



Workday

New Employee Overview

Date | The first Tuesday of each pay period
1:00-1:30pm

Location | Skipwith Hall – RM 010

Coordinator | Occupational Training

Target Audience | All individuals new to
UVA Facilities Management

Overview

What is Workday?

The Workday Overview session offers a guided tour of Workday to all new FM employees.

Program Content

- General Workday Overview
 - Introduction & Navigation
 - Inbox
 - Notifications
 - Profile
 - Pay
 - Time
 - Absence
- Workday Resources

**This is not a hands-on session.
Individualized instruction will need to be
provided by the individual department/shop.*

Enroll Now

Email: Fm-Training@virginia.edu

Please include your name
and computing ID