

EXECUTIVE VICE PRESIDENT, FINANCE AND ADMINISTRATION

Dear Colleagues,

In less than two months, we will launch a new, modern, integrated human resources and payroll system for the University.

In preparation for [Workday](#) going live on June 27, 2017, all employees will need to complete some tasks in order to use the system. Training begins in May for our payroll coordinators and human resources specialists. We have developed an entire suite of training opportunities that are tailored to the specific needs of your position and use of the system. Please look for announcements regarding training opportunities coming soon for all employees including online, video and user guides.



Last week, we launched Duo, our new [two-factor authentication](#) system. Duo adds a second layer of security when signing into systems that require a UW NetID. This second layer of security is critical to ensuring that your personal information is secure. In order to attend Workday training, and to access your new Workday employee self-service portal, all employees must **enroll in Duo by May 31**.

Enrolling in Duo is simple. There are multiple sign-in options for authentication, including using a smartphone, tablet or desk phone. (Our recommended approach based on security, convenience and access is to use a smartphone or tablet.) You should know that Duo can be used without creating any data on your device and without affecting your data plan. More details are available on [IT Connect](#).

We are in the final stages of this important project. You can expect more frequent and important communication over the next several weeks. Thank you in advance for your support and participation as we transition to Workday.

Regards,

A handwritten signature in blue ink that reads "Jeff".

Jeffrey F. Scott
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