Workday Transition Timeline

You don’t need to do anything to prepare for Workday@UChicago other than keep the following dates in mind as we transition to the new system. These dates also will be published on Employee Self-Service (ess.uchicago.edu).

**December 5**
Last day to do the following in ESS:
- Changes to benefits
- Changes to emergency contacts

**December 21**
Last day to do the following in ESS:
- Update Federal W-4 withholdings
- Change primary and additional direct deposit information

**December 28**
Last day to do the following in ESS:
- Change home mailing address
- View current benefits coverage
- View next year’s benefits confirmation statement
- View Document Center

**January 5**
Workday available to all UChicago personnel
- ESS used to view historical pay stubs and W-2s

Future phases:
- Workday Time Tracking replaces UChicago Time
- Workday Recruiting
- Workday Talent Management

ON THE WAY TO
workday@UCHICAGO