To: Staff Exempt  
From: Penn State Human Resources  
Date: November 13, 2017  
Re: Important Time and Attendance Actions Required

With the upcoming launch of WorkLion, Penn State’s new human resources portal, the University is changing the way employees enter and record their time. Time and attendance data will be tracked in Workday, the new HR and payroll system, and employees have necessary actions to take prior to the transition.

**What is happening:**
ESSIC is being replaced by Workday, the University’s new HR and payroll system.

**Actions to take:**

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>ACTION</th>
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<tbody>
<tr>
<td><strong>Friday, December 15, 2017</strong></td>
<td>Submit your time and attendance in ESSIC projected through December 31, 2017.</td>
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<tr>
<td><strong>Beginning Monday, January 1, 2018</strong></td>
<td>Use Workday to request time off and report hours worked (if necessary).</td>
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**How this affects you:**
In preparation for transitioning to Workday, exempt staff employees will need to take the above actions to ensure that their current time records are up-to-date and accurate.

Beginning Monday, January 1, 2018 and moving forward, exempt staff employees who are paid monthly will use Workday to:

- Request time off
- Report hours worked – only if you work during a campus closure or on a holiday.

Workday is accessible from any device with a mobile browser and internet connection.

**Questions:**
Questions or concerns about your time off balances should be sent to your unit’s HR Consultant.