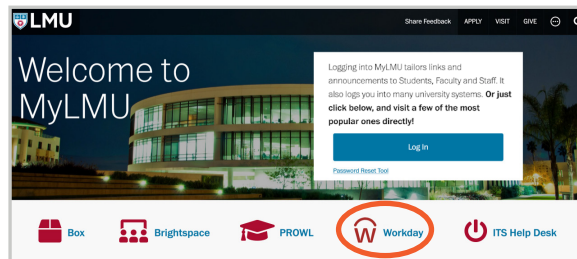




## Workday Day 1 Checklist

To access Workday at Westchester: click on the “Workday” icon at the top of the MyLMU homepage (shown below).  
To access Workday at LLS: click on the “Workday” bullet on the Services and Resources page.



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



Personal Information

Review and validate personal information (phone number, personal address and email). Add your emergency contact information, and change your photo if you wish. If any information is incorrect, update it in Workday.



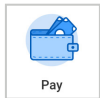
Directory

Confirm and/or update your contact information for the LMU Directory and LMU Alert. To access: go to your Profile > Actions > click “Additional Data” at bottom.



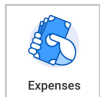
Benefits

Review your benefits elections and dependents information. Confirm your beneficiaries are correct. If incorrect, update in Workday. Changes due to a qualifying life event may also be submitted directly in Workday.



Pay

Confirm your payroll payment elections, and state/local/federal withholdings are all correct. If incorrect, update in Workday.



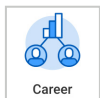
Expenses

Confirm your expense payment elections. If incorrect, update in Workday.



Absence

Submit upcoming time off requests, and log recently-taken sick days or other time off.



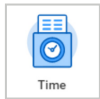
Career

Update your career profile. This serves as a “resume” of all your career accomplishments. Your professional profile can be populated with job experience, education, languages, certifications, achievements, and professional affiliations.



Workday

Download the Workday mobile app in the Apple or Google Play store.



Time

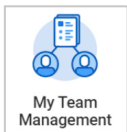
**Hourly (non-exempt) employees, including student employees:** familiarize yourself with where to access your timesheet, and begin entering time for the current pay period.



## Manager Checklists:

In addition to the all-employee tasks above, individuals who directly supervise others are also encouraged to complete the following.

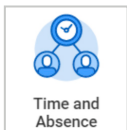
*Tip: Schedule a daily 10-minute appointment on your calendar for Workday inbox review and approvals.*



Review team information in Workday. If direct reports are incorrect, submit a “Request” in Workday to request ‘Change in Supervisor.’ To add a business title for a team member, submit a ‘Change Business Title’ request.



Review any actions in your Workday Inbox requiring your approval (i.e. photo change, vacation request, etc.)



**Managers of hourly (non-exempt) employees:** Familiarize yourself with where to view and approve hourly (non-exempt) employee timesheets in Workday. Be sure to approve once the timesheet submission appears in your Workday Inbox.

*Note: Timesheets for the first pay period must be approved in Workday by **July 12 at 10 a.m.***

## 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](#).**