JOB AID

First Time in Workday Activities

Overview

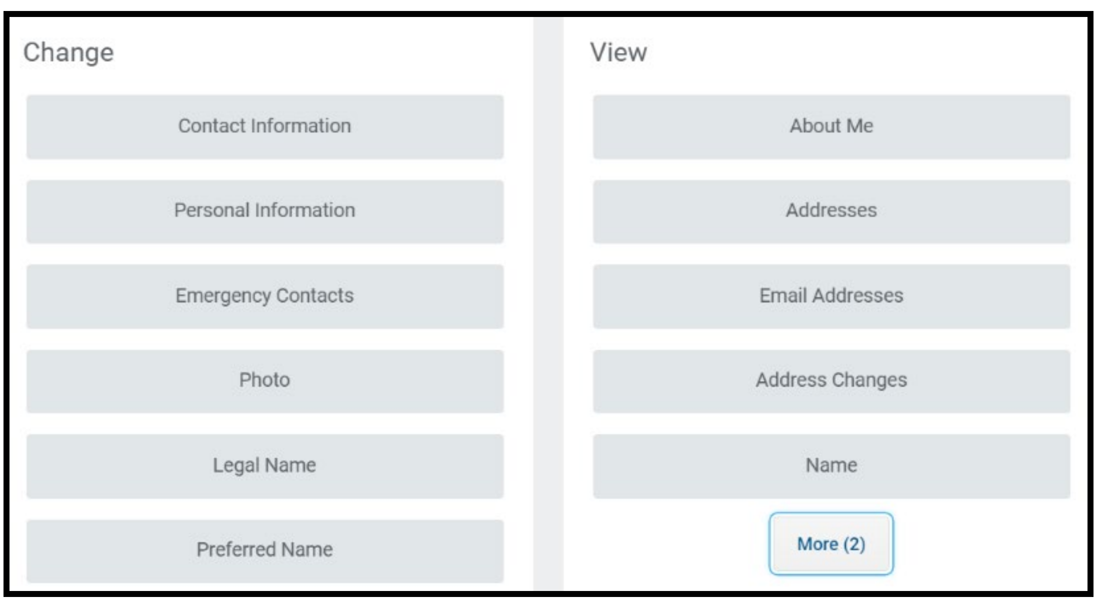
The first time launching in Workday, each employee should perform the tasks and reviews as laid out in this Job Aid to ensure accuracy in their personal information. If any data needs to be updated, employees can make these changes themselves through self-service. These items can be reviewed at any time, after receiving system access.

Review Information for Accuracy

Security Roles: **Employee as Self**

1. After logging in to Workday, select the **Personal Information** application under the **MENU button dropdown** on the Landing Page.

2. Select each of the following sections to review the information and make changes as needed.

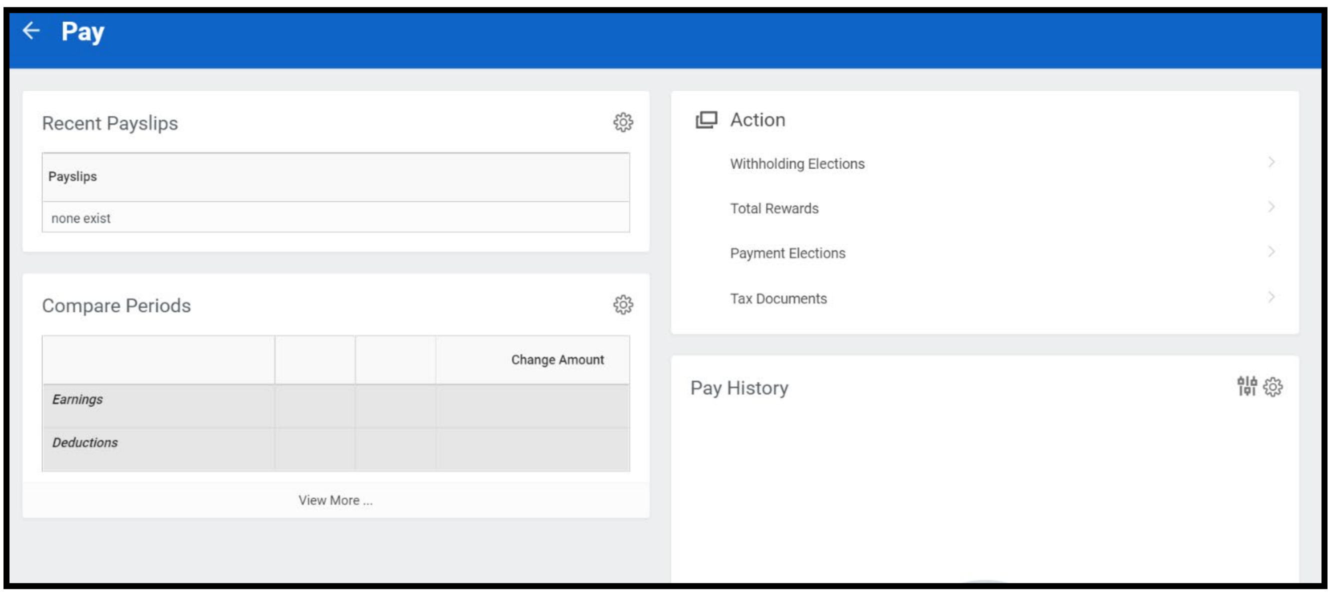


- Personal Information
- Addresses

- Email Addresses
- Name – be sure to check both Legal and Preferred names
- Phone Numbers

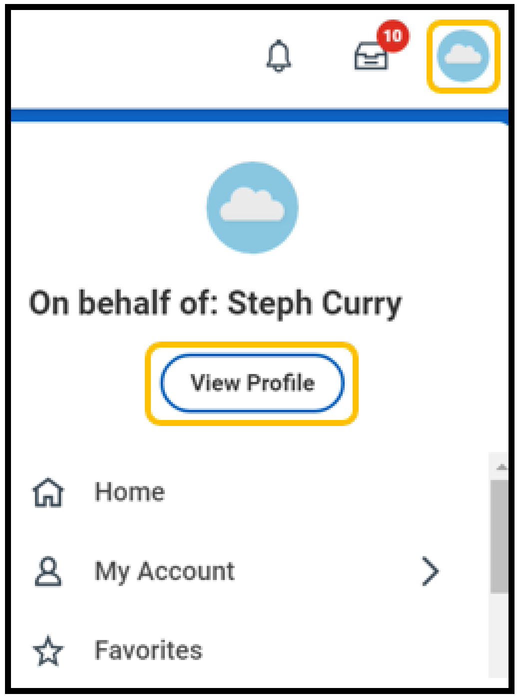
3. Navigate back to the Landing Page and select the **Pay** application.

4. Select each of the following sections to review the information and make changes as needed:

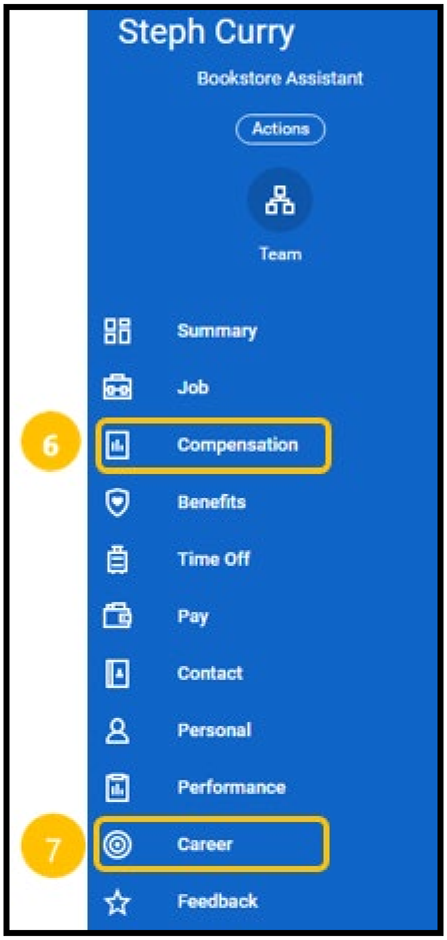


- Withholding Elections – for both Federal and State tax elections
- Payment Elections – also known as Direct Deposit, for both Payroll and Expense payments
- Pay slips – will be available 24 hours prior to the actual pay date

5. To view Compensation Information, navigate to your Employee Profile by selecting the **Profile** icon in the upper right corner of your screen. Select **View Profile** under your name.



6. On the Worker Profile, select the **Compensation** section to review this information. If the information is incorrect, contact your HR Advisor for assistance.
7. On the Worker Profile, select the **Career** section to review this information. Here you can see talent-related information for your professional profile (Talent Profile). If your Education or Certification information is incorrect, contact your HR Partner for assistance.
    - You may update any talent information on your **Career** section. For more information, reference the **Talent Profile Job Aid**.



Actions Requested

Security Roles: **Employee as Self**

1. Emergency contact information has been transferred over into Workday. To review and update this information, select the **Personal Information** application. This process step is triggered when the initial business process has completed.
2. Under the **Change** sub-menu, select **Emergency Contacts**.
3. Select **Edit** to update the information including name and at least one primary phone number or email address.
4. Select **Submit** when finished. Select **Save for Later** if you would like to save your current progress before exiting the task. Select **Cancel** if you would like to exit the task without saving your current progress.