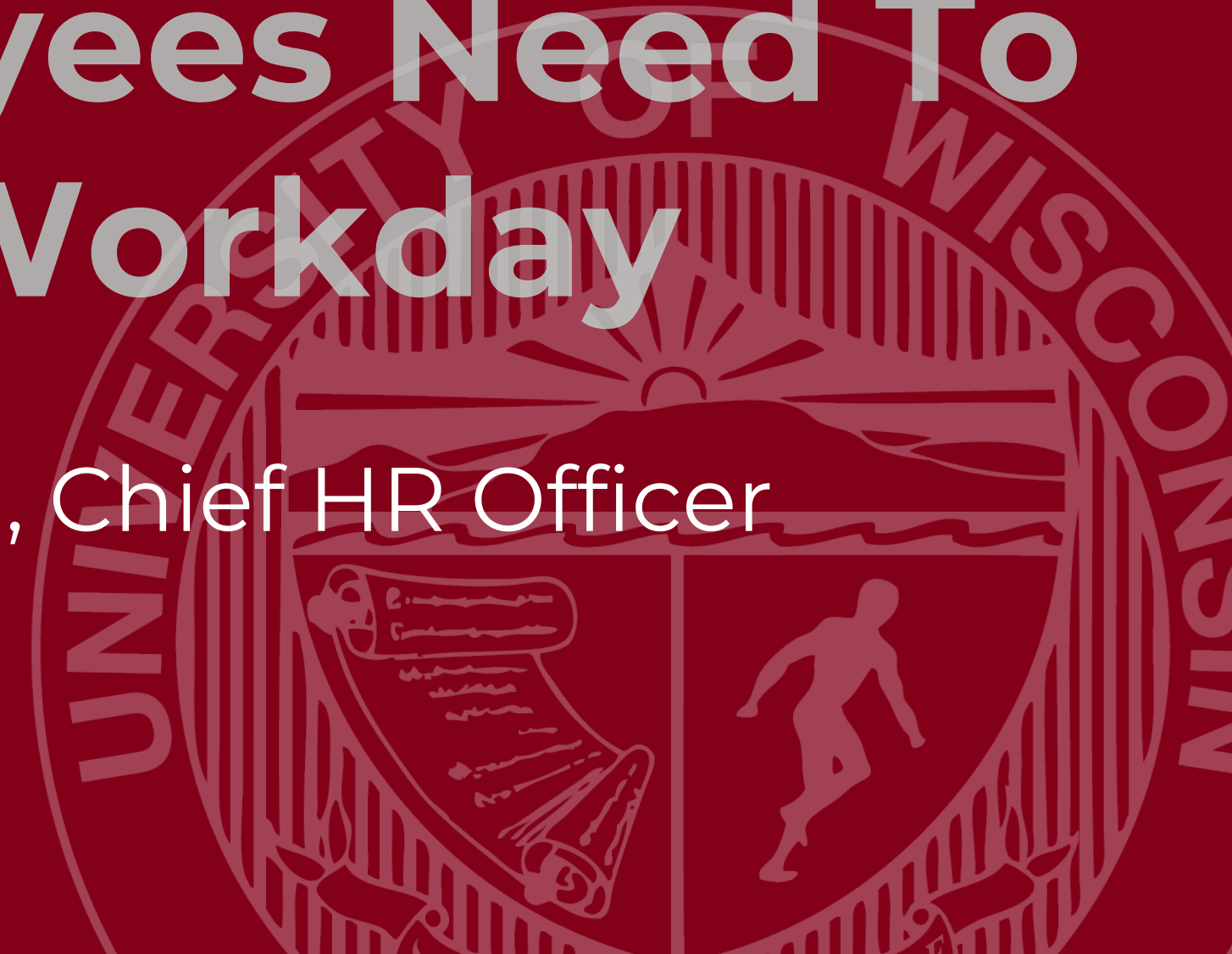# The Top 5 Things Employees Need To Do In Workday

Julia Getchell, Chief HR Officer

Winter 2025

Agenda

- Workday Overview and Resources

- The Top 5 Things Employees Need To Do In Workday
  - Personal Information
  - Payroll
  - Benefits
  - Time
  - Absences

- Demonstrations in Workday

Workday Resources

- [What is Workday?](#)
- [What Workday Means for You](#)
- [Get to Know Workday](#)
- [Workday Terminology and Crosswalk](#)
- [Workday Training](#)
- [ATP Touchpoints Newsletter](#)

Workday Fundamentals

- Supervisory Organizations
  - One type of organization in Workday.
  - Groups workers into hierarchy based on reporting relationships.
  - Format: Sup Org Code + Sup Org Name
    - 123456 UWLAC | HR | Human Resources

- Security Roles
  - Assigned to positions.
  - Determines data access.
  - Determines which positions can initiate and approve actions.

Questions?

Top 5 Things Employees Need To Do In Workday

- Personal Information
- Payroll
- Benefits
- Time
- Absence

Personal Information

- Verify Personal Information
  - Name
  - Photo
  - Home Contact Information
  - Emergency Contact
  - Demographic Data
  - Education, Training, Certifications, Languages, Achievements, etc.

More About Workday Personal Information

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing With Workday: Employee Self-Service (ESS)](#)

- [Introduction to Workday & Demo](#) video
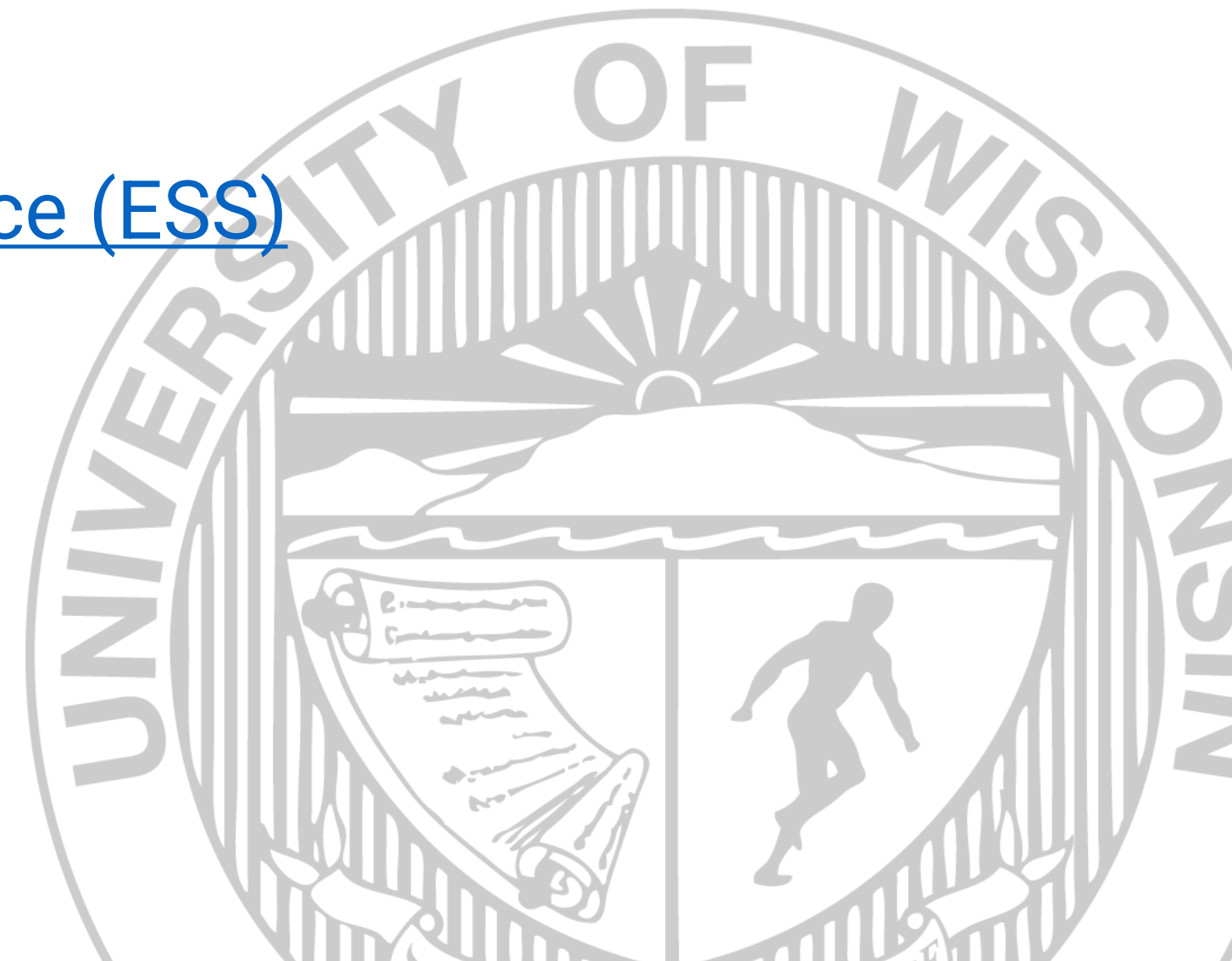
Payroll

- Verify Payroll Information
  - Payslips
  - Payment Elections (Direct Deposit)
  - W4
  - W2
- Model My Pay
- 9/12 Pay Option

More About Workday Payroll

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing With Workday: Benefits and Pay Hub](#)

- [Benefits & Pay Hub + Pay Modeler Walkthrough](#) video

- [9/12 Pay Option for 9-Month Workers](#) video

Benefits

- Verify Benefits information

  - Look up benefits elections.

  - View dependents.

  - View beneficiaries.

- Change supplemental retirement plan

More About Workday Benefits

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing With Workday: Benefits and Pay Hub](#)

- [Benefits & Pay Hub + Pay Modeler Walkthrough](#) video

Time

- Employees paid hourly must:
    - Accurately record hours worked.
    - Complete and submit timesheets in a timely manner.

- How to complete a timesheet in Workday.
    - Go to the Time application.
    - Time clock or calendar method.
    - Submit timesheet to manager.

More About Workday Time

Take a deeper dive into this topic by exploring the ATP resources listed below.
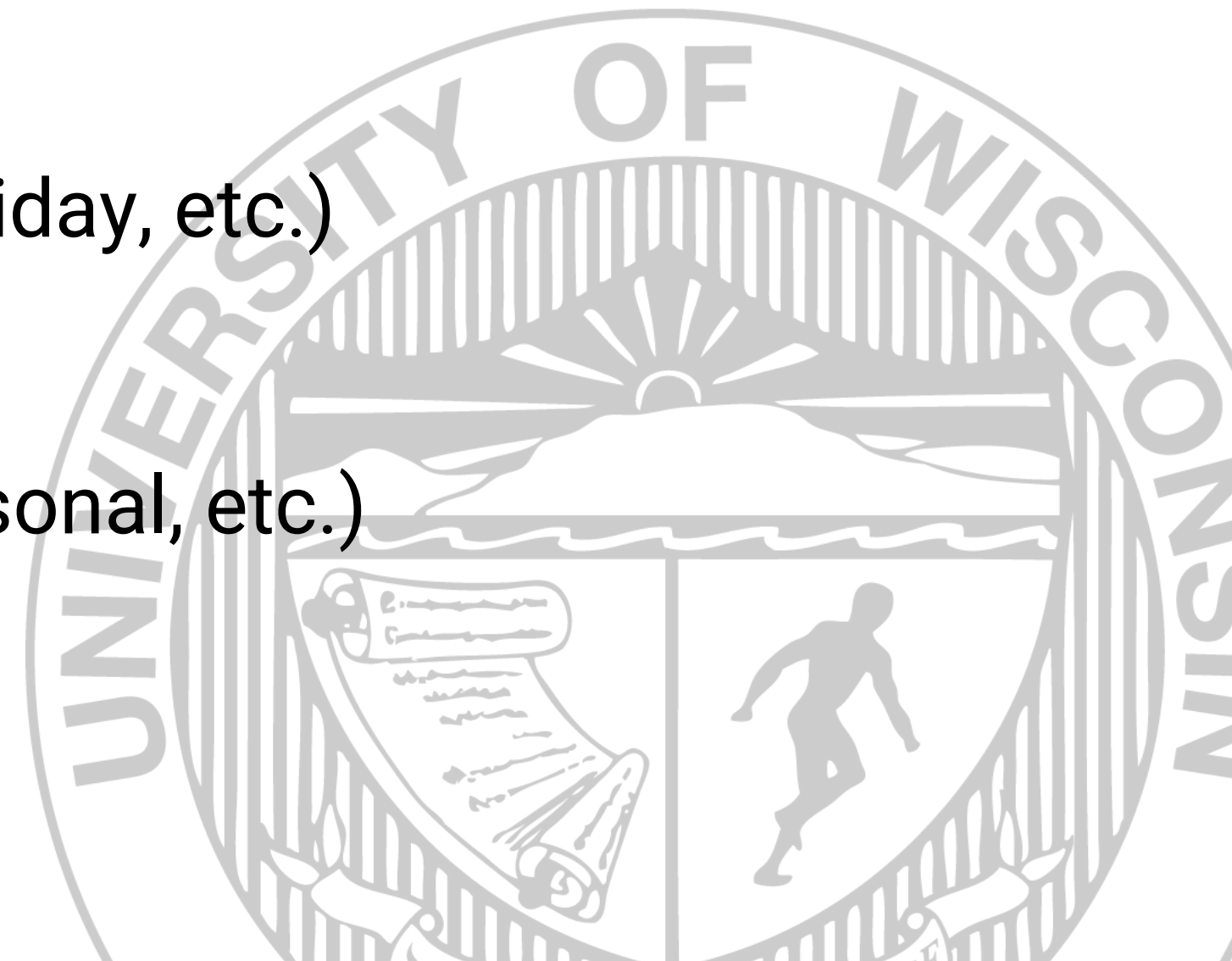
- [What's Changing: Time & Absence](#) summary

- [What's Changing: Time & Absence](#) video

- [Time & Absence Q&A](#)

Absence

Learn how to

- View absence balances.

- Request time off (sick leave, vacation, personal holiday, etc.)

- Submit "No Leave Taken" reports.

- Request a leave of absence (medical, parental, personal, etc.)

More About Workday Absences

Take a deeper dive into this topic by exploring the ATP resources listed below.

- [What's Changing: Time & Absence](#) summary

- [What's Changing: Time & Absence](#) video

- [Time & Absence Q&A](#)

Demonstrations

Workday Home Page

Features and Navigation

- Tiles
- Worker Profile
- Inbox
- Notifications
- Workday Assistant
- Search Bar
- Apps

Top 5 Workday Demonstrations

- Personal Information

- Payroll

- Benefits

- Time

- Absence

Questions?

How to Get Help with Workday

- Step 1: Use your resources
  - ATP website

- Step 2: Contact UWL HR Team
  - hrinfo@uwlax.edu

UWE | Thank you!