

WELCOME TO WORKDAY!

As we Go Live in Workday, please take a moment and check out the following items to ensure you know where to go and that all data transferred from PeopleSoft is correct.



Check out your
Worker Profile

- Employee ID (*Job Details > Employee ID*)
- Business Title
- Service Dates (*Hire Date, Original Hire Date*)
- Organization (*Sup Org*)
- Compensation (*Salary*)
- Legacy ID (*W#*) *note your National ID is your SS# and it is masked for your protections



Review Your
Benefits

- Verify dependents if you have any on benefit plans
 - Elect to get your 1095-C form electronically
- *Note: Lion Advantage plans are only displayed through the Lion Advantage portal



Affirm your
Personal Information

- Home and Work addresses, phone numbers, and emails
- Emergency Contacts
- Optional: add a preferred name and prefix (*this is how your name will appear in Workday only*)



Check how you will
make changes to
your Pay

- Ensure your withholding and payment elections are what you would like
- Make sure you know how to view/print a payslip



Remember Absence is
Time off & Absense

- Review your schedule, leave balances and your team calendar
- Request leave for the next University Closures (*January 18th*)

Optional

You can navigate to your Worker Profile to add your education (*overview*) & skills (*actions > talent*) that will be used if you ever apply for a new position!