



**Date:** Monday, Dec. 22, 2025

**Subject:** Reminder: Workday Is Coming Soon

Hello,

Creative Circle is [transitioning to Workday soon](#) to manage U.S. candidates' timecards, payslips, personal information, and benefits.

Here is the transition timeline:

- **Dec. 22–27:** Final week using our existing timecard portal.
  - Please submit your timecards by **end-of-day Friday, Dec. 26** (unless you are working on Saturday).
- **Dec. 28–Jan. 3:** First week using Workday for timecards
  - Workday becomes available for entering time on **Tuesday, Dec. 30**.
  - Please submit your timecards by **end-of-day Friday, Jan. 2** (unless you are working on Saturday).

Workday is easy to use. We will provide you with instructional guides and login credentials when Workday goes live.

**One more FYI:** Effective Jan. 2, 2026, the company name in your paychecks and direct deposit transactions will change to “Apex Systems.” This is a solely legal change that is occurring as part of [Creative Circle coming together with the full ASGN family of brands](#) to better serve our clients and candidates. We are still Creative Circle in the marketplace; no action or changes are required from you.

Thank you for your patience throughout this transition! We will continue to be in touch each step of the way.

**Creative Circle | Marketing & Creative Services**

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