

Employee Job Aids and Training Materials

As a Lynn employee, you can view your information in Workday and perform many self-service tasks. Workday allows for easy time tracking, updating personal information, reviewing compensation, benefits, and more! Workday will be replacing several legacy HR, Finance, and payroll systems, including Jenzabar, TimeForce, and TrackStar.

Employees can:

- Make changes to address, bank account and other personal information
- Update or change benefit elections
- Review and update income tax withholding for federal and state taxes
- View payslips and W-2s
- Request time off*
- Review absence balances*
- Time tracking*

*eligible employees

Workday to manage several HR tasks through employee self-service:

Personal Information	Payroll	Benefits	Absence	Time	Expenses
View and Update: <ul style="list-style-type: none"> • Home Address • Phone Numbers • Personal Email • Emergency Contact Info Submit Legal Name Changes	View/print: <ul style="list-style-type: none"> • Payslips • State Federal withholdings Manage direct deposit accounts	View Benefit elections Enroll in benefits: <ul style="list-style-type: none"> • Open Enrollment • Qualified Life Event Designate beneficiaries	View leave balances Request a leave Request return from leave	Enter time worked Enter time off Request time off	Enter Expense reports

On this section:

- [Available Functionality to Employees and Managers](#)
- [Checklist - Employees](#)
- [How to Access Merit Statements - Employee Guide](#)
- [How to change legal/preferred name](#)
- [How to change employee's emergency contacts](#)
- [How to change your contact information](#)
- [Benefits](#)
 - [Making 403b Changes in Workday](#)
 - [Making Beneficiary Changes in Workday](#)
 - [Manage Your Benefits](#)
 - [Open Enrollment Benefit Elections/Changes](#)
 - [How to Make Changes to Your Health Savings Account \(HSA\)](#)
 - [How to Add a Dependent to Your Benefits - Birth & Adoption](#)
 - [How to remove a dependent from your benefits](#)
 - [How to Complete New Hire Benefit Event in Workday](#)
- [Annual Staff Reviews for Employees and Faculty](#)
 - [Employee Performance Review](#)
 - [Faculty Performance Review](#)

- [How to Add/Edit Your Career Information](#)
- [Reimbursements, Cash Advances and Lynn JPM Travel Card](#)
 - [Create Expense Reports](#)
- [Payroll](#)
 - [Manage Your Pay Options](#)
 - [View Activity Pay Schedule](#)
 - [Requesting Electronic Delivery for Tax Forms](#)
 - [How to print your W-2](#)
- [Time Tracking and Time Off](#)
 - [Manage Your Time Off and Leave of Absence](#)
 - [Time Entry for Nonexempt and Hourly Employees](#)
 - [Time Blocks](#)
 - [How to View Time off Balances](#)