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.