Day 1 Checklist in Workday for Employees

Quick Reference Guide

All employees should take time to review the accuracy of their information and set up their profile in Workday. Start by accessing Workday.

1. Log into Workday using your UofL single sign on information using ULINK.

Complete Day 1 Tasks

Add Your Emergency Contacts

1. Enter Change My Emergency Contacts into the Workday search bar and select the task from the search results.
2. Enter a Primary Emergency Contact and/or add any Alternate Emergency Contacts.
3. To view your changes, click the profile icon in the upper right corner and clicking View Profile.

4. Open the Contact section, then click the Emergency Contacts tab.

For Workday HR Questions, please contact us via email at WorkdayHR@louisville.edu or submit your inquiry on our website: louisville.edu/workday/workday-inquiry-form

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5. See the Update and View Emergency Contacts Quick Reference Guide for more information.

Enter Your Time Off Requests

Vacation and other time off after January 1, 2023 must be re-entered and approved in Workday. To enter planned time off:

1. From the landing page, enter Request Absence in the Workday search bar and select the report.

2. On the Absence Calendar, use the Select Date Range button or highlight the dates on the calendar to begin the time off request then click the Request Absence button.

3. Select the Absence Type of Time Off, then select the appropriate time off and click Next.

4. Click Edit Quantity per Day and enter the number of hours for the time off for each day. Note: Use Update All Quantities to change each day to have the same number of hours.

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5. Click **Submit** to route the time off request to your Manager for approval.

6. See the *Request Time Off via Absence Calendar* Quick Reference Guide for more information.

**Review Your Time Off Balances**

1. View your Worker Profile by clicking the **profile icon** in the upper right corner and clicking **View Profile**.

2. Select the **Time Off** Tab to view your **Time Off Balance**. Review the Ending Period Balances for each absence plan.

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3. If there is a discrepancy, fill out the WorkdayHR Employee Reported Issues form.

Add Your Education

1. Navigate to your Workday Inbox.

2. Locate the Update Profile: Go-live Education Update action and select either the Guided Editor or Summary Editor.

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3. Under Education, click **Add**.
4. Type a school into the School field and press **ENTER** on the keyboard to display results.
5. Input additional details about education as appropriate including the:
   a. Degree
   b. Field of Study
   c. Degree Received (required)
   d. First Year Attended
   e. Last Year Attended
6. Click **Add** to enter additional education.
7. Click **Submit** to complete.

### Enter Your Work Space

1. Enter Change My Work Space into the Workday search bar and select the task from the search results.
2. Confirm the Effective Date and Position or Job.
3. Enter your room number into the field and **press enter** on your keyboard for a work space dropdown or the selection to display.
4. Confirm the work space is correct, then click **Submit**.

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5. See the *Change My Work Space* Quick Reference Guide for more information.

**Review Your Benefits, Dependents and Beneficiaries**

1. View your Worker Profile by clicking the **profile icon** in the upper right corner and clicking **View Profile**.

2. Select the **Benefits** Tab to view Benefits, view/add/remove/edit Dependents and Beneficiaries.

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3. See any of the **Change Benefits, Update Dependent Information, and Update Beneficiary Information** Quick Reference Guides for more information.

**Review Your Personal and Contact Information**

To Review Personal Information:

1. View your Worker Profile by clicking the **profile icon** in the upper right corner and clicking **View Profile**.

2. On the left side of the Worker profile, click **Personal**.
3. Click between the tabs **Personal Information, Names, IDs** and click **Edit** to make any changes.

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4. See the Change Personal Information Quick Reference Guide for more information.

To Review Contact Information:

1. View your Worker Profile by clicking the profile icon in the upper right corner and clicking View Profile.

2. Select the Contact section to view your home and work contact information.

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3. See the **Change Home and Work Contact Information** Quick Reference Guide for more information.

**Review Your Withholding Elections**

1. View your Worker Profile by clicking the **profile icon** in the upper right corner and clicking **View Profile**.

2. Select the **Pay Tab** to view **Tax Elections**.

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3. If needed, click Update to make changes.

**Review Your Direct Deposit Information**

1. View your Worker Profile by clicking the **profile icon** in the upper right corner and clicking **View Profile**.

2. Select the Pay Tab and Payment Elections to view Direct Deposit Information. Click View for each account to review the routing number and last four digits of your account number.

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3. If needed, click Edit or Remove to make changes.
4. See the Payment Election Enrollment Quick Reference Guide for more information.

Review Your Compensation

1. View your Worker Profile by clicking the profile icon in the upper right corner and clicking View Profile.

2. Click into the Compensation section to review Base Pay or Hourly rates.

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3. **Note:** If you have more than one job, you will only see compensation for the job you have selected on your worker profile. Click the arrows next to your title to switch between jobs and view Compensation for each.

4. If there is a discrepancy, fill out the [WorkdayHR Employee Reported Issues form](#).

**Review Your Years of Service**

1. View your Worker Profile by clicking the profile icon in the upper right corner and clicking **View Profile**.

2. In the **Summary** tab, locate your **Length of Service** under **Job Details**.

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3. If there is a discrepancy, fill out the WorkdayHR Employee Reported Issues form.

Add Your Pronouns

1. Enter Change My Personal Information into the Workday search bar and select the task from the search results.

2. Enter preferred pronouns in the Pronoun Section and Submit.

3. From the Workday Inbox, update your profile display preferences to elect whether your pronouns and education will be visible to other employees, then click OK.

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4. Return to the Workday Inbox to Submit the To Do action to update your profile display preferences.
5. See the Add Pronouns Quick Reference Guide for more information.