



When: Friday, Dec. 12
From: Creative Circle
To: All U.S. candidates on open assignments
Subject: Creative Circle's Timecard Portal Is Getting an Upgrade

Hello,

Creative Circle is transitioning to Workday to manage U.S. candidates' timecards, payslips, personal information, and (if eligible) benefits.

What you'll use Workday for:

- Timecards
- Direct deposit and tax info
- Payslips and W-2s (W-2s will remain in ADP for 2025)
- Absences (sick time, jury duty, PTO if eligible)
- Benefits (if eligible)

What's changing with Workday:

- New timecard deadlines: End-of-day Friday for you to submit, end-of-day Monday for clients to approve
 - If working Saturday, please submit when you are finished working.
- Pay period shifts to Sunday–Saturday (over a one-week period still).
- Payslips will be available Thursday, one day before Friday payday.
- Mobile app will be available.

Launch Timeline

- **Monday, Dec. 22–Saturday, Dec. 27:** Final week that you will use our existing timecard portal
- **End-of-day Friday, Dec. 26:** Deadline for getting your final timecards in our existing portal approved (if you work on Saturday, please submit ASAP once you are done)
- **Sunday, Dec. 28–Saturday, Jan. 3:** First week that you will use Workday for timecards
- **Thursday, Jan. 1:** All Workday functionality goes live.

We will provide you with instructional guides before Workday goes live, and our team will be here to assist you. Thank you for your patience throughout this transition!

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