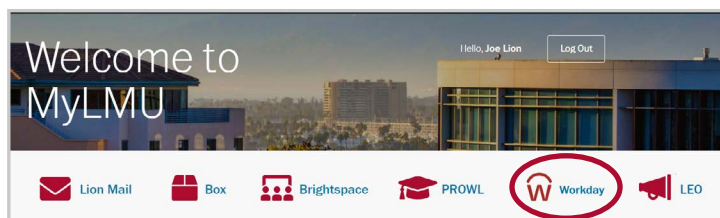# Workday Day 1 Checklist

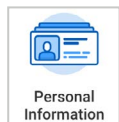To access Workday at Westchester: click on the "Workday" icon at the top of the MyLMU homepage.
To access Workday at LLS: click on the "Workday" button on the Career Help page.

If you have not yet signed up for Duo Authentication, please visit its.lmu.edu/duo.

**Once you're logged in to Workday:**

Review and validate personal information (phone number, personal address, email address, and emergency contacts). If any information is incorrect, update it in Workday.
Note: Printed paychecks will ONLY be mailed to your home mailing address. Making a change to your student employee Workday record will not update PROWL.
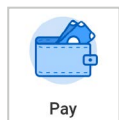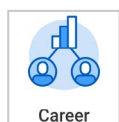
Confirm your payroll payment elections, and state/local/federal withholdings are all correct. If incorrect, update in Workday.
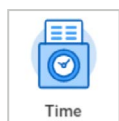
Familiarize yourself with where to access your timesheet, and begin entering time for the current pay period. You may reference this timekeeping demo to learn more.
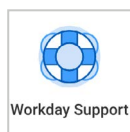
Download the Workday mobile app in the Apple or Google Play store.

Update your career profile. This serves as a "resume" of all your career accomplishments. Your profile can be populated with job experience, education, languages, certifications, and more!

Workday Resources and Support

Visit Workday Support on the main dashboard, for resources on a vast number of common Workday processes.

Still need assistance? Submit a help ticket via Workday Service Now.