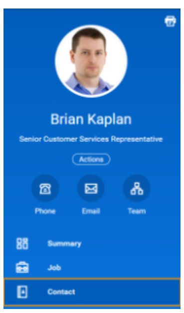
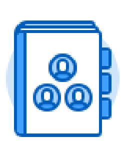
Testing Checklist - Employees

Complete the items below, which are grouped by the worklets/icons you will click. Make note of any issues you encounter when completing the tasks and email MVyazmensky@Lynn.edu

LOGIN	Log into Workday. View login instructions.
TOOLS AND NAVIGATION	Job Aid: Tools and Navigation, Use Your Inbox and Delegations REVIEW: ☐ Navigate the Home Page ☐ Become familiar with your Profile Menu and Related Actions ☐ Become familiar with your Inbox and Notifications
PERSONAL INFORMATION  	Job Aid: Access your Worker Profile Page REVIEW: ☐ Personal Information (Gender, Race/Ethnicity, etc.): On Profile Menu click “Personal”; click “Personal Information”; click “Edit” ☐ Home Address: On Profile Menu click “Contact”; "Home Contact Information" ☐ Job Title: On Profile Menu click "Overview" select "Job Details" tab ☐ Salary (as of March, 2020): On Profile Menu click "Overview" select "Compensation" tab ☐ Supervisory Organization: On Profile Menu click "Team" ADD: ☐ Emergency Contacts: On Profile Menu click "Contact", click “Emergency Contacts” tab.
PAY  	Job Aid: Manage You Pay Options REVIEW: ☐ Banking Information: Click the “Pay” worklet; click “Payment Elections” under “View /Update Elections”, Accounts. ADD: ☐ Expense Payments Payment Elections: Click the “Pay” worklet; click “Payment Elections” under “View/Update Elections”
DIRECTORY 	REVIEW: ☐ Organizational Chart: Click the “Directory” worklet; click “More” and “My Org Chart” under “View.”

TIME	Job Aid: Enter Time Worked in Time Tracking **(Hourly, non exempt employees only)** REVIEW: ☐ View your schedule: Click the "Time" application, view "My Schedule" ADD: ☐ Check In/Out time: Click the "Time" application, under "Time Clock"
ABSENCE	Job Aid: Manage Your Time Off and Leave of Absence REVIEW: ☐ Paid Time Off (PTO) Balance: Click the “Absence” worklet; accrued hours are listed under “Available Balance as of Today.” ADD: ☐ Request Time off: Click the “Absence” worklet; "Request absence"
BENEFITS	Job Aid: Manage your benefits. REVIEW: ☐ Benefit Elections: Click ‘Benefit Elections” under “View.” Verify your benefit elections listed. ADD: ☐ Beneficiaries* (if enrolled in life insurance; beneficiary elections may have not carried over from paper forms): Click “Beneficiaries” under “Change.”
CAREER	Job Aid: Manage Career Information ADD: ☐ Education (needed for IPEDS for faculty) ☐ Other Desired Information: Certifications, Languages, Training etc.
INBOX	Job Aid: Use your Inbox and Delegations ADD: ☐ Delegation: Open your inbox; click ; click “My Delegations”; click “Manage Delegations.”

SEARCH  	Job Aid: Tools and Navigation REVIEW: ☐ Search your manager's name: Search bar, "Manager's Name". Select Employee record. Click email address. **(No need to send email).**