

# Employee FAQs: Implementation of Workday Software

## Effective [Implementation Date]

As we transition to Workday, we know you may have questions about how this new system will impact your day-to-day tasks. Below are answers to some common questions to help you navigate the change smoothly.

### 1. General Questions

**Q: What is Workday, and why are we implementing it?**

A: Workday is a cloud-based system that streamlines HR, payroll, and finance processes. We're implementing it to improve efficiency, enhance self-service options, and provide better data visibility across the company.

**Q: When will Workday go live?**

A: The official launch date is [Go-Live Date]. Training sessions and early access will be available starting [Pre-Launch Date].

**Q: How will this change impact my daily work?**

A: Workday will replace several legacy systems, making it easier to request time off, update personal information, access payroll details, and complete performance reviews—all in one place.

### 2. Access & Training

**Q: How do I log into Workday?**

A: You can access Workday through [Company Intranet/Workday Link] using your company login credentials.

**Q: Will training be provided?**

A: Yes! We're offering:

- Live training sessions (sign up via [Training Portal Link])
- On-demand video tutorials
- User guides and FAQs on the [Company Intranet/Workday Hub]

**Q: Who do I contact if I have trouble logging in?**

A: Reach out to [IT Help Desk] at [Contact Email/Phone] for login assistance.

### **3. HR & Payroll**

**Q: Will my pay schedule or benefits change with Workday?**

A: No, your pay schedule and benefits will remain the same. Workday simply provides a more efficient way to access payroll and benefits information.

**Q: How do I update my personal information?**

A: In Workday, navigate to Profile > Personal Information to update your address, emergency contacts, or banking details.

**Q: How do I request time off?**

A: Select Time Off > Request Time Off, choose your dates, and submit for manager approval. You'll receive a notification once it's approved.

### **4. Performance & Career Development**

**Q: Will performance reviews be conducted in Workday?**

A: Yes, Workday will streamline our performance review process. You'll receive notifications when it's time to complete self-assessments and manager feedback.

**Q: Can I use Workday to explore internal job opportunities?**

A: Absolutely! Workday includes a Career Hub where you can browse internal openings and apply directly.

### **5. Support & Troubleshooting**

**Q: Where can I find additional resources?**

A: Visit the [Workday Help Center/Intranet Link] for step-by-step guides, FAQs, and training materials.

**Q: Who should I contact if I have a question not covered here?**

A: For general Workday support, email [HR Contact] or [IT Support] at [Email/Phone].

## Next Steps

- ✓ **Explore Workday** – Login and familiarize yourself with the system.
- ✓ **Attend Training** – Sign up for a session or watch tutorial videos.
- ✓ **Stay Updated** – Check [Intranet/Email Updates] for the latest Workday news.

We appreciate your cooperation as we roll out Workday. This change is designed to make your work experience more seamless, efficient, and user-friendly!