

First 30 Days Employee Guide

Workday: First 30 Days Employee Guide

Objective

This guide provides information regarding data items each employee will want to check within the first 30 days after the launch of Workday. For information regarding basic navigation within the Workday system, please see the [Workday: Tools and Navigation for Employees](#) Reference Guide.

In order to build this new HR, Payroll, and Finance system, data from various computer systems and even paper documents has been gathered and converted into Workday. While the Modernization team has worked diligently to ensure the integrity of all employee's data, it is important that employees, as individuals, perform a "double check" of their information. This will also provide you with additional orientation to the various features within Workday, such as benefits, time and absence, payroll information, and much more.


Employee data to double check include the following:

- Personal contact information
- Payroll information
- Benefits information
- Time and Absence balances and accruals
- Supervisory Organization

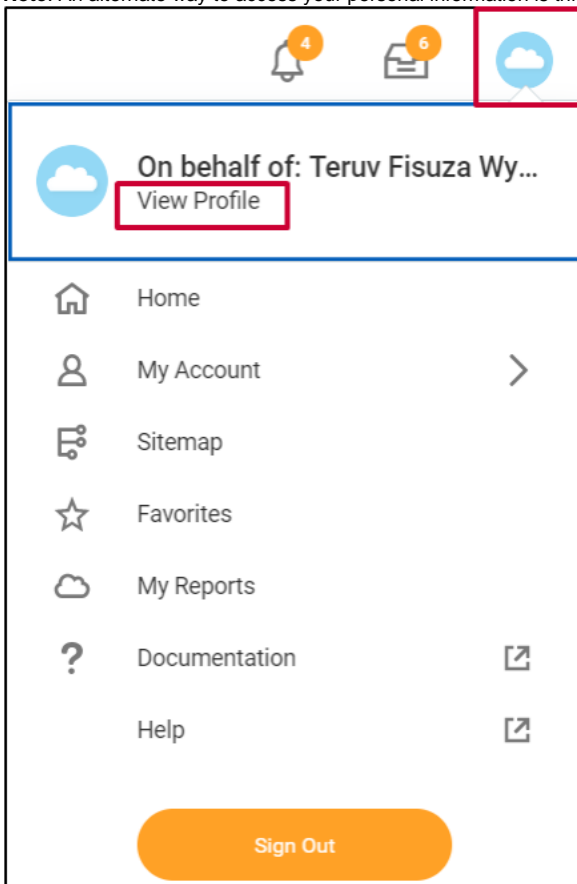
Personal Information

Workday holds employees' personal information for use in reporting, benefits, pay, and other critical HR processes. Employees should double check their information to ensure accuracy. As part of our commitment to equal employment opportunity efforts, our institution surveys all employees. Submission of ethnicity, Veteran Status Identification, and Self-Identification of Disability information is entirely voluntary. We do, however, appreciate your assistance in responding to this information. The results of this survey are held in Workday with strict security regarding visibility. Employees are requested to review their equal employment opportunity information and, if necessary, to respond to the survey by adding this information in the system.

To review personal information:

1. Log into the Workday system.
2. Select the **Profile**  (cloud) icon on the top-right corner of the **Home** page.
3. Select the **View Profile** option just below your name.

Note: An alternate way to access your personal information is through the **Personal Information** application on your **Home** page.



1. Select the **Personal** category from the menu on the left side of the screen.
2. Review your personal information for accuracy.

Note: Your self-identified disability status is not held on this screen. Please disregard the **Disabilities** section on this screen.

Sybez Lyzegy Bepije
Professional Worker II

Actions

Phone Email Team

Summary
Overview
Benefits
Career
Compensation
Contact
Job
Pay
Personal
Time Off

Personal Information IDs Documents Additional Data

Edit

Personal

Gender Female
Date of Birth 12/26/1989
Age 30 years, 10 months, 22 days
Marital Status Married (United States of America) 01/04/2014
Hispanic or Latino
Race/Ethnicity Two or More Races (Not Hispanic or Latino) (United States of America)
Citizenship Status Temporary Resident (United States of America)
Primary Nationality United States of America

Disabilities 1 item

Disability Status
No (United States of America)

1. To modify your personal information, including race/ethnicity, select the **Edit** button.

Sybez Lyzegy Bepije
Professional Worker II

Actions

Phone Email Team

Summary
Overview
Benefits
Career
Compensation
Contact
Job
Pay
Personal
Time Off

Personal Information IDs Documents Additional Data


Edit

Personal

Gender Female
Date of Birth 12/26/1989
Age 30 years, 10 months, 22 days
Marital Status Surviving (United States of America)
Hispanic or Latino
Race/Ethnicity Two or More Races (Not Hispanic or Latino) (United States of America)
Citizenship Status Temporary Resident (United States of America)
Primary Nationality United States of America

Disabilities 1 item

Disability Status
No (United States of America) Details

1. Navigate the **Change Personal Information** screen and edit your information as necessary. Select the **Edit**  (pencil) icon in each respective section to add or edit information.

Change Personal Information

Gender

Gender

Female



Date of Birth

Date of Birth

03/29/1990

Age

30 years, 7 months, 20 days



Marital Status

Marital Status

Married (United States of America)

Marital Status Date




Race/Ethnicity


Hispanic or Latino





1. Select the check icon or select any part of the screen outside of the editable area after making a change.

Marital Status


Marital Status 

- American Indian or Alaska Native (United States of America) 
- Asian (United States of America)
- Black or African American (United States of America)
- Native Hawaiian or Other Pacific Islander (United States of America)
- White (United States of America)

Search 

- American Indian or Alaska Native (United States of America) 

Citizenship Status


Citizenship Status 

Citizen (United States of America)

1. Select the **Submit** button.


Note: Some changes (e.g. marital status) will require supporting documentation to be provided to Payroll Services.

Age
30 years, 7 months, 20 days

Marital Status 


Marital Status
Married (United States of America)

Marital Status Date


Race/Ethnicity 

Hispanic or Latino

Race/Ethnicity
American Indian or Alaska Native (United States of America)

Citizenship Status 

Citizenship Status
Citizen (United States of America)

Nationality 

Primary Nationality
United States of America

Gender Identity

Submit Save for Later Cancel

1. You have successfully updated your personal information.

You have submitted

Personal Information Change: Sybez Lyzegy Bepije [Actions](#)



Process Successfully Completed

Details and Process

For [Sybez Lyzegy Bepije](#)

Overall Process [Personal Information Change: Sybez Lyzegy Bepije](#)

Overall Status [Successfully Completed](#)

Details

Process

[View Details](#)

1. Review your IDs for accuracy by selecting the **IDs** tab at the top of the page. Review your **Employee ID** and **Identification #**.

Sybez Lyzegy Bepije
Professional Worker II
[Actions](#)

Phone Email Team

Summary Overview Benefits Career Compensation Contact Job Pay Personal Time Off

Personal Information **IDs** Documents Additional Data

[Edit](#)

Employee ID 1 item

Employee ID
0114

National IDs 1 item

Verify National ID	Country	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
Verify National ID	United States of America	Social Security Number (SSN)	XXX-XX-XXXX						

Other IDs 1 item

Other ID Type	Organization	Description	Identification #	Issued Date	Expiration Date
Y2 - Educational Organization Employee 130 Hours or More			Y2	06/06/2020	

1. Select the **Contact** tab from the menu on the left and review your personal contact information for accuracy.

Home Contact Information

Address	Usage	Visibility	Shared With	Effective Date
24482 Maple Lane Everett, WA 98208 United States of America	Home (Primary)	Private		05/18/2020
	Mailing			

Phones

Phone Number	Device	Usage	Visibility	Shared With
+1 201-555-0123	Mobile	Home (Primary)	Private	
+1 201-555-0123	Home	Home	Private	

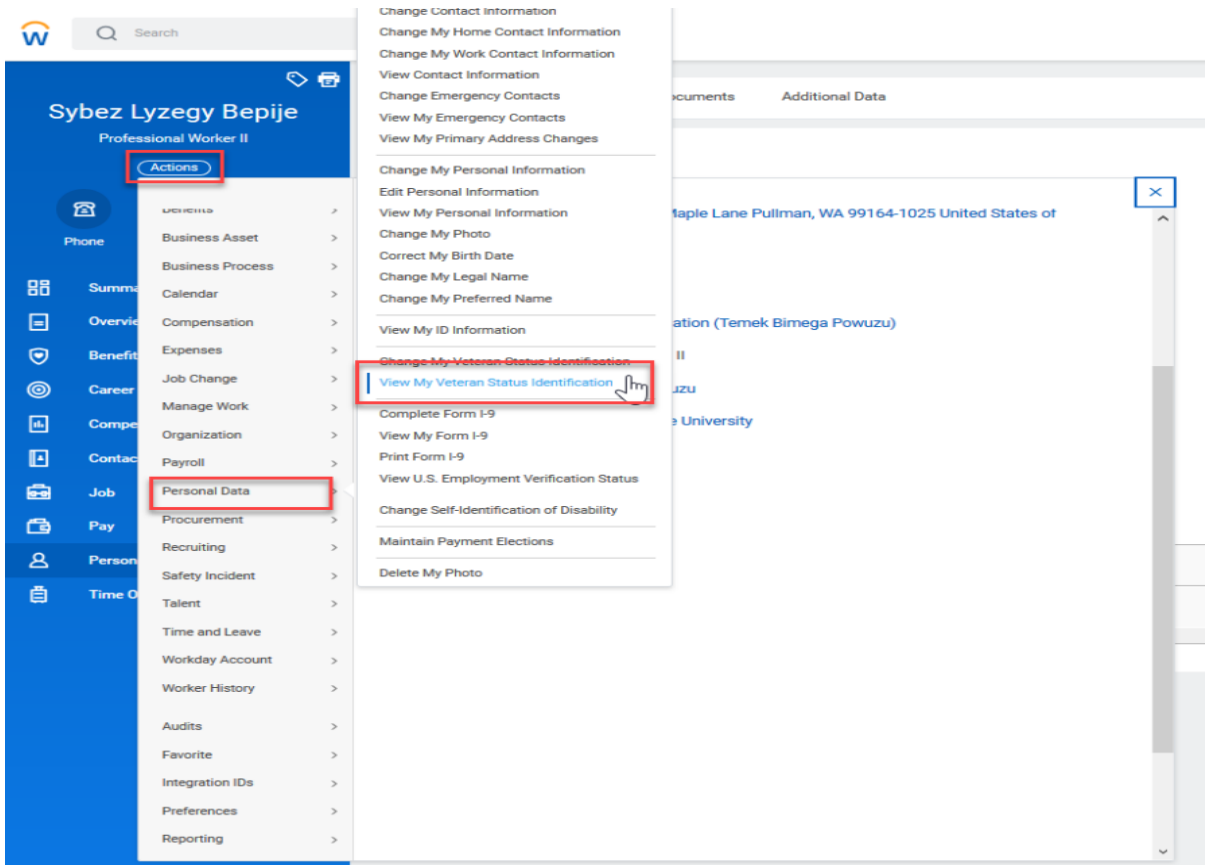
1. Select the **Emergency Contacts** tab at the top of the page and ensure your emergency contacts are up to date.

Note: Your department's administrator (HR Partner) will have access to your emergency contact information.

Emergency Contacts

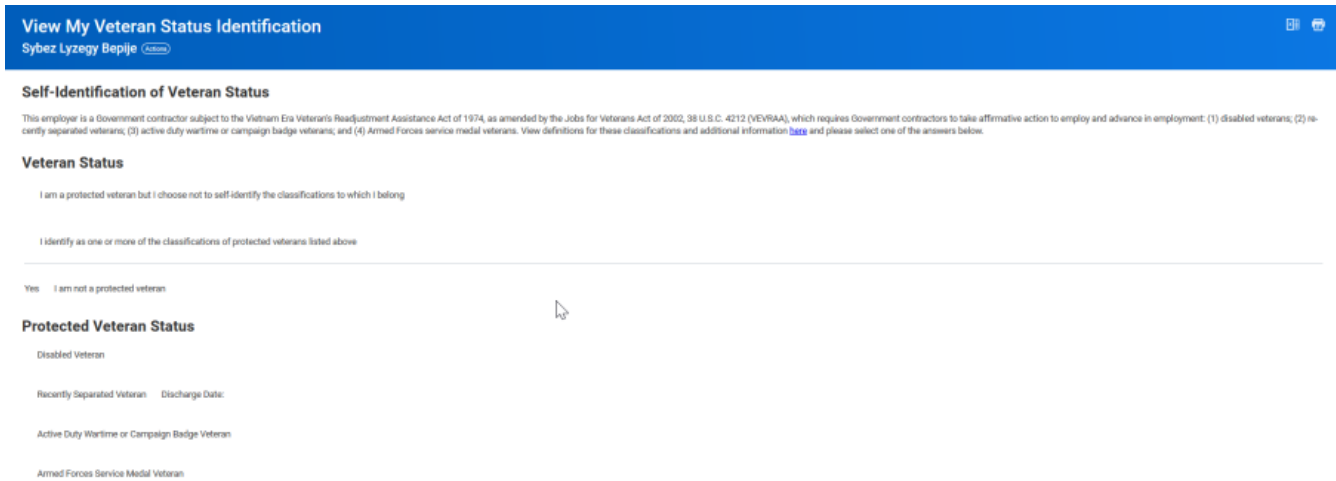
Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information
1	Priy Ziggas	Spouse		+1 909-555-7823	

1. Select the **Related Actions** button under your name on the left menu, then navigate to **Personal data**. Select **View My Veteran Status Identification**.

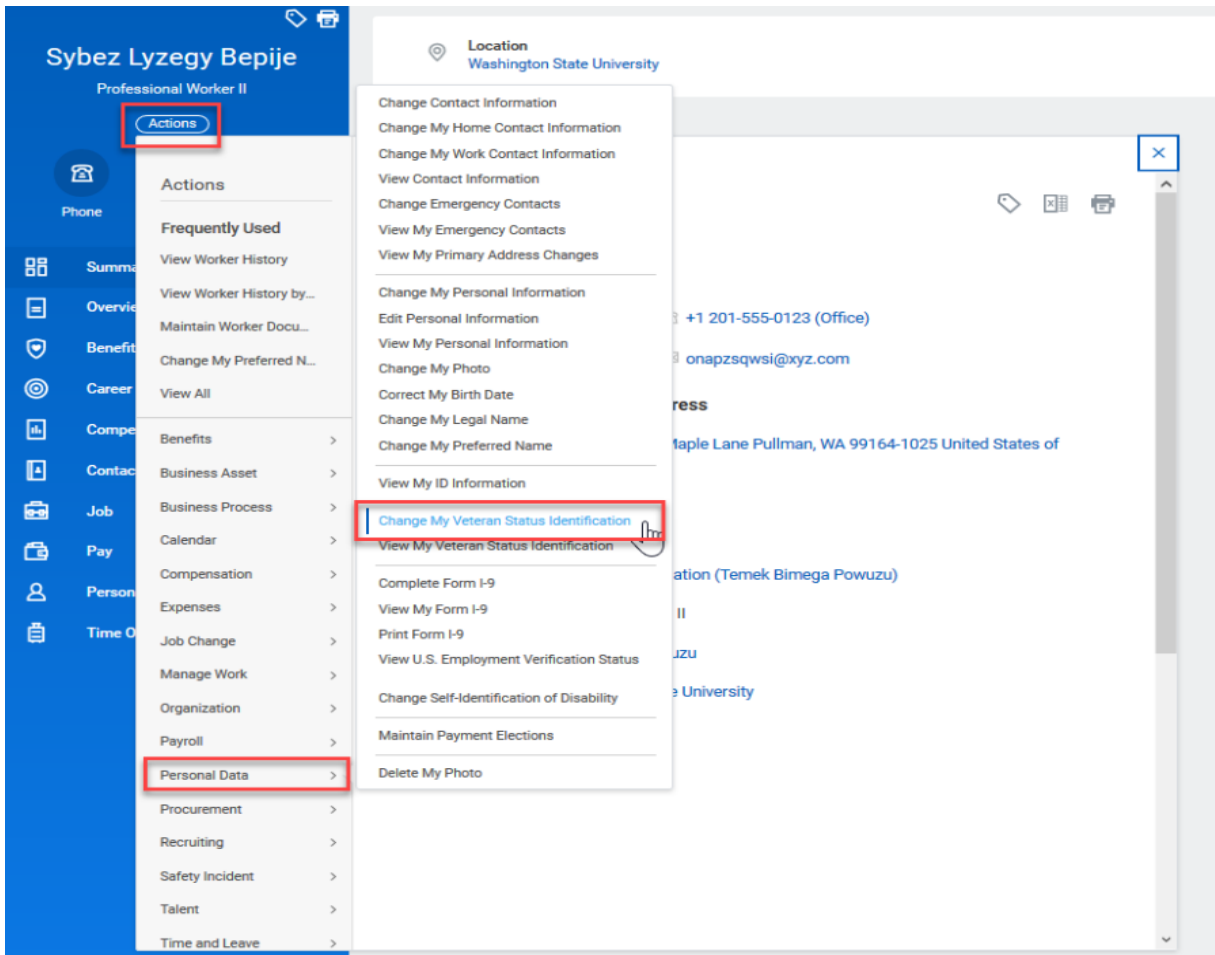


Note: If the **View My Veteran Status Identification** option does not appear in this menu, it means that you have not self-identified your veteran status. Participation is voluntary. However, your participation is appreciated.

1. Review your veteran status information.



1. To update or add your veteran status, navigate to the **Related Actions** button on your **Profile** page, then **Personal Data**, then **Change My Veteran Status Identification**.



1. Select your veteran status from the dropdown menu and select any additional checkboxes that apply.
2. Select **Submit**.

Change My Veteran Status Identification

Sybez Lyzegy Bepije [Actions](#)

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all employees. Submission of this information is entirely voluntary. We do, however, appreciate your assistance in responding to this information.

This employer is a Government contractor subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. View definitions for these classifications and additional information [here](#) and please select one of the answers below.

Select a veteran status

I identify as one or more of the classifications of protected veterans listed above

Select all that apply

Disabled Veteran

Recently Separated Veteran Discharge Date:

Active Duty Wartime or Campaign Badge Veteran

Armed Forces Service Medal Veteran

[Submit](#)

[Save for Later](#)

[Cancel](#)

1. You have successfully updated your Veteran status. Select **Done** to return to your profile.

You have submitted

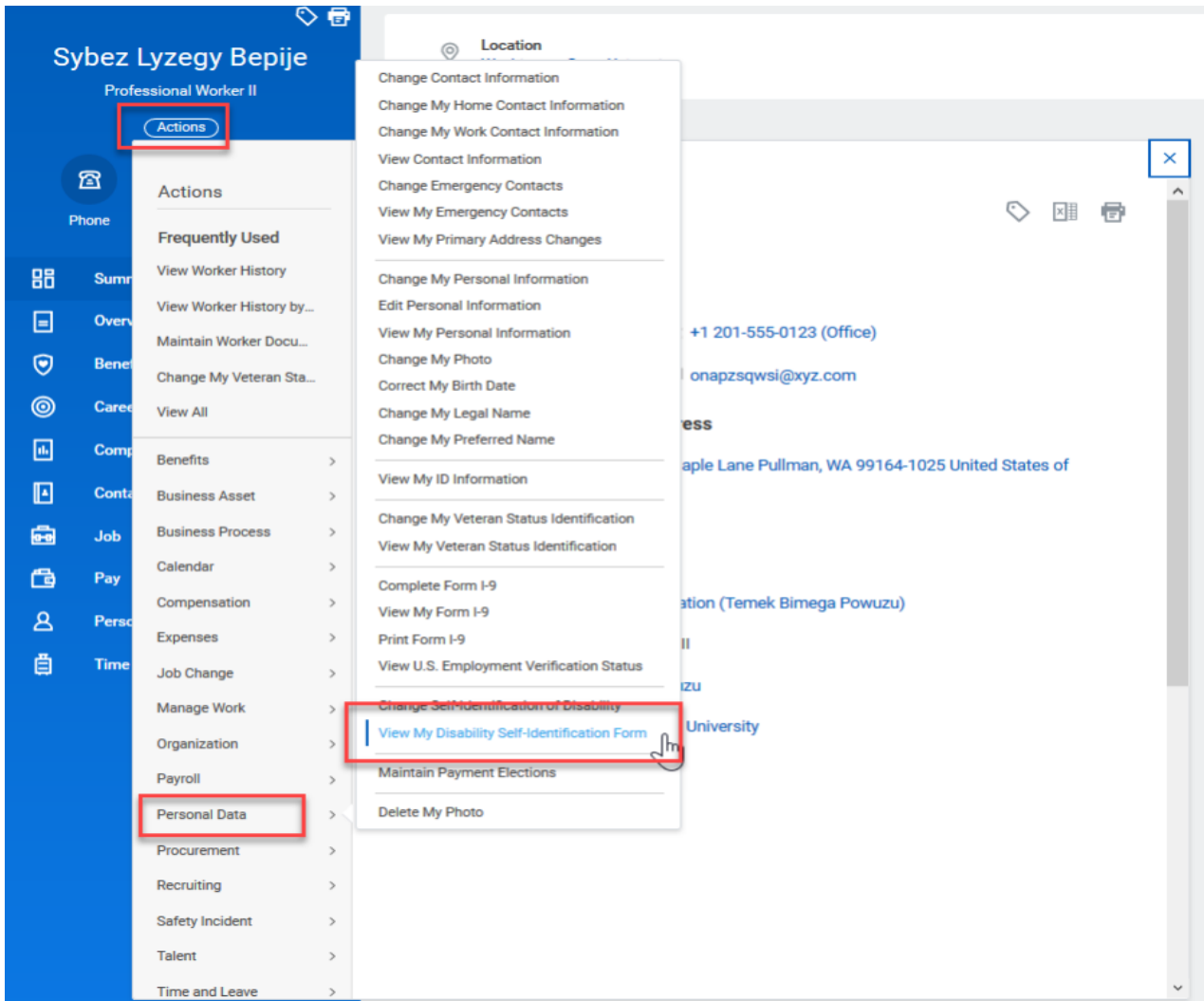
Veteran Status Identification: Sybez Lyzegy Bepije [Actions](#)



Process Successfully Completed

> Details and Process

1. Select the **Related Actions** button under your name, then navigate to **Personal Data**. Select **View My Self- Identification**.



Note: If the **View My Disability Self-Identification Form** option does not appear, it means that you have not self-identified your disability status. Participation is voluntary. However, your participation is appreciated.

1. Review the form for accuracy.

View My Disability Self-Identification Form



Sybez Lyzegy Bepije [Action](#)

Effective Date 11/17/2020

Voluntary Self-Identification of Disability

Form OC-305

OMB Control Number 1250-0005

Expires 05/31/2023

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for record keeping purposes. Employees can view the information in this section.

1. To update or add your **Disability Self-Identification** form, select the **Related Actions** button, then **Personal Data**. Select **Change Self-Identification of Disability Form**.

View My Disability Self-Identification
Sybez Lyzegy Bepie Actions

Effective Date 11/17/2020

Voluntary Self-Id

Form CC-30
OMB Control Number 1250-
Expires 05/31

Why are you being

We are a federal contractor or subcontractor and you may become disabled at any time, which may affect your ability to perform your job. Identifying yourself as an individual with a disability provides information about this form or the e

How do you know

You are considered to have a disability if you are unable to perform the essential functions of your job, with or without reasonable accommodation (Temek Bimega Powuzu)

Disabilities include, but are not limited to:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy

Please check one

Yes, I Have A Disability, Or Have A Condition That May Affect My Ability To Perform My Job

PUBLIC BURDEN STATEMENT: Accessible to all employees

For Employer Use

Employers may modify this section

Actions

- Change Contact Information
- Change My Home Contact Information
- Change My Work Contact Information
- View Contact Information
- Change Emergency Contacts
- View My Emergency Contacts
- View My Primary Address Changes
- Change My Personal Information
- Edit Personal Information
- View My Personal Information
- Change My Photo
- Correct My Birth Date
- Change My Legal Name
- Change My Preferred Name
- View My ID Information
- Change My Veteran Status Identification
- View My Veteran Status Identification
- Complete Form I-9
- View My Form I-9
- Print Form I-9
- View U.S. Employment Verification Status
- Change Self-Identification of Disability**
- View My Disability Self-Identification Form
- Maintain Payment Elections
- Delete My Photo

+1 201-555-0123 (Office)
onapzsqwsi@xyz.com
ess
apple Lane Pullman, WA 99164-1025 United States of
ation (Temek Bimega Powuzu)
University

1. Select your respective answer, then select **Submit**.

Change Self-Identification of Disability

As part of our commitment to equal employment opportunity efforts, our institution conducts a survey of all employees. Submission of this information is entirely voluntary. We do, however, appreciate your assistance in responding to this information.

For reference, view this form at the U.S. Department of Labor website.

Voluntary Self-Identification of Disability

Form 00-305

OMB Control Number 1250-0033

Expires 05/31/2023

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 105 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dhs.gov/office.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Autism
- Audition
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Obsessive or anxiety
- Diabetes
- Epilepsy
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

- Yes, I Have A Disability Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

Submit

Cancel

1. You have successfully updated your **Self-Identification of Disability Form**.

You have submitted

Disability Self-Identification: Sybez Lyzegy Bepije - Professional Worker II [Actions](#)



Process Successfully Completed

> Details and Process

Preferred Name

Your name will default to your legal name in Workday. However, you may select a preferred name, which displays on your profile and throughout Workday. If you had a preferred name established in MyWSU, this name should be loaded into Workday. Follow the steps in the [Workday: View and Modify Your Personal Information](#) Reference Guide to make this change.

Profile Photo

You may choose to upload a photo to your Workday profile. Workday allows employees to upload an appropriate professional photo to their **Worker Profile** to enhance communication between employees. Photos require manager or designated department administrator approval prior to being visible in Workday.

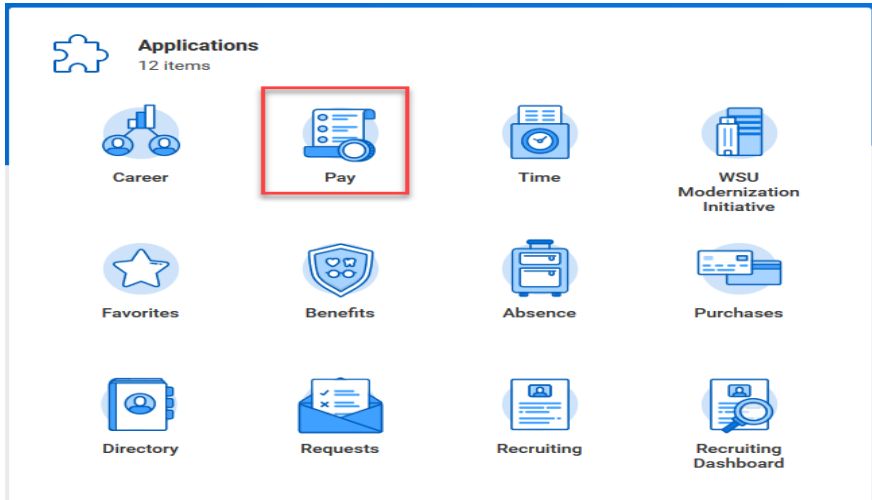
Photo guidelines:

1. Keep in mind your record in Workday is your professional profile and it is not a social media platform.
2. Examples of appropriate photos: individual headshots (i.e. WSU Cougar Card, or a similar photo of just the employee - no images, text, etc.).
3. The photo should be clear, of good quality, and should be taken close enough for the employee to be easily identified.
4. Examples of inappropriate photos: caricatures, group photos, vacation photos, photos of a pet, sport, hobby or any other image than that of the employee.

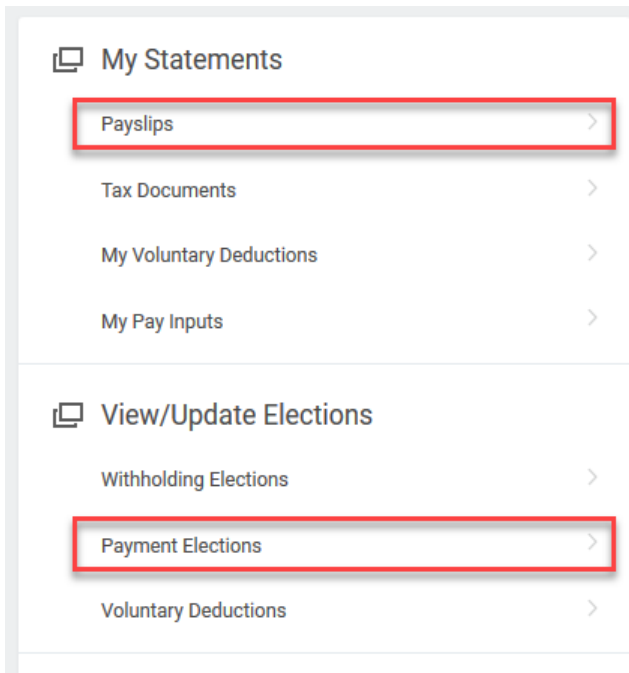
Payroll Information

All employee pay is now processed through Workday Payroll. You may view your payslips, direct deposit, and withholdings information in Workday.

1. Log into the Workday system.
2. Select the **Pay** application from your home screen.



1. From the list on the right hand side of the screen, you may access your payroll information including **Payslips**, and **Payment Elections** including direct deposit information.



1. a. Select **Payment Elections** to ensure your direct deposit information is up to date. If your information needs to be updated, follow the guidance in the [Workday Payroll Guide: Complete Payment Elections](#) Reference Guide.

Payment Elections

Sybez Lyzegy Bepije (Active)



Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person [Sybez Lyzegy Bepije](#)
Default Country [United States of America](#)
Default Currency [USD](#)
Status [Successfully Completed](#)
Last Updated [11/15/2023 10:00 AM](#)

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
CHASE - WASHINGTON *****3a	United States of America	CHASE - WASHINGTON	Checking	*****3a	Edit Remove

[Add](#)

Payment Elections 2 items

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Expense Report Reimbursements	Direct Deposit	CHASE - WASHINGTON *****3a	*****3a	Balance Yes	Edit
Payroll Payments	Direct Deposit	CHASE - WASHINGTON *****3a	*****3a	Balance Yes	Edit

1. a. Select **Payslips** to view your payslips. Select the **View** button next to the desired playslip. You may also print your payslips from this screen if desired by selecting **Print Multiple Payslips**. Refer to the [Workday: View Your Payslip](#) Reference Guide for further details on viewing your payslip.

Note: The first payroll run in Workday will be paid on January 10, 2021 with pay from the pay period December 16, 2020 through December 31, 2020.

My Payslips
 Sybez Lyzegy Bepije [Account](#)

[Print Multiple Payslips](#)

Payslips 10 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount	
Washington State University	10/16/2020	10/31/2020	11/10/2020	0.00	0.00	View
Washington State University	10/01/2020	10/15/2020	10/26/2020	0.00	0.00	View
Washington State University	09/16/2020	09/30/2020	10/09/2020	0.00	0.00	View
Washington State University	09/01/2020	09/15/2020	09/25/2020	0.00	0.00	View
Washington State University	08/16/2020	08/31/2020	09/10/2020	0.00	0.00	View
Washington State University	08/01/2020	08/15/2020	08/25/2020	0.00	0.00	View
Washington State University	07/16/2020	07/31/2020	08/10/2020	0.00	0.00	View
Washington State University	07/01/2020	07/15/2020	07/24/2020	0.00	0.00	View
Washington State University	06/16/2020	06/30/2020	07/10/2020	0.00	0.00	View
Washington State University	06/01/2020	06/15/2020	06/25/2020	0.00	0.00	View

Payslip
 Sybez Lyzegy Bepije: 10/31/2020 (Regular) - Complete [Account](#)

[Previous Payslip](#) [Return to My Payslips](#) [Print Multiple Payslips](#)

Company Information 1 item

Name	Address
Washington State University	28818 Maple Lane Pullman, WA 99164-1039 United States of America

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Sybez Lyzegy Bepije	1000000000	10/16/2020	10/31/2020	11/10/2020	

Current and YTD Totals 2 items

Balance Period	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	0.00	0.00	0.00	0.00	0.00
YTD	12,728.00	0.00	0.00	0.00	12,728.00

Earnings 1 item

Description	YTD Hours	YTD Amount
Hourly	0.00	12,728.00
Total:		12,728.00

Employer Paid Benefits 1 item

Benefits Information

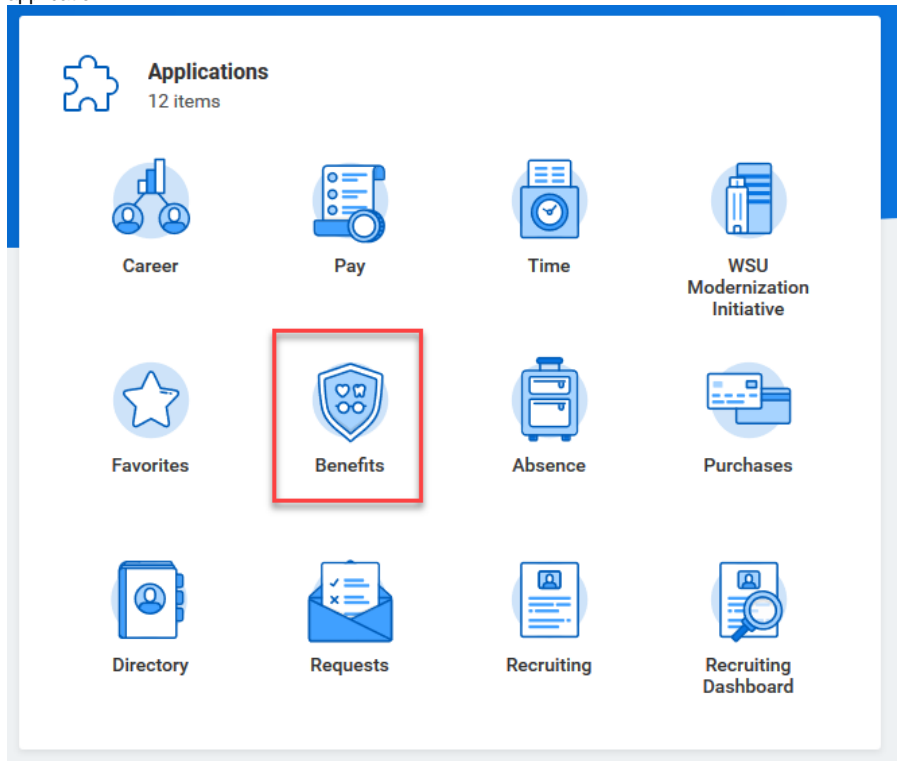
Workday holds all employee benefit information. Benefit eligible employees should ensure their information is accurate and up to date.

Note: The benefit information is effective as of December 2020. It does not reflect any changes made during the November 2020 Open Enrollment period as those changes are effective January 2021. Changes made during Open Enrollment are being processed into Workday once received from the State Health Care Authority and should be visible by January 5th, 2021.

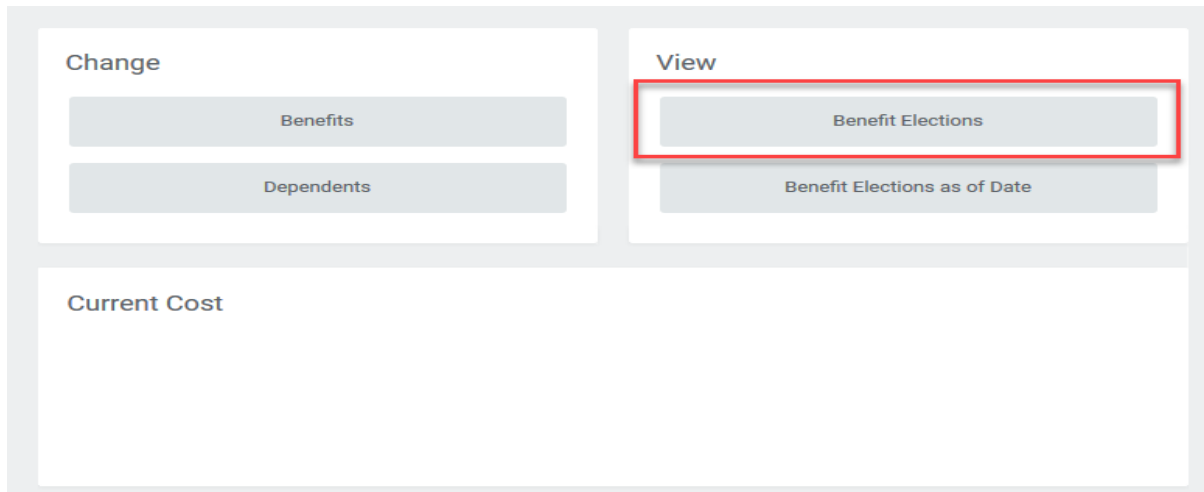
1. Log into the Workday system.
2. Select the **Benefits** application from the Workday **Home** page.


Note: If you do not see **Benefits** as one of your applications, you can add that application to your **Home** page by selecting the **Configure Applications**

(gear) icon on the top right of your screen. Select the **Add Row** (+) (plus) icon in the **Optional Applications** section and search for the **Benefits** application.



1. Select **Benefit Elections** under the **View** section to view your current benefits.



1. Review the benefit information listed. You may view the information in an Excel document by selecting the Excel  icon in the top right hand corner.

Benefit Elections

Wepep Darizo Gozasy Actions



Current Benefit Elections and Costs 12 items



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries
Medical - Uniform Medical CDHP Consumer Directed Health Plan (Pre-Tax)	04/09/2020	03/16/2020	Employee Only			
Dental Care - Uniform Dental	04/09/2020	03/16/2020	Employee Only			
Tobacco Surcharge - WSU	01/01/2019	01/01/2019	No; no one covered on my medical plan has used			

1. Review the following data items for completeness and accuracy:
 - a. Your 2020 (current) plan details for your health and dental plan.
 - b. If applicable, your dependent information if they are enrolled in your health plan. You may review their information by selecting their blue hyperlinked name under the **Dependents** column. Verify your dependent's relationship, date of birth, and address (if different from your own).

Benefits 11 items



Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semimonthly)	Employer Contribution (Semimonthly)
Medical - Uniform Medical Classic Plan (Pre-Tax)	01/01/2020	06/01/2020	Employee, Spouse and Family (Full Family)		Pibw Pyzelo Gysepa Rizoz Pyzelo Gysepa		\$148.00	
Dental Care - Uniform Dental	01/01/2020	06/01/2020	Employee, Spouse/State-Registered Domestic Partner and/or Child(ren) (Full Family)		Pibw Pyzelo Gysepa Rizoz Pyzelo Gysepa			\$488.00
Tobacco Surcharge - WSU	01/01/2020	01/01/2020	No; no one covered on my medical plan has used tobacco within the past two months, with the exception of religious or ceremonial use.					
Spouse Surcharge - WSU	01/01/2020	01/01/2020	No. My spouse's or partner's share of medical premiums through his or her employer is \$111.16 or more per month in 2019.					
Basic Life - MetLife (Employee)	06/06/2020	06/06/2020	\$35,000	\$35,000.00				
Basic Accidental Death and Dismemberment (AD&D) - MetLife	06/06/2020	06/06/2020	\$5,000	\$5,000.00				

1.
 - a. If you currently pay either a tobacco or spousal surcharge, review the amounts listed for those plans. If you do not pay these charges, ensure there is a response in the coverage target field that is appropriate to your situation.
 - b. Retirement plan information.
 - c. Voluntary retirement plans such as DCP, VIP or VIP Roth, elections and amounts, if applicable.
 - d. Enrollment in the no cost to you plans; Basic Life, Basic Long-Term Disability, and Employee Assistance.
 - e. Optional/Supplemental Long-Term Disability plan enrollment and waiting period information, if applicable.

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)
Medical - Uniform Medical CDHP Consumer Directed Health Plan (Pre-Tax)	01/01/2021	01/01/2021	Employee and Child(ren)		0		\$22.00	
Dental Care - Uniform Dental	01/01/2021	01/01/2021	Employee, Spouse/State-Registered Domestic Partner and/or Child(ren) (Full Family)		0			\$488.00
Tobacco Surcharge - WSU	01/01/2021	01/01/2021	No, no one covered on my medical plan has used tobacco within the past two months, with the exception of religious or ceremonial use.					
Spouse Surcharge - WSU	01/01/2021	01/01/2021	Not Applicable. I am either declining medical coverage or not enrolling a spouse or state-registered domestic partner in medical coverage.					
Health Savings Account - Health Equity	01/01/2021	01/01/2021	\$655.00 Annual				\$25.00	\$58.34
Basic Life - MetLife (Employee)	01/01/2021	01/01/2021	\$25,000	\$25,000.00				
Basic Accidental Death and Dismemberment (AD&D) - MetLife (Employee)	01/01/2021	01/01/2021	\$5,000	\$5,000.00				
Retirement WSURP - TIAA 7.5% - ages 25 and older	01/01/2021	01/01/2021	7.5%					
Retirement VIP - TIAA Voluntary Investment Plan (VIP)	01/01/2021	01/01/2021	\$25.00				\$25.00	
Long Term Disability (Basic) - The Standard	01/01/2021	01/01/2021						
Long Term Disability (Optional) - The Standard Buy-Up	01/01/2021	01/01/2021	180 Day Waiting Period					
Employee Assistance Program - Employee Assistance Program	01/01/2021	01/01/2021						
Total:							\$72.00	\$546.34

Note: If any of your benefit information is inaccurate or out of date, follow the [Workday Benefits Guide: View and Change Your Benefits](#) Reference Guide and/or contact [HRS Benefits Services](#).

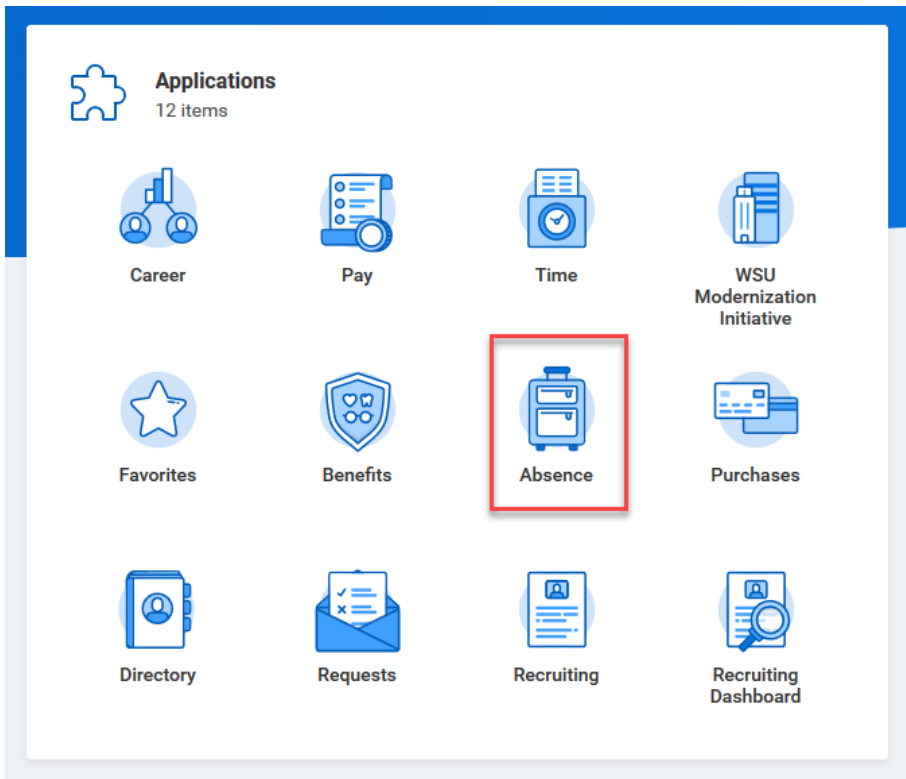
Time, Leave and Absence

Time, leave, and absence information was converted from paper time/leave reports. Balance and accrual information was reported by individual departments to the Modernization team for conversion into Workday. It is essential that individual employees:

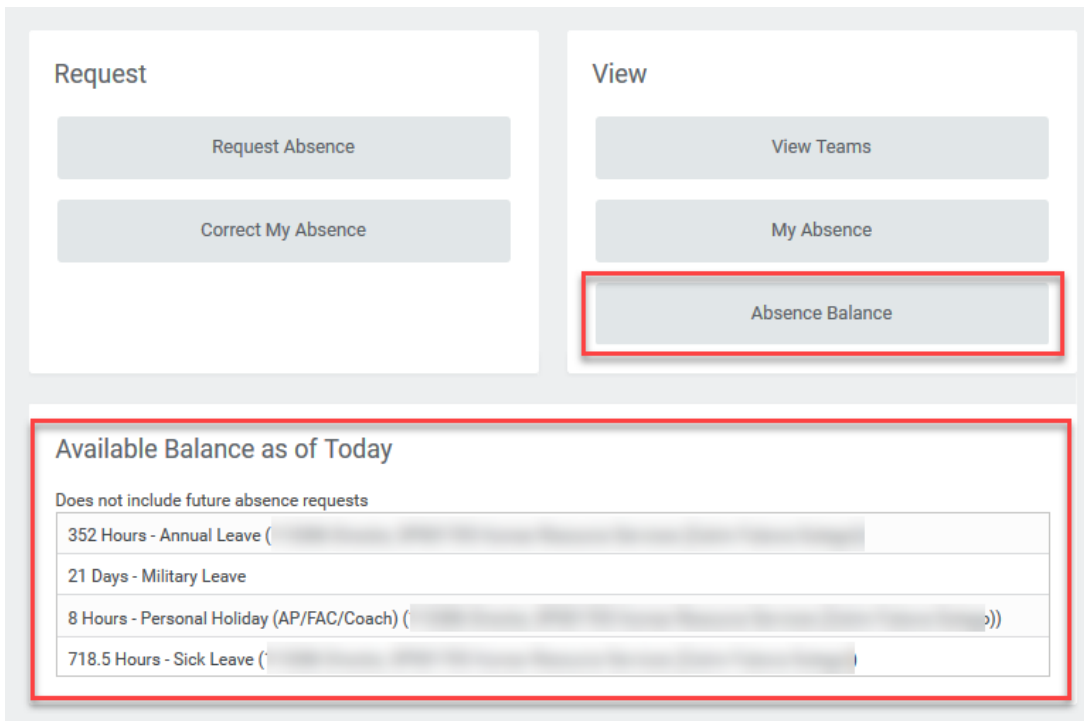
- Review their personal time off (leave) balances and accrual rate
- Ensure they have been assigned the appropriate work schedule
- Enter time worked the week of December 16th (if overtime eligible)
- Enter any retroactive time offs from December 1, 2020 through December 15, 2020, if applicable
- Ensure their leave of absence information is correct, if applicable
- Update your business title, if applicable


Review time off (leave) balances and accrual rates:

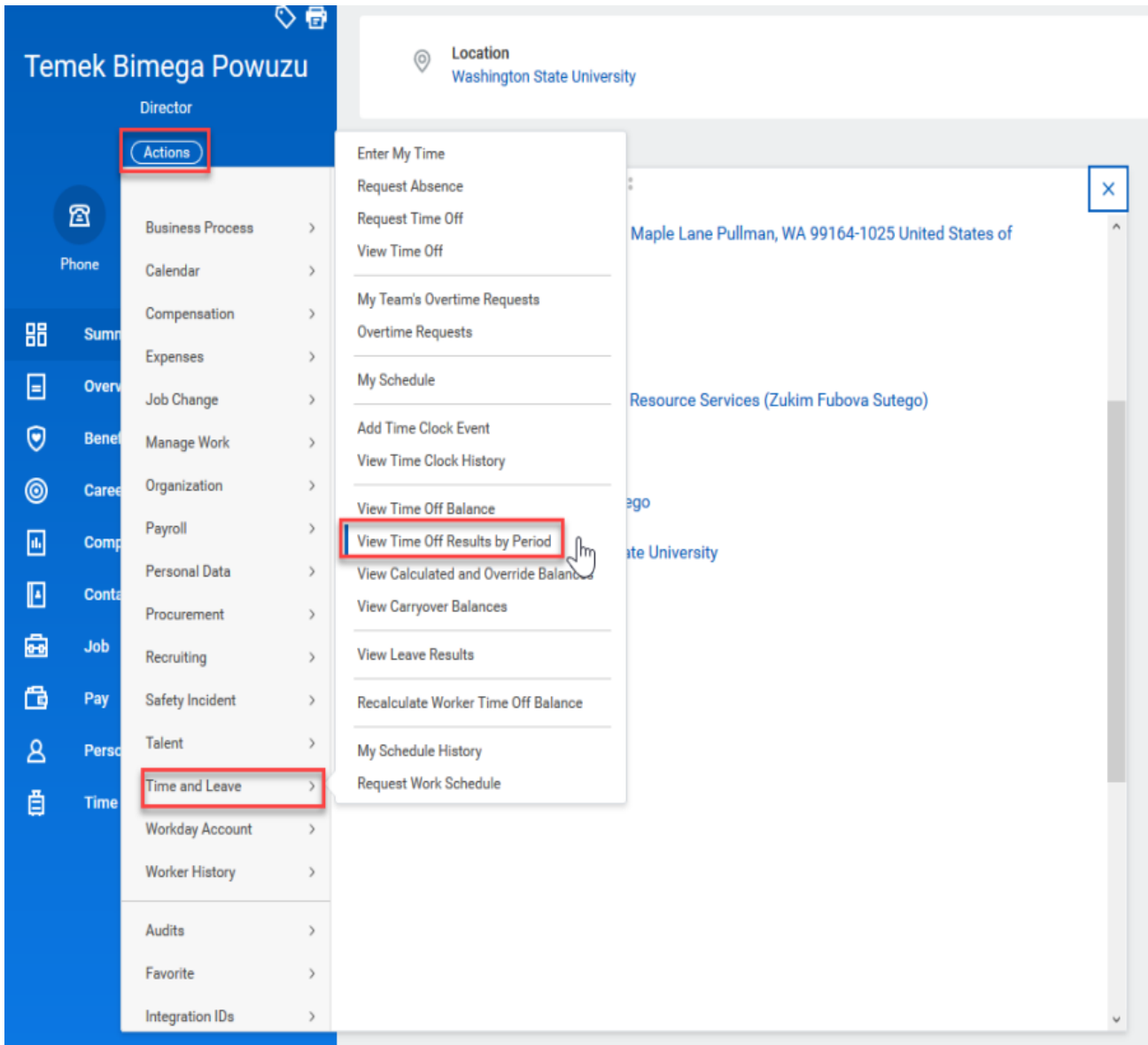
1. Log into the Workday system.
2. Select the **Absence** application.



1. Review your available balances as of today for the most common time off plans. You may also select **Absence Balance** to view more detailed information and project future balances.



1. To review your annual leave accrual rate, select the **Profile**  (cloud) icon on the top-right corner of the **Home** page.
2. Select the **View Profile** option just below your name.
3. Using the **Related Actions** button below your name in the left menu, select **Time and Leave**, then **View time Off Results by Period**.



1. Enter **Annual Leave** into the **Time Off Plans** field.
2. Select the following options in the **Periods** field:
 - a. **12/01/2020 – 12/31/2020**
 - b. **01/01/2021 – 01/31/2021**
 - c. **02/01/2021 – 02/28/2021**

Time Off Results by Period

Temek Bimega Powuzu [Actions](#)

Time Off Plans * × Annual Leave ...

Periods *

- × 12/01/2020 - 12/31/2020 (Monthly)
- × 01/01/2021 - 01/31/2021 (Monthly)
- × 02/01/2021 - 02/28/2021 (Monthly)

1. Review the **Accrued in Period** column to ensure your annual leave accrual rate is correct over the next three months.

← Time Off Results by Period
Zubas Merepe Rakone [Actions](#)

To view details drill down on Year to Date values

Periods 02/01/2021 - 02/28/2021 (Monthly)
01/01/2021 - 01/31/2021 (Monthly)
12/01/2020 - 12/31/2020 (Monthly)

Time Off Plans Annual Leave

3 items

Balance Period	Time Off Plan	Unit of Time	Position	Beginning Year Balance	Accrued Year To Date	Time Off Paid Year To Date	Beginning Period Balance	Accrued in Period	Time Off Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
12/01/2020 - 12/31/2020 (Monthly)	Annual Leave	Hours	130540 Office Assistant 3, SP001580 HRS Administration (Pazeb Fanzou Borou)	0	65.34	0	75.33	11.33	0	0	86.66	86.66
01/01/2021 - 01/31/2021 (Monthly)	Annual Leave	Hours	130540 Office Assistant 3, SP001580 HRS Administration (Pazeb Fanzou Borou)	86.66	11.33	0	86.66	11.33	0	0	97.99	97.99
02/01/2021 - 02/28/2021 (Monthly)	Annual Leave	Hours	130540 Office Assistant 3, SP001580 HRS Administration (Pazeb Fanzou Borou)	86.66	22.66	0	97.99	11.33	0	0	109.32	109.32

Note: If your time off balances or annual leave accrual rate appears incorrect, please check with your department administrator. If there are still inconsistencies, your department administrator can submit a [Workday Support Desk](#) ticket for a change. All requests from launch to April 1, 2021 will be routed to a Workday Business Analyst to update. After this date, all requests will be routed to HRS for approval.

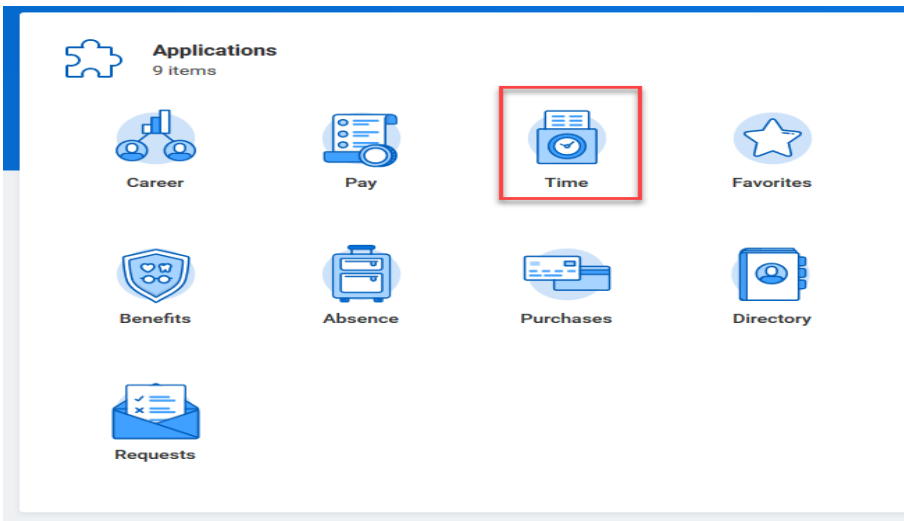
Ensure your work schedule is correct

All salaried employees will have work schedules assigned to them automatically. Hourly employees will NOT have work schedule assigned. Work schedules are important, particularly for overtime eligible employees who will be entering time in Workday.

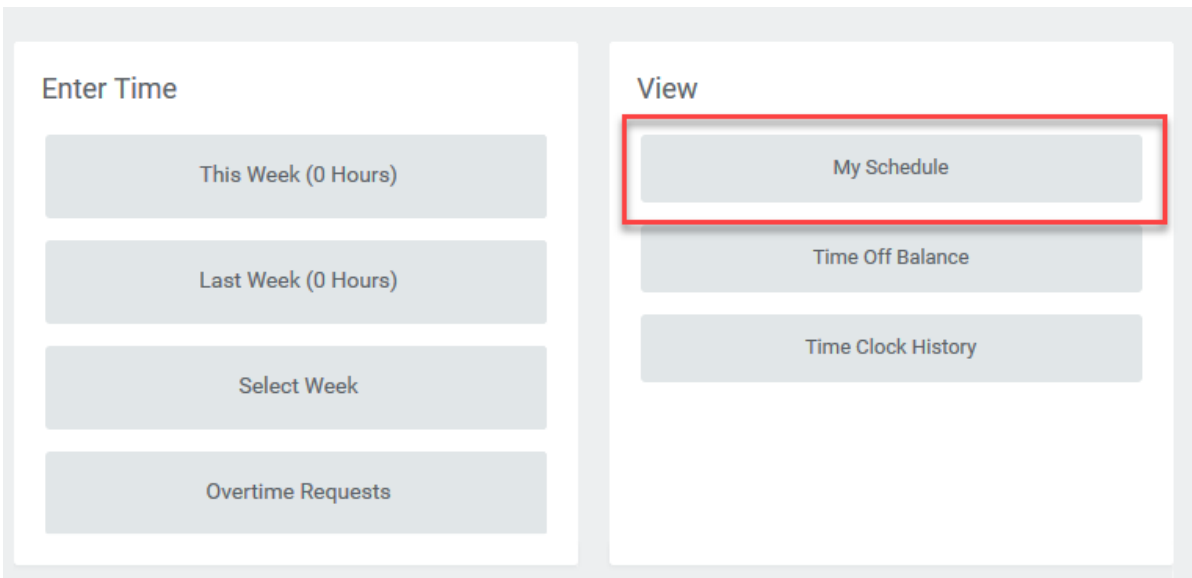
To review your schedule:

Review time off (leave) balances and accrual rates:

1. Log into the Workday system.
2. Select the **Time** application.



1. Under the **View** category, select **My Schedule**.



1. Review the schedule on the calendar. You may see additional details by selecting the time blocks on the calendar.

My Schedule

Zubas Merepe Rakone [Logout](#)

Today < > November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 1	2 8:00 AM - 5:00 PM	3 8:00 AM - 5:00 PM	4 8:00 AM - 5:00 PM	5 8:00 AM - 5:00 PM	6 8:00 AM - 5:00 PM	7
8 8:00 AM - 5:00 PM	9 8:00 AM - 5:00 PM	10 8:00 AM - 5:00 PM	11 Veterans Day 8:00 AM - 5:00 PM	12 8:00 AM - 5:00 PM	13 8:00 AM - 5:00 PM	14
15 8:00 AM - 5:00 PM	16 8:00 AM - 5:00 PM	17 8:00 AM - 5:00 PM	18 8:00 AM - 5:00 PM	19 8:00 AM - 5:00 PM	20 8:00 AM - 5:00 PM	21
22 8:00 AM - 5:00 PM	23 8:00 AM - 5:00 PM	24 8:00 AM - 5:00 PM	25 8:00 AM - 5:00 PM	26 Thanksgiving Day 8:00 AM - 5:00 PM	27 Native American Heritage Day 8:00 AM - 5:00 PM	28
29 8:00 AM - 5:00 PM	30 8:00 AM - 5:00 PM	Dec 1 8:00 AM - 5:00 PM	2 8:00 AM - 5:00 PM	3 8:00 AM - 5:00 PM	4 8:00 AM - 5:00 PM	5

2 3 4 5 6

8 9 10 11 12 13

16 17 18 19 20

23 24 25 26 27

30 Dec 1 2 3 4

11/02/2020

Start Time 8:00 AM

End Time 5:00 PM

Meal 12:00 PM - 1:00 PM

Total 8 hours

Close

Notes:

- If your schedule needs to be updated, please contact your manager or departmental administrator (HR Partner) for assistance updating your schedule.
- Your normal schedule will display on Holidays, but this is to assist Workday with assigning the correct amount of holiday time paid to employees on these days.

Enter time worked December 14th through December 18th (if applicable)

Overtime eligible employees will track their time in Workday. From the week Workday goes live and going forward, time must be entered into Workday for both salaried and hourly overtime eligible employees. To ensure correct time calculations, overtime eligible employees must retroactively enter their time for December 13, 2020 through December 15th, 2020, if applicable. Follow the steps on the [Workday: Enter and Correct Time \(Employee\)](#) Reference Guide to enter any time worked.

Enter Time Offs for December 1st through 15th 2020 (if applicable)

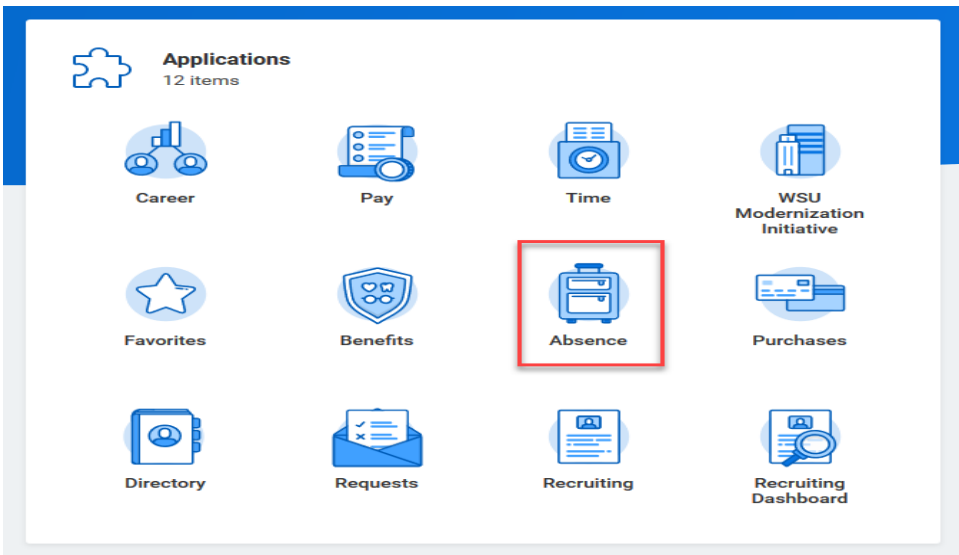
Time off balances were loaded into Workday based on the balances on November 2020 paper time/leave reports. Any time offs that were requested before December 4, 2020 should appear in Workday. In order to maintain an accurate accounting of time offs, any time off taken between December 1, 2020 and December 15, 2020 that had not been requested by December 4, 2020 need to be retroactively recorded in Workday. Follow the [Workday Time and Absence Guide: Request and Correct Time Off \(Employees\)](#) to enter time offs. All time off requested and taken from December 16, 2020 going forward must be entered in Workday.

Verify your Leave of Absence information (if applicable)

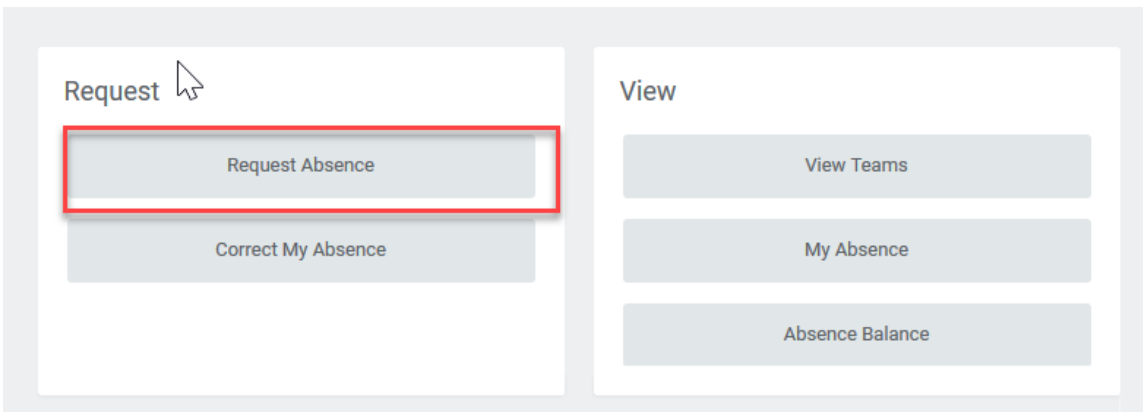
Information about medical and non-medical leaves of absence were converted into Workday by the Modernization team. However, employees should double check the duration and balance of their requested leaves of absence.

To view time off and leave of absence information:

1. Log into the Workday system.
2. Select the **Absence** application.



1. Select **Request Absence**.



1. Verify your approved medical and non-medical leave of absence provisions (FMLA, Professional Leave, etc.) are present on your absence calendar. You may select the leave of absence time block to see more details.

Today < > September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31 Sep	1	2	3	4	5
PFML Job and Benefits Leave of Absence						
6	7	8	9	10	11	12
PFML Job and Benefits Leave of Absence						
	Labor Day	Leave Without Pay Time Off (...)				
13	14	15	16	17	18	19
PFML Job and Benefits Leave of Absence						
20	21	22	23	24	25	26
PFML Job and Benefits Leave of Absence						
27	28	29	30 Oct	1	2	3
PFML Job and Benefits Leave of Absence						

Details

Last Day of Work	04/21/2020
First Day of Absence	04/22/2020
Estimated Last Day of Absence	07/01/2020
Type	PFML Job and Benefits Leave of Absence
Absence Event	Absence Request: Hacot Zicote Gysepa (On Leave)

Close

Note: If information regarding your medical leave of absence needs to be updated, please contact [HRS Disability Services](#).

Update Business Title

In order to ensure correct time approval, employees with multiple positions within the same Supervisory Organization (positions with the same manager) need to identify for which position they are logging time. Their business title (formerly working title) will display on their time blocks and allow for better time approval management. For example, an employee's time entry calendar might look like this:

Enter Time

11/18/2020

Time Type *

In *

Out *

Out Reason *

Hours * 4

Position * Professional Worker II, SP000853 Mo...
 select one

Details

Comment

- Professional Worker II, SP000853 Modernization (Jennifer R Klein (On Leave))
- Professional Worker II (+), SP000853 Modernization (Jennifer R Klein (On Leave))

OK Cancel

This makes choosing the correct position difficult. Therefore, the employee may request to change their business title to distinguish between positions. After a business title update, their time entry may look like this:

Enter Time
11/18/2020

Time Type *

In *

Out *

Out Reason *

Hours * 4

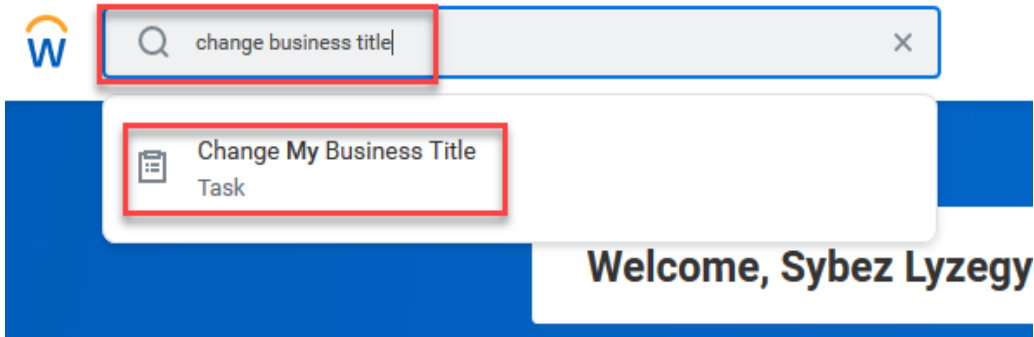
Position *

Details

Comment

If the two positions are of a different classification (e.g. a service worker I and a program coordinator), a business title update would not be required. To request a business title update:

1. Log into the Workday system.
2. Enter **Change Business Title** into the Workday **Search** bar, and then select the **Change My Business Title** task.

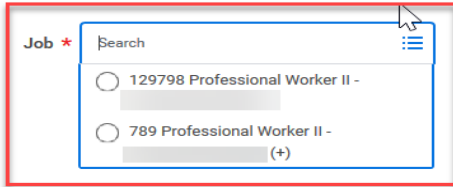


1. Select the positions whose titles you wish to update.

← Change Business Title

Actions

Use this process to change a worker's business title.
NOTE: This will not change the worker's Job Profile.



A screenshot of a dropdown menu for selecting a job. The menu is titled "Job *" and has a search bar. Below the search bar, there are two radio button options: "129798 Professional Worker II -" and "789 Professional Worker II - (+)". A red box highlights the entire dropdown menu area.

1. Enter your proposed business title into the **Business Title** field. The title should be relevant to your position and assist your manager in identifying your position.
2. Select the **Submit** button.


← Change Business Title

Actions

129798 Professional Worker II -

Actions

Use this process to change a worker's business title.
NOTE: This will not change the worker's Job Profile.



A screenshot of the "Effective Date" field, which is highlighted with a red box. The field contains the date "11/18/2020" and a calendar icon.

Job Profile 8005-YY - Professional Worker II

Job Title Professional Worker II

Proposed

Business Title * Service Desk Assistant

Current

Business Title Professional Worker II

enter your comment

Attachments

Drop files here

or

Submit

Save for Later

Cancel

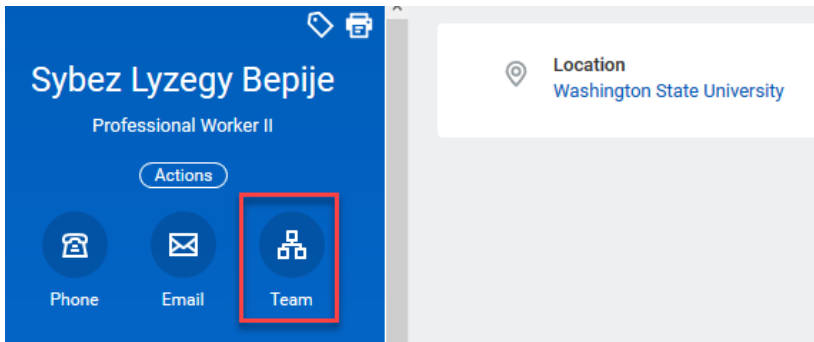
Select files

1. Your request will route for approval. If you have additional questions, please reach out to your departmental administrator.

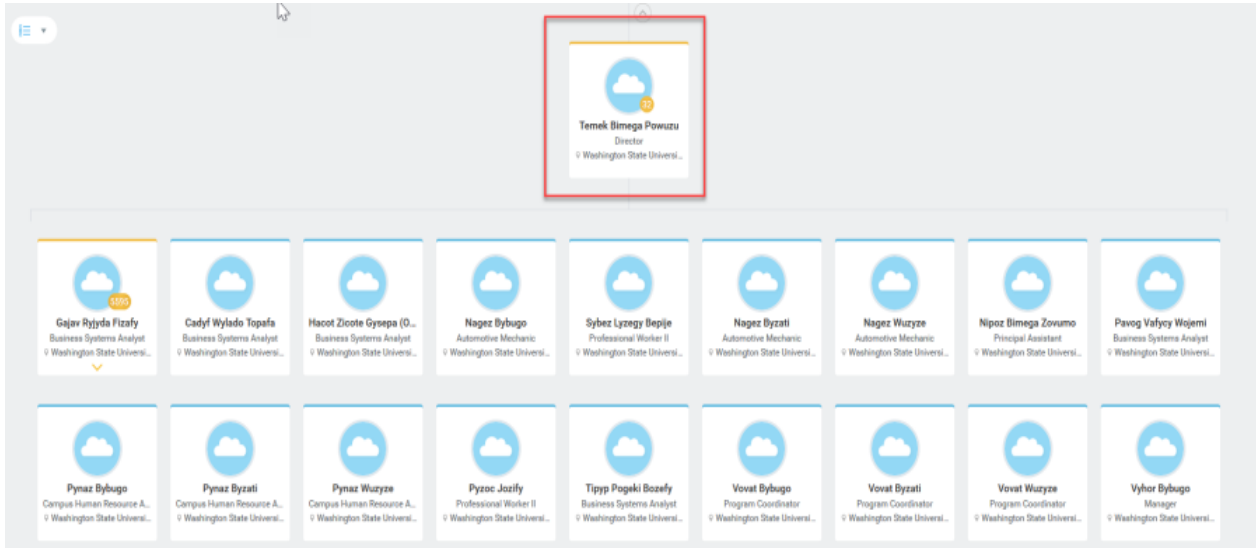
Supervisory Organization

Unique to Workday is a Supervisory Organizational chart, which ensures the appropriate routing of approvals for business processes such as hires, time and time off approvals, and much more. Each employee will have a place in their Supervisory Organization with their manager above them. Each employee should explore their Supervisory Organization to ensure their manager information is up to date.

1. Log into the Workday system.
2. Select the **Profile** (cloud) icon on the top-right corner of the **Home** page.
3. Select the **Team** icon.



1. Ensure your direct supervisor information is correct.



Note: If you have a concern with your Supervisory Organizational chart, please contact your departmental administrator or your manager. You have completed the necessary reviews and steps for the first 30 days of the Workday launch. For more information and training materials for specific processes, please visit the [Modernization website](#).