
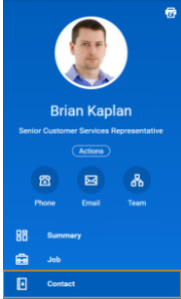











Checklist - Employees

This is a recommended list of tasks for employees to get familiar with Workday.

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 --> Personal; --> Personal Information; --> Edit <input type="checkbox"/> Home Address: On Profile Menu select Contact; Home Contact Information <input type="checkbox"/> Job Title: On Profile Menu select Overview --> Job Details tab <input type="checkbox"/> Salary (as of March 2020): On Profile Menu select Overview --> Compensation tab <input type="checkbox"/> Supervisory Organization: On Profile Menu select Team ADD: <ul style="list-style-type: none"> <input type="checkbox"/> Emergency Contacts: On Profile Menu select Contact", select Emergency Contacts tab.
PAY  Pay	Job Aid: Manage Your Pay Options REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Banking Information: select the Pay app; --> Payment Elections under View/Update Elections, Accounts ADD: <ul style="list-style-type: none"> <input type="checkbox"/> Expense Payments Payment Elections: select the Pay app; select Payment Elections under View/Update Elections
DIRECTORY 	REVIEW: <ul style="list-style-type: none"> <input type="checkbox"/> Organizational Chart: select the Directory app; --> More and My Org Chart under View

TIME 	<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: select the Time app, view My Schedule (ONLY Hourly, non-exempt employees only)</p> <p>ADD:</p> <p><input type="checkbox"/> Check-In/Out time: select the Time app, under Time Clock (ONLY Hourly, non-exempt employees only)</p>
ABSENCE 	<p>Job Aid: Manage Your Time Off and Leave of Absence</p> <p>REVIEW:</p> <p><input type="checkbox"/> Paid Time Off (PTO) Balance: select the Absence app; accrued hours are listed under Available Balance as of Today</p> <p>ADD:</p> <p><input type="checkbox"/> Request Time off: select the Absence app; Request absence</p>
BENEFITS 	<p>Job Aid: Manage your benefits.</p> <p>REVIEW:</p> <p><input type="checkbox"/> Benefit Elections: select 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): select Beneficiaries under Change.</p>
CAREER 	<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>
INBOX 	<p>Job Aid: Use your Inbox and Delegations</p> <p>ADD:</p> <p><input type="checkbox"/> Delegation: Open your inbox; select My Delegations; --> Manage Delegations</p>

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