Workday Time Tracking News

We are heading into the home stretch! To ensure all are getting consistent, ongoing information, we will be sharing weekly updates via newsletters through go-live. As always, if you have questions please reach out to a team member or send a message to timetracking@cornell.edu.

Visit our Project Website

January 4th Is Here!

We are **ONE** day away from our go-live! Workday Time Tracking has been built, tested, and users are trained. We are ready to go!

Workday Will Be Unavailable At 5 PM **TODAY**

As part of our transition to Workday Time Tracking, the system will be unavailable to campus users as of 5 pm on 1/3/18 (today). The system will be available again as soon as we complete our transition and we are ready for business on 1/4/18! Please plan accordingly.

What is Happening When?

Please reference the "Cut-Over" calendar for more details about the next couple of weeks. Note:This is the same calendar that has been shared at the recent Campus Representative and Change Management Leaders meetings.

Time Clocks Update

We have already began activating the ATS clocks. Attached is a list of time clocks, sorted by departments, that are ready for our 1/4/18 go-live.

We Need Your Help: While there are ATS clocks are on the wall, they **WILL NOT** send any punches to Workday until 1/4/18.

- Effective 00:00 on the morning of 1/4/18, the punch pusher will be enabled and, only at that time, will new punches will be sent into Workday.
- We are monitoring activity on ATS now and will reach out to Pay Reps if individuals are swiping before our 1/4/18 cut-over,
- Please keep your clocks-users informed of which clock to use during this transition period to avoid confusion.

Last But Not Least: Two-Way Communication Is Key to Success

Daily report-outs will occur during our first week after go-live. This will include updates on support issues, as well as the status of our time clock activation.

We want to hear from you too! If you have questions, user-feedback or have concerns, please email hrpayrollsupport@cornell.edu or call 255-8828.