HR Workday Transition Plan UW-Green Bay

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Activity / Week Ending	Start Date	Due Date	27.Mar 21	A.Mar 31.Ma	1.AQ1	2.A.A.D.	12.AQ1 28	APT SA	134 22.N	19.1	124 26.N	134 2.	nr 9.1	nr 76	Jun 23	Jun 30.1	ur 7.141
Summer Session/Summer Services Communication and period to set up summer appointment with start dates prior to 6/29/25	03/17/25	06/06/25															
Student Rehire/Summer Process – Request for adjustments to current student appointments and/or summer hires be submitted during this timeframe	03/31/25	04/28/25															
Recruitment Initiation Slowdown — While not a freeze on recruiting, consideration should be given to limit any recruitments initiated during this timeframe	04/01/25	05/14/25															
Base Rate Adjustments (temporary or ongoing) with a 7/1/25 start date must be submitted for review by 4/30/25	04/02/25	04/30/25															
If extending temporary appointments with an end date between May- July, requests must be submitted for review by 5/15/25	04/14/25	05/15/25															
Recruitment Soft Freeze – Unless an exception is approved by the Assistant Chancellor for Talent & Technology and Chancellor, any new job postings will be held until Workday go-live. Applicant deadlines must be no later than 6/30/2025 (preferably before).	05/15/25	06/13/25															
Employee Self Service will be restricted as of 6/15/25. This timeframe should be used to review/update any necessary information (Direct Deposit, W-4, 403(b) contributions, etc.)	06/02/25	06/14/25															
HR Transactions Hard Freeze – last day for HR transactions in HRS without UW exception	06/14/25	06/14/25															
Recruitment Hard Freeze – <i>new</i> job postings will be held until Workday go-live due to the HR Transactions hard freeze.	06/14/25	07/06/25															
Hiring Freeze – new positions/hires will not begin during this period (unless an exception is approved by the Assistant Chancellor for Talent & Technology)	06/15/25	07/07/25															
Absence Entries – all absence entries with an effective date of 6/28 or earlier must be submitted by today. All absence entries effective 6/29 and beyond must be entered in Workday.	06/28/25	06/28/25															
Hourly employees will have until 6/29/25 to enter hours/absences for the Jun B pay period (6/15-6/28)	06/29/25	06/29/25															
Supervisors will need to approve all Jun B hours in HRS by the end of the day	06/30/25	06/30/25															
HRS Black Out – no access to HRS during this time	06/20/25	07/06/25															
July A pay period, first week will be entered in HRS, employees must submit timesheet by end of date 7/5/25 ATP team will pull hours from HRS to Workday timesheet	06/20/25	07/06/25															
Workday Go Live!	07/07/25	07/07/25															