



1. When is Workday going live?
  - Dayforce semi-monthly - Saturday, June 16
  - Dayforce weekly - Saturday, June 23
  - UltiPro - Tuesday, June 26
  
2. When will I get my login to Workday?
  - Workday logins will be distributed in June to all team members.
  
3. Is my pay date changing?
  - If you are currently paid out of Ultipro your pay date will change. The new pay dates can be found [here](#).
  
4. Are my benefits changing?
  - At this time there are no changes to benefits.
  
5. Do I need to track my time in Ultipro or Dayforce during the blackout period?
  - During the blackout period all team members who track time need to do so in the current system until their go-live date in Workday.
  
6. How do I register for training?
  - All team members must take training. To register for training please click here to access our [Workday Resources Page](#) where you will find the links to sign-up for training. Although we offer multiple sessions you only need to attend one.
  
7. I don't know which training to register for, who can help me?
  - Please speak to your manager or your People Operations Business Partner if you need help determining what training you need to register for.
  
8. None of the training options work for me, what do I do?
  - First speak to your manager to see if anything in your schedule may be altered to allow you to attend. If that is not an option there will be recordings available after the live training schedule is completed.
  
9. Who is my People Operations Business Partner?
  - Ryan Sprouse, API sports, tactical, and sports medicine, [rsprouse@teamexos.com](mailto:rsprouse@teamexos.com)

- Debbie Spinks, Works employer and community, dspinks@teamexos.com
- Krystal Nguyen, Works California locations, knguyen@teamexos.com
- Ashley Franck, Works vertical accounts and international, afranck@teamexos.com
- Jen Sosnow, corporate services including IT, marketing, finance, people operations, jsosnow@teamexos.com

10. How do I download my W-2 out of Dayforce/UltiPro?

- [Accessing your W-2 in Dayforce](#)
- Log into UltiPro > Myself > Pay > W2 > Select Year

11. How do I download my pay slips out of my current system?

- [Earning statements in Dayforce](#)
- [Log into UltiPro](#) > Myself > Pay > Pay History > Select Date or Select Multiple Dates

12. PTO - do we enter time off requests during the blackout period in the current system?

- Submit any time off requests as you normally would for dates on/before:
  - June 15th in Dayforce for Semi-monthly paid employees
  - June 22nd in Dayforce for Weekly paid employees
  - June 25th in Ultipro for Semi-monthly paid employees
- If time off requests are after the dates above, delete the current PTO request from Dayforce/UltiPro and re-enter any time off requests into Workday

13. What is the difference between “hourly team members” and “hourly team members using time clocks”?

- Non exempt hourly team members are paid for the time they work. An hourly team member who records their time after it has been worked into a system would not be using a time clock. An hourly team member who punches a timeclock or webclock at the beginning and end of a shift would fall into the “hourly team members using time clocks” for training purposes.

14. When is our last day being paid in the old system and when will we be paid in the new system?

**Ultipro**

- Last pay date in Ultipro will be on 6/29 for pay period 6/11-6/25
- First pay date in Workday will be on 7/6 for pay period 6/26-6/30

**Dayforce Weekly**

- Last pay date in Dayforce will be on 6/29 for pay period 6/16-6/22
- First pay date in Workday will be on 7/6 for pay period 6/23-6/29

**Dayforce Semi-Monthly**

- Last pay date in Dayforce will be on 6/22 for pay period 6/1-6/15
- First pay date in Workday will be on 7/6 for pay period 6/16-6/30

15. Who do I contact if I have questions about my paycheck or benefits?

- You can email [wellearned@teamexos.com](mailto:wellearned@teamexos.com)

16. How do I log into Workday?

- You will log into Workday using Single Sign On (SSO). To login to to your google email or your cloud identity account and select WORKDAY from the available boxes.

17. How do I get the Workday App?

- ❑ Once the Workday app is connected to our SSO account you will be able to login. We will be sending out communications on this on or around June 15, 2018.

18. How can I get more training on Workday?

- ❑ All of our training is posted to our Workday Resources Page which can be accessed by visiting: [http://pages.teamexos.com/workday\\_may\\_2018](http://pages.teamexos.com/workday_may_2018)