**OPEN QUESTIONS**

Q: What will happen to employees who do not update their attendance record prior the transition?
A: Inaccurate attendance records will need to be manually fixed by HR Strategic Partners and/or Consultants after go-live.

Q: How will faculty SUPP forms be processed?
A: Supplemental pay forms for the 2017-18 academic year will not be converted into Workday, but entered into Workday at go-live as activity pay.

Q: How will wage and grad appointments work going forward?
A: The Office of Human Resources is determining the best solution for wage and graduate assistant transactions in Workday. Further communication will be shared with you in the coming weeks.

Q: Will Managers receive an email notification in their Penn State email account in addition to the Workday inbox when an action requires their attention?
A: Employees will be able to turn email notifications from Workday on or off in their user settings.

Q: How will units get the opportunity to opt-in to the time clock system that is connected to Workday after go-live?
A: Further communication about the potential to utilize time clocks integrated with Workday will be shared after go-live.

Q: What will the payroll deadlines be (ie. how close to payroll run)?
A: Any changes to the current payroll deadlines will be communicated with units in advance of go-live.

Q: How will long-term delegation occur in the new system?
A: Ongoing delegation of manager tasks such as approving time worked or time off will be permissible for Executives and Administrators. Faculty who have concerns around approving time worked and time off submissions from their direct reports will be able to set up an ongoing delegation for these activities. Performance management actions such as initiating and approving performance will still be carried out by Managers as this function cannot be delegated to another individual. The exact process to identify ongoing delegates will be communicated at a later point in time.