

Workday Documentation

Welcome to Lynn University's Workday documentation home

This website provides detailed Workday "how to" instructions and answers to frequently asked questions

Information is organized by functional areas:

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[Workday Student](#)

[Workday Human Resources and Financials](#)



Log into [Workday \(workday.lynn.edu\)](https://workday.lynn.edu) with your Lynn username and password (no PSW accounts)

Make sure you select Lynn Employee Account or Lynn Student Account

Need help? For any issues, please submit a [Workday support case](#) or contact workday@lynn.edu

Popular Content

No popular content.

Frequently asked questions

- How to [Navigate Workday](#).
- Video [How to Register for Courses using Workday](#)
- Workday [FAQ general questions](#)
- I am a student, [where do I start?](#)
- I am a faculty, [where do I start?](#)
- I am a new employee, [where do I start?](#)
- [Applications Replaced by Workday](#)

Need more help?

- For any issues, please submit a [Workday Support case](#) or contact: workday@lynn.edu

Workday@Lynn will transform how we deliver services to staff, faculty and students. The system provides various advantages for the University community, including:

- **Self-Service:** You manage your own personal information, such as pay elections (up to three direct deposit accounts), benefits and contact information.
- **Improved Workflow:** Personalized paperless inbox and notifications allow you to track the status of various tasks, which is especially helpful for processes involving multiple parties.
- **Increased Visibility:** Supervisory organizations, which is how Workday organizes people and processes, provide increased transparency.
- **Integration:** All users—exempt and non-exempt staff, faculty, student workers —sign into one system.
- **Mobile-Friendly:** You have secure access to information through the mobile friendly web browsers.
- **Security:** Workday is a state-of-the-art, cloud-based solution that is updated regularly to stay current with compliance and risk conditions.

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