

### Cutover Timeline

Transaction Type	Task Description	Cutoff Date	HR Contact
Job Postings	Recruitment activity for faculty, academic staff, and university staff hiring	March 15, 2025	Amber Carr-Marzette / Christine Steiner
Search and Screen Activity	Includes interviews for new hires	May 1, 2025	Amber Carr-Marzette / Christine Steiner
New Hire Paperwork	For employees starting before June 30	May 15, 2025	Amber Carr-Marzette / Christine Steiner
Summer Hires	Includes summer school and project-based hires	May 1, 2025	Amber Carr-Marzette / Christine Steiner
Payroll & Personnel Changes	Rate increases, title changes, reassignments	May 17, 2025	Goretti Pereira
Performance Evaluations	Staff evaluations due (except faculty)	April 15, 2025	Goretti Pereira
Faculty Performance Evaluations	Faculty evaluations due	June 1, 2025	Goretti Pereira
Mandatory Training	Must be completed by May 31 for salary increase eligibility	May 31, 2025	Goretti Pereira
Employee Self-Service	Last day to update personal information in HRS	June 15, 2025	Goretti Pereira
Manager Self-Service	Last day to approve employee time-off requests in HRS	June 30, 2025	Goretti Pereira

If you have any questions, please contact Workday Readiness at [workday@uwp.edu](mailto:workday@uwp.edu) or [hr@uwp.edu](mailto:hr@uwp.edu)