HOURLY PAID STUDENT WORKERS,
Timekeeping is moving to Workday!

Starting **July 1**, timekeeping and tracking time off will switch from UChicago Time to Workday. How-to videos and additional resources are available to help hourly paid student workers make an easy transition.

You will be introduced to these easy-to-use worklets:

![Clock](image1.png) Time  
![Briefcase](image2.png) Time Off

*Other benefits of student workers using Workday:*
- *Log in to Workday and use the Time worklet to clock in and out*
- *Continue to use Workday to report any Chicago Paid Sick Leave absences*

Visit [workday.uchicago.edu/time_absence](http://workday.uchicago.edu/time_absence) and click on the link to access info about training resources and instructor-led sessions!