

From: [WorkDay, DOT \[DOT\]](#)
To: [DOT-AG-ALL STAFF-GL](#)
Subject: WD Update
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Attachments: [image001.png](#)

There are a few things out there that several of you have asked about:

1. Net pay estimating calculator

Op/Fin had a net pay estimating calculator. As it stands right now, Workday does not have this feature, but we are working to get it implemented. Until that happens, there are a few things you can do.

- Until the July 1st pay increase you may still use the Op/Fin application to view pay estimates. If you go to “Last Viewed Time Sheet” it will show Time/Payroll data from before May 17. If your pay rate has not changed, you still be able to see the Net Pay Estimate from that pay period and can still update other pay data to simulate and Estimate Net Pay. Obviously, if your pay rate changes, this won’t be accurate anymore since the new pay rates are not loaded into Op/Fin.
- There are also many websites available that allow you to estimate net pay for free. Simply search for net pay calculator.

2. Absence requests

It’s in everyone’s best interest for employees to submit and managers to approve absence requests as soon as you can.

Managers – this is a little bit different way of thinking than the old system. If you approve absence requests as they come to you, those requests will populate your team’s Workday calendar and give you an easy way to see who has asked for time off and when to assure adequate coverage.

It’s easy to change absence requests, even if they have been approved. You can even correct absence requests for past pay periods very easily. See the “[Manage Time Off](#)” job aid.

3. Name changes in Workday

When the data from Op/Fin was loaded into Workday, the system automatically capitalized the first letter of each name. If your name has multiple capital letters and you would like that reflected in Workday, it’s an easy fix. See the “[Modify Personal Information](#)” job aid. All name changes go through an approval process to verify the change prior to it being effective.

4. Job aids are now searchable

Having a lot of help is a good thing, but some people were having trouble finding the information they were looking for in the job aids. We’ve now added a search feature to the [job aids website](#).

5. Timesheets are due Friday at noon

Don't forget that approvals for timesheets and expenses hasn't changed. They were still due Friday at noon. If you haven't already submitted your timesheet, please to do asap.

Thank you all for your patience as we work through this transition.

The Workday Team

