Cutover Timeline

You **don’t need to do anything** to prepare for Workday, other than keep the following dates in mind as we transition to the new system. These dates will be published on ESS and on workday.uchicago.edu.

### December 5

Last day to do the following in ESS:
- Changes to benefits (directed to paper forms starting December 5)
- 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 (directed to contact Payroll starting December 29)
- 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

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**ON THE WAY TO**

workday@UCHICAGO