Day 1 Workday Checklist

All employees should review their information and set up their profile in Workday. Follow the Workday Navigation quick reference guide or video to learn how to navigate the system and confirm your information is accurate. Start by accessing Workday.

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

☐ Add Your Emergency Contacts

- Type *Change My Emergency Contacts* task into the Workday search bar and add your emergency contacts into Workday.
- See the *Update and View Emergency Contacts Quick Reference Guide* for more information.

☐ Request Time Off

Vacation and other time-off submitted in PeopleSoft to be taken after January 1, 2023, must be re-entered and approved in Workday.

- Type *Request Absence* into the Workday search bar and select the result. Select the dates of your time off, click Request Absence to enter additional details.
- See the *Request Time Off via Absence Calendar Quick Reference Guide* for more information.

☐ Add Education (*Staff Only*)

- Open your Workday Inbox by clicking the middle icon at the top right corner of your worker profile and locate the **Update Profile: Go-live Education Update** action. Select *Guided Editor* or *Summary Editor* and enter your education.
- See the *Manage Talent and Career Profile Quick Reference Guide* for more information.

Note: Faculty education data will be loaded by Faculty Affairs within the first quarter of 2023.

☐ Enter Work Space Information

- Type *Change My Work Space* into the Workday search bar. Enter your room number and press enter for the work space dropdown menu and select the *Building > Room* from the menu.
- See the *Change My Work Space Quick Reference Guide* for more information.

☐ Review Time Off Balances

- Select the person icon at the top right corner of the Workday landing page and click *View Profile*. Select *Absence or Time Off* on the left menu to view the Absence or Time Off Balance Report.
- If there is an error with your time off balance, complete the WorkdayHR Employee Reported Issues form.

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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☐ **Review Personal and Contact Information**

To Review Personal Information:

- On your *Worker Profile,* select *Personal Information* on the left menu to view your Personal Information.
- See the *Change Personal Information* *Quick Reference Guide* for more information.

To Review Contact Information:

- On your *Worker Profile,* select *Contact* on the left menu to view your Home Contact and Work Contact Information.
- See the *Change Home and Work Contact Information* *Quick Reference Guide* for more information.

☐ **Review Withholding Elections**

- On your *Worker Profile,* select *Pay* on the left menu, then select the Tax Elections tab to review your withholding elections.
- See the *Update Federal, State, and Local Withholding Elections* *Quick Reference Guide* for more information.

☐ **Review Direct Deposit Information**

- On your Worker Profile, select *Pay* on the left menu, then select the *Payment Elections* tab to review your direct deposit information.
- See the *Payment Election Enrollment* *Quick Reference Guide* for more information.

☐ **Add Pronouns**

- Type *Change My Personal Information* into the Workday search bar and select the task. Locate the *Pronoun* section and click in to edit.
- See the *Add Pronouns* *Quick Reference Guide* for more information.

☐ **Review Available Training Materials**

- Training maps are available based on your Workday role(s). Review the Employee Training Map (Exempt and Non-Exempt) for a list of all training available to employees.