Will there be training available to help me learn the new software?

Training will be available in several formats: Quick Reference Guides, Blackboard computer-based trainings, virtual instructor led trainings, and instructor led trainings. Training will begin in June with our campus having a full training team on-going.

7. Do I have to download the Workday app to my personal phone?



Although Workday does have an app that can be utilized, it is not a requirement of using the system. If you are in a position where you must approve a lot of transactional activity or if you want to take advantage of some of the capabilities of using the Workday app when you are traveling you may find it beneficial for use, but not required.

8. Will I have to use Workday for entry of my time off?

Yes, all time off requests will be entered by the employee and approved by their manager electronically.

9. Will I still be able to setup my pay as 9 over 12 if I would like?

Yes, Workday does have this feature available.

10. Does the payroll change for 9-month faculty also impact 9-month appointed graduate students as well?

Yes. Both Faculty and 9-month Graduate Students have been receiving May compensation on the End of Academic payroll in the middle of May. When Workday is implemented this compensation will be received on the last working day of May.

Faculty and 9-month Graduate Students who do summer teaching or summer research have been receiving this compensation on the End of Summer payroll in mid-August. When Workday is implemented this compensation will be paid along with the half month of August on the last working day in August.