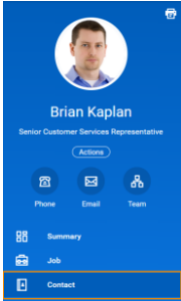










Checklist - Employees

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: <ul style="list-style-type: none"> <input type="checkbox"/> Navigate the Home Page <input type="checkbox"/> Become familiar with your Profile Menu and Related Actions <input type="checkbox"/> Become familiar with your Inbox and Notifications
PERSONAL INFORMATION 	Job Aid: Access your Worker Profile Page REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Personal Information (Gender, Race/Ethnicity, etc.): On Profile Menu click "Personal"; click "Personal Information"; click "Edit" <input type="checkbox"/> Home Address: On Profile Menu click "Contact"; "Home Contact Information" <input type="checkbox"/> Job Title: On Profile Menu click "Overview" select "Job Details" tab <input type="checkbox"/> Salary (as of March, 2020): On Profile Menu click "Overview" select "Compensation" tab <input type="checkbox"/> Supervisory Organization: On Profile Menu click "Team" ADD: <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Contacts: On Profile Menu click "Contact", click "Emergency Contacts" tab.
PAY  Pay	Job Aid: Manage Your Pay Options REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Banking Information: Click the "Pay" worklet; click "Payment Elections" under "View /Update Elections", Accounts. ADD: <ul style="list-style-type: none"> <input type="checkbox"/> Expense Payments Payment Elections: Click the "Pay" worklet; click "Payment Elections" under "View/Update Elections"
DIRECTORY 	REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Organizational Chart: Click the "Directory" worklet; click "More" and "My Org Chart" under "View."

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

<p>SEARCH</p>  Search	<p>Job Aid: Tools and Navigation</p> <p>REVIEW:</p> <p><input type="checkbox"/> Search your manager's name: Search bar, "Manager's Name". Select Employee record. Click email address. (No need to send email).</p>
<p>EXPENSE REPORTS</p> 	<p>Job Aid: Create Expense Reports and Spend Authorizations</p> <p>ADD:</p> <p><input type="checkbox"/> Create a expense report: Click "Expenses", "Create Expense Report"</p>

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