

EXECUTIVE VICE PRESIDENT, FINANCE AND ADMINISTRATION

Dear Colleagues,

We are three weeks away from Workday go-live. To be sure you are ready for our new human resources, benefits, and payroll system, please review the following:



1. Ensure your UWNetID is active

To access the new employee self-serve portal, your UWNetID and password **must be active**. Updates can be made on the [IT Connect website](#).

2. Enroll now in 2FA

If you haven't enrolled in [two-factor authentication \(2FA\)](#), do so as soon as possible so you have access to your new Workday employee self-serve portal on June 27. Enrollment takes about three minutes and is required to use Workday. Sign-in options include using a smartphone, tablet, desk phone, or a physical token. More details and enrollment information are available on [IT Connect](#).

3. Update your personal information in Employee Self-Service (ESS) by June 19

With the implementation of Workday, all UW employees will be using a **new** employee self-service portal starting June 27, so it is important that you review and update your personal information soon.

I can't stress enough how important it is for us all to be ready for Workday. Many resources are available for you to learn how Workday works, and instructional videos and user guides can be found on the Integrated Service Center (ISC) [website](#).

We are in the homestretch now, and you will be hearing from me more frequently with important updates. Thank you in advance for your support and participation as we transition to Workday.

Regards,

A handwritten signature in blue ink that reads "Jeff". The signature is written in a cursive, flowing style.

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