

Congratulations on successfully enrolling in Workday! This resource will help you navigate several key Workday features to review your employee information for accuracy.

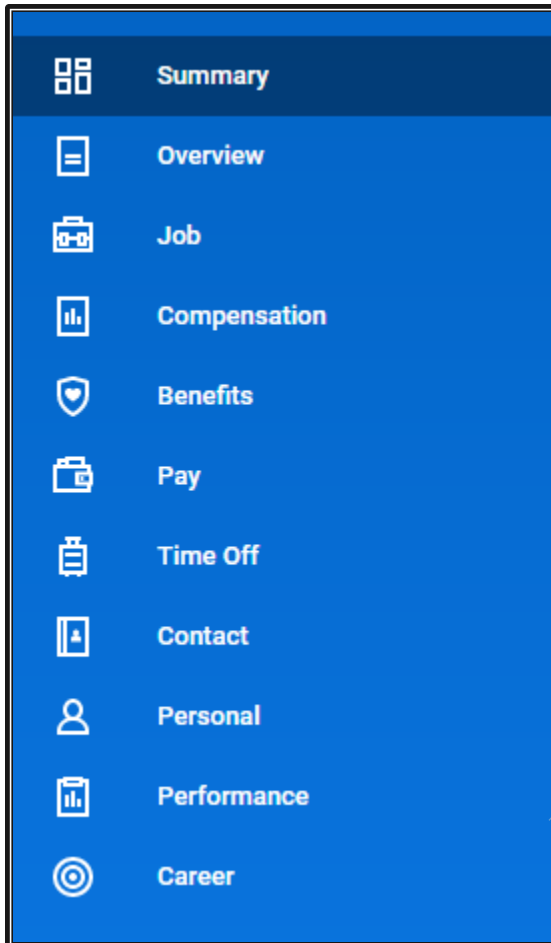
All Employees

Please review the following employee information listed below for accuracy. Report any discrepancies to your supervisor.

Please note, this information will not be visible in Workday until April 4, 2021.



In the upper **right** corner of your Workday home page, you will see your **Profile** icon. Click on this icon and click **View Profile** (under your name). Your employee profile menu will appear in the left sidebar.



Click the **Summary** icon. Review your location and cost center.

Click the **Job** icon. Your Job Profile may have changed, **HOWEVER** your job description **HAS NOT**.

Click the **Compensation** icon. Review your compensation.

Click the **Benefits** icon. Review your benefits.

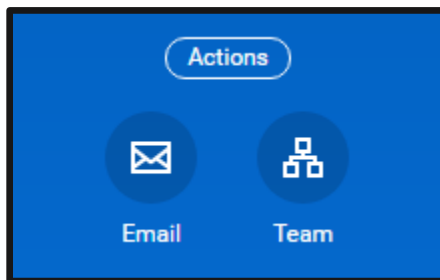
NOTE: Time Off (PTO) cannot be submitted through Workday until April 16, 2021. Submit any time off requests directly to your supervisor.

If you find any discrepancies, report them to your direct supervisor.

Additional Instructions for Supervisors



In the upper **right** corner of your Workday home page, you will see your **Profile** icon. Click on this icon and click **View Profile** (under your name). Your employee profile menu will appear in the left sidebar.



In the upper **left** corner, below your name and job title, click the **Team** icon.

Review and confirm that all team members you supervise appear in your organizational chart.

In addition, please confirm each employee is allocated to the correct location and cost center. To check the cost center, you will need to open the employee profile.

Report any discrepancies to your direct supervisor.