

# MANAGERS/SUPERVISORS GO-LIVE CHECKLIST

## FOR MANAGERS OF EXEMPT EMPLOYEES

**Week of**  
**7/1 - 7/7**

- Ensure workers submit any time off taken in pay period 6/24-7/1 and forward in Workday
- Receive Workday report of workers' requested time off on 7/7 at 10:05 a.m.

Managers will receive a biweekly notification of these reports on the last day of every payperiod on Thursday at 10:05 a.m.

- Approve workers' time off by the deadline of 7/8 at 2 p.m.



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