

Workday Open Lab Schedule

To support the Workday launch, we will be hosting Open Lab sessions virtually and across Grounds during the month of January. Log in or drop by with your Workday questions. Important things to know before attending:

- *Netbadge and DUO are required and should be accessed prior to the session.*
- *Prior to attending an Open Lab, it is recommended you first take the [e-Learning: Workday Essentials course](#).*
- *Open Lab sessions will follow the University's schedule and cancellation policies.*
- *"*" indicates that computers are available. Otherwise, it is recommended that you bring a mobile device / laptop.*

Date	Time	Location	Topic
Jan. 23*	12-2pm	2400 Old Ivy Road, Rm 136, lab	Open topic
Jan. 23	1-2pm	https://zoom.us/j/779255157 Meeting ID 779-255-157 When audio box opens, choose "phone".	Adding and Editing Your Benefits
Jan. 23	3-5pm	Carruthers Hall, Carr-2	Open topic
Jan. 24	10-11am	https://zoom.us/j/769079005 Meeting ID 769-079-005 When audio box opens, choose "phone".	Student Hiring
Jan. 25	10-11am	https://zoom.us/j/471051749 Meeting ID 471-051-749 When audio box opens, choose "phone".	Change, Add, End Job, and Termination
Jan. 28	1-3pm	Madison Hall, Conference Room	Open topic
Jan. 29	2-3pm	https://zoom.us/j/275711728 Meeting ID 275-711-728 When audio box opens, choose "phone".	Manager Open Topics
Jan. 29	3-5pm	Madison Hall, Conference Room	Open topic
Jan. 30	11am-12pm	https://zoom.us/j/798012011 Meeting ID 798-012-011 When audio box opens, choose "phone".	Time and Time Off in Workday
Jan. 30	3-5pm	545 Ray C. Hunt, 2 nd floor, #2318	Open topic
Jan. 30	4-5pm	https://zoom.us/j/561971503 Meeting ID 561-971-503 When audio box opens, choose "phone".	Open topic

Date	Time	Location	Topic
Jan. 31	10-11am	https://zoom.us/j/918694413 Meeting ID 918-694-413 When audio box opens, choose "phone".	Change, Add, End Job, and Termination
Jan. 31	1-2pm	https://zoom.us/j/733294261 Meeting ID 733-294-261 When audio box opens, choose "phone".	Delegates