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:

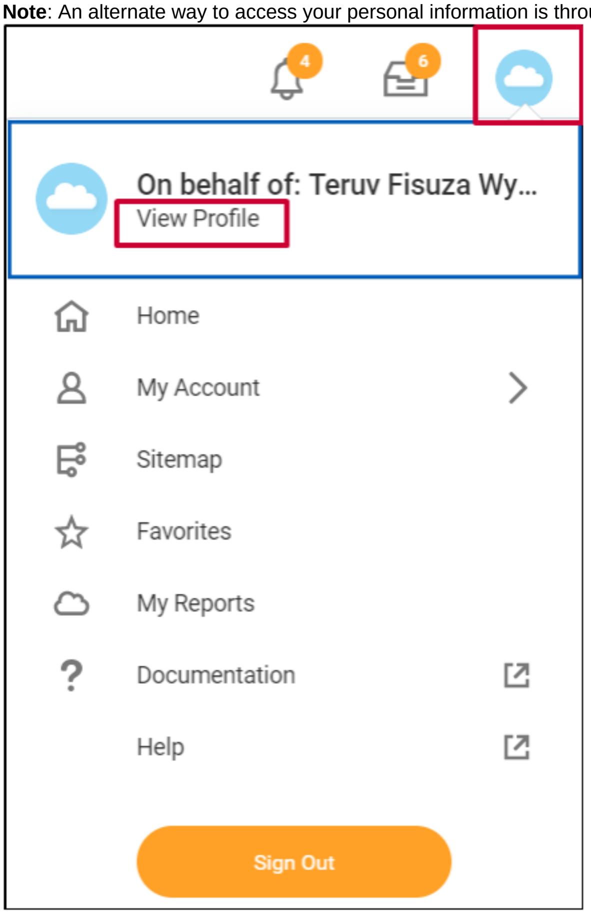
- Personal contact information
- Payroll information
- Benefits information
- Time and Absence balances and accruals
- Supervisory Organization

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:

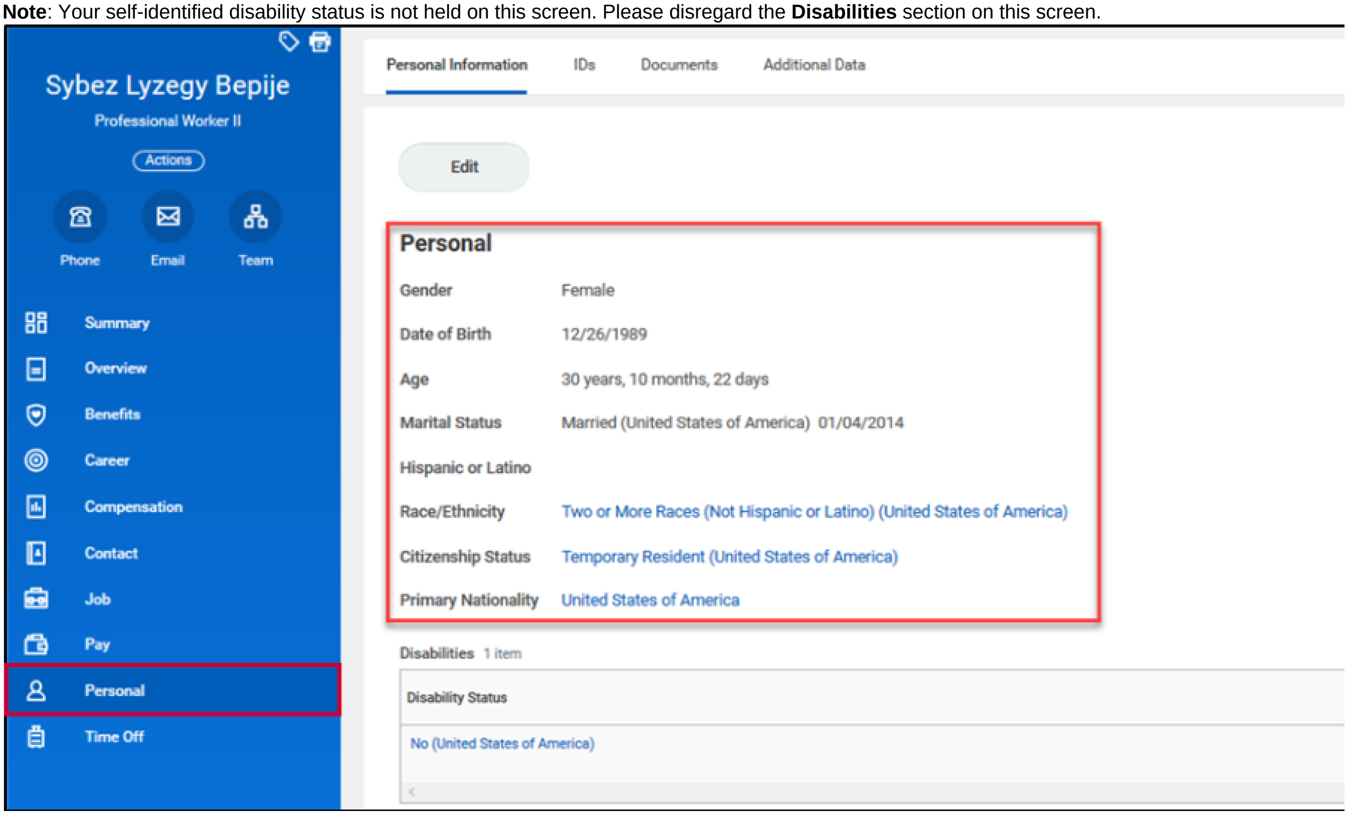
1. Log into the Workday system.
2. Select the **Profile** (cloud) icon on the top-right corner of the **Home** page.
3. Select the **View Profile** option just below your name.

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

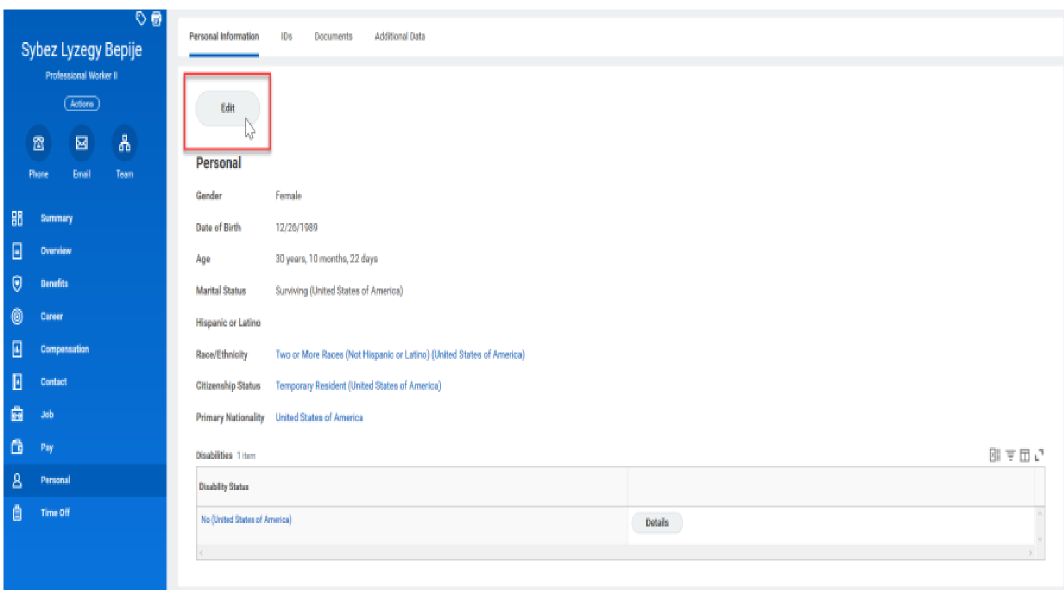


1. Select the **Personal** category from the menu on the left side of the screen.
2. Review your personal information for accuracy.

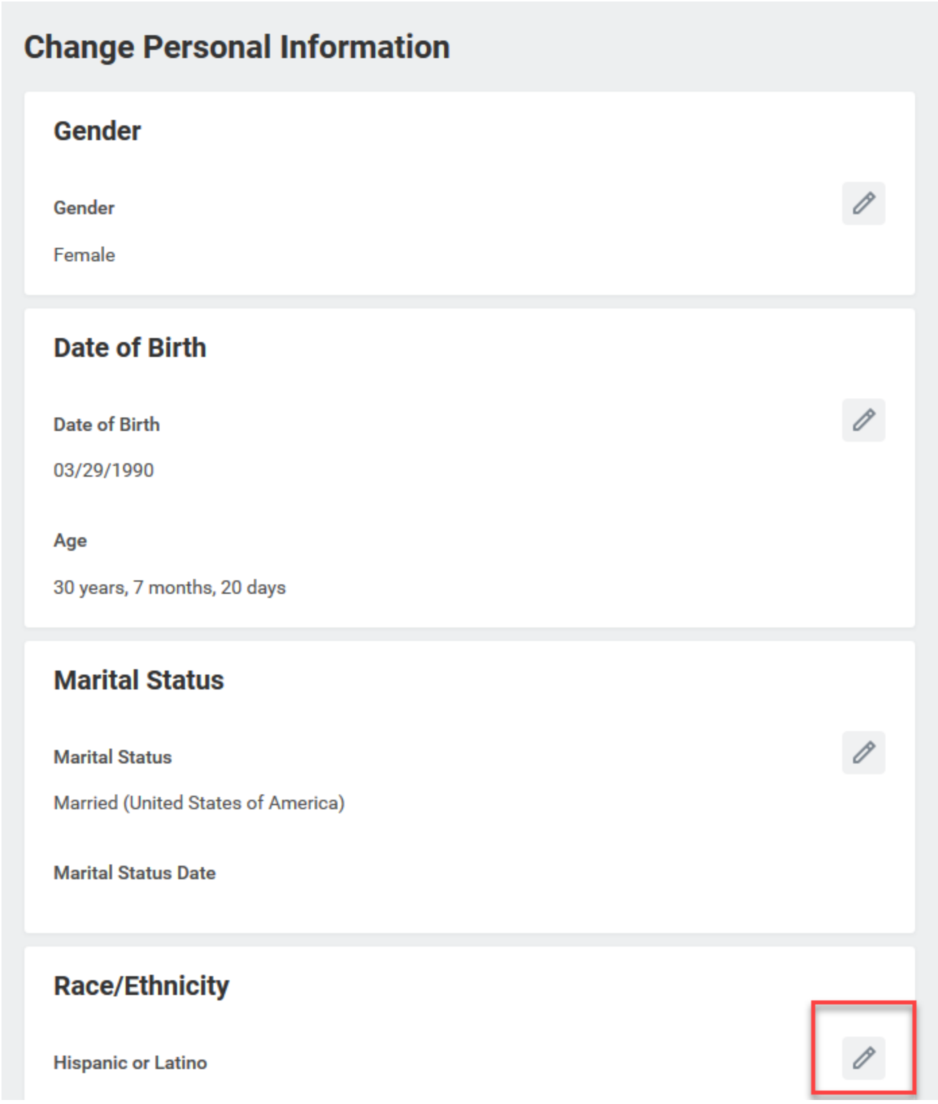
Note: Your self-identified disability status is not held on this screen. Please disregard the **Disabilities** section on this screen.



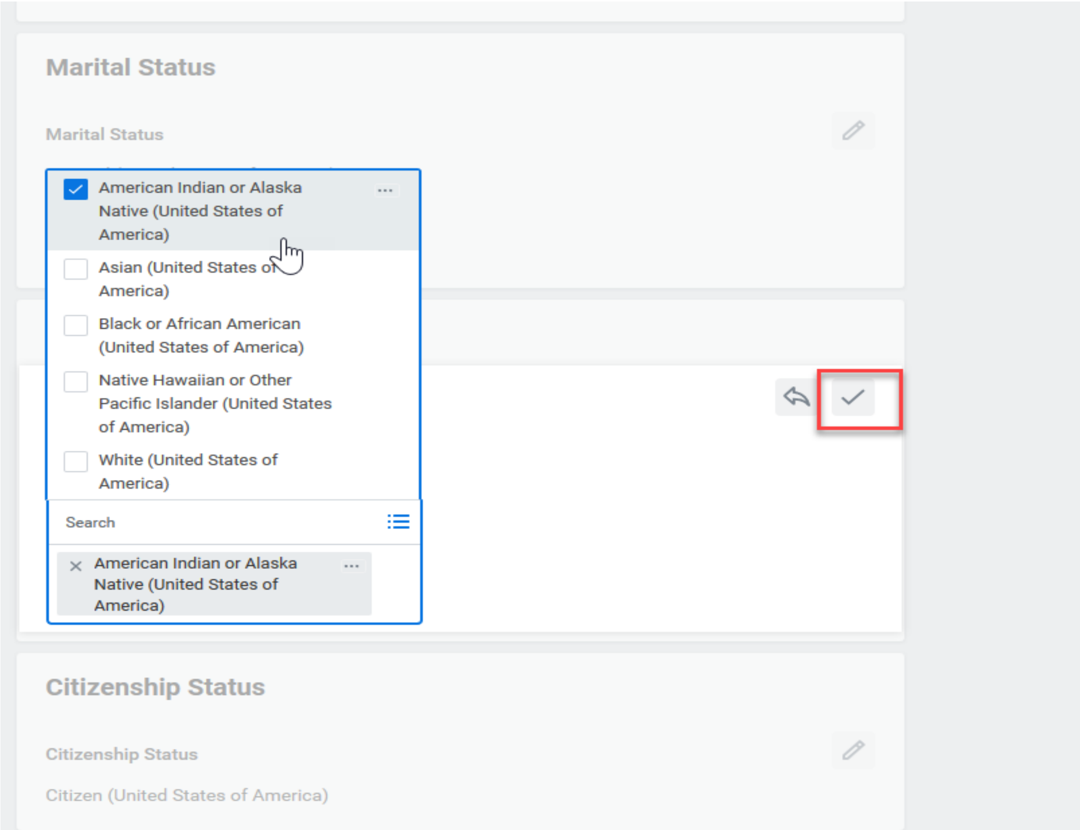
1. To modify your personal information, including race/ethnicity, select the **Edit** button.



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.

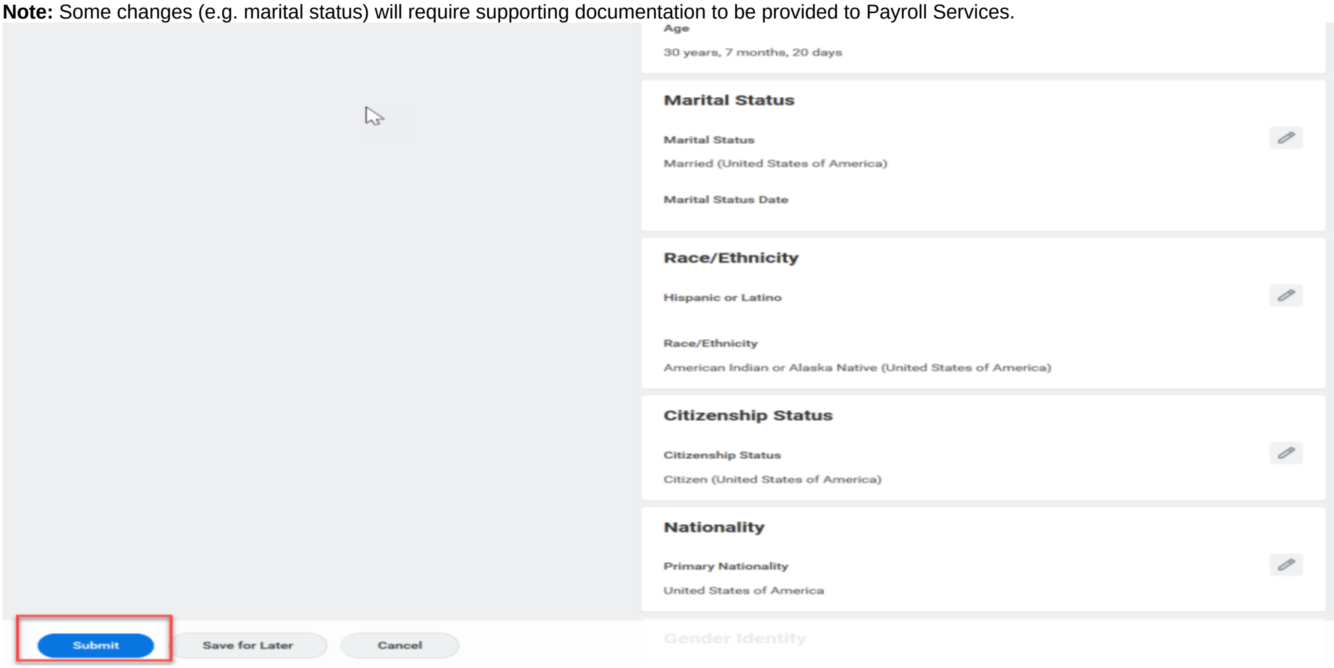


1. Select the check icon or select any part of the screen outside of the editable area after making a change.

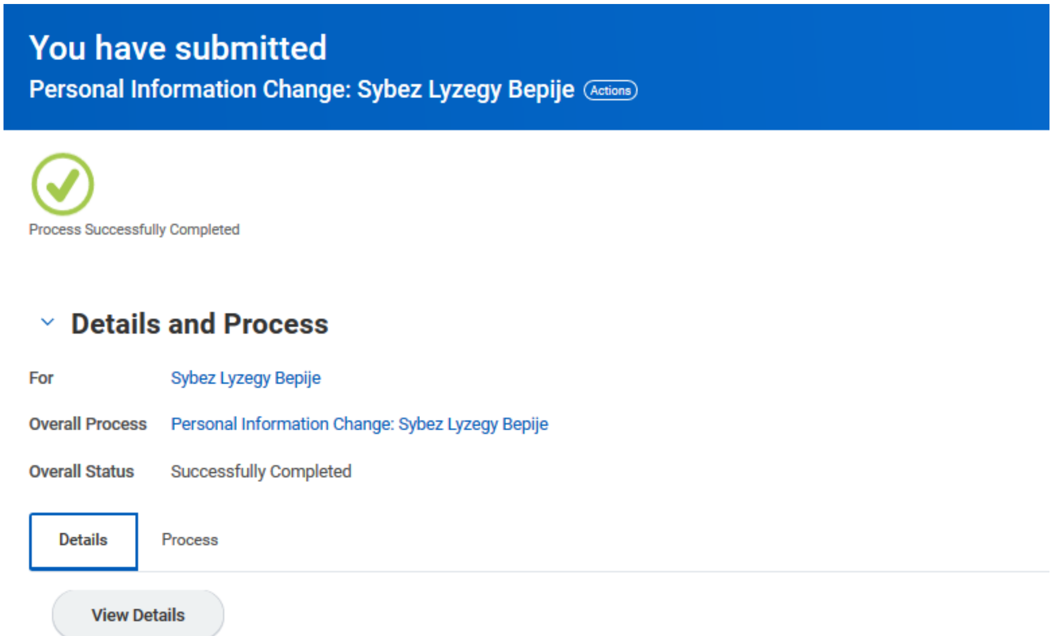


1. Select the **Submit** button.

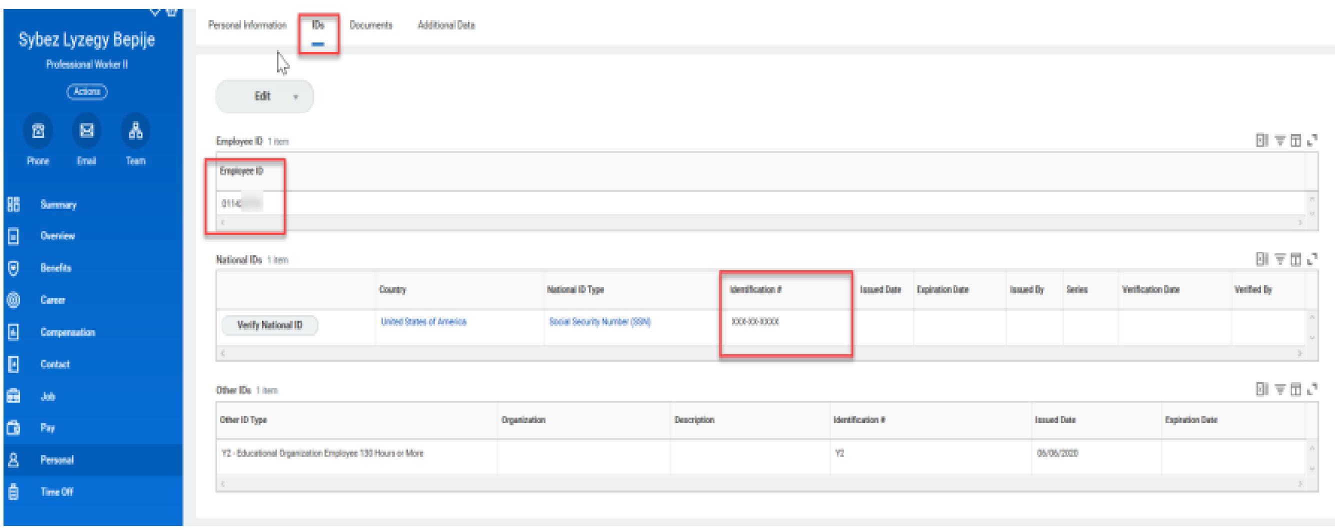
Note: Some changes (e.g. marital status) will require supporting documentation to be provided to Payroll Services.



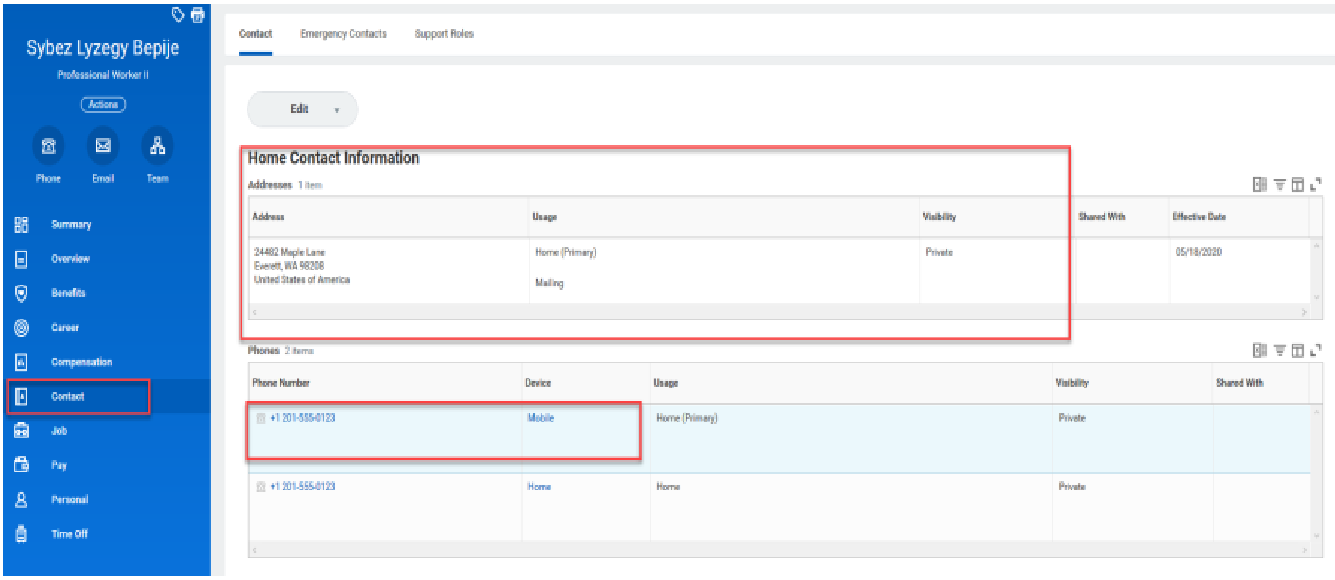
1. You have successfully updated your personal information.



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

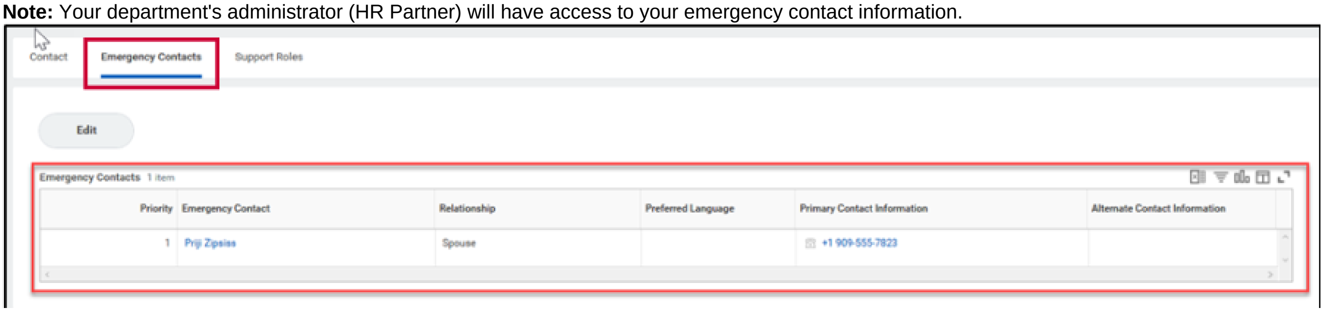


1. Select the **Contact** tab from the menu on the left and review your personal contact information for accuracy.

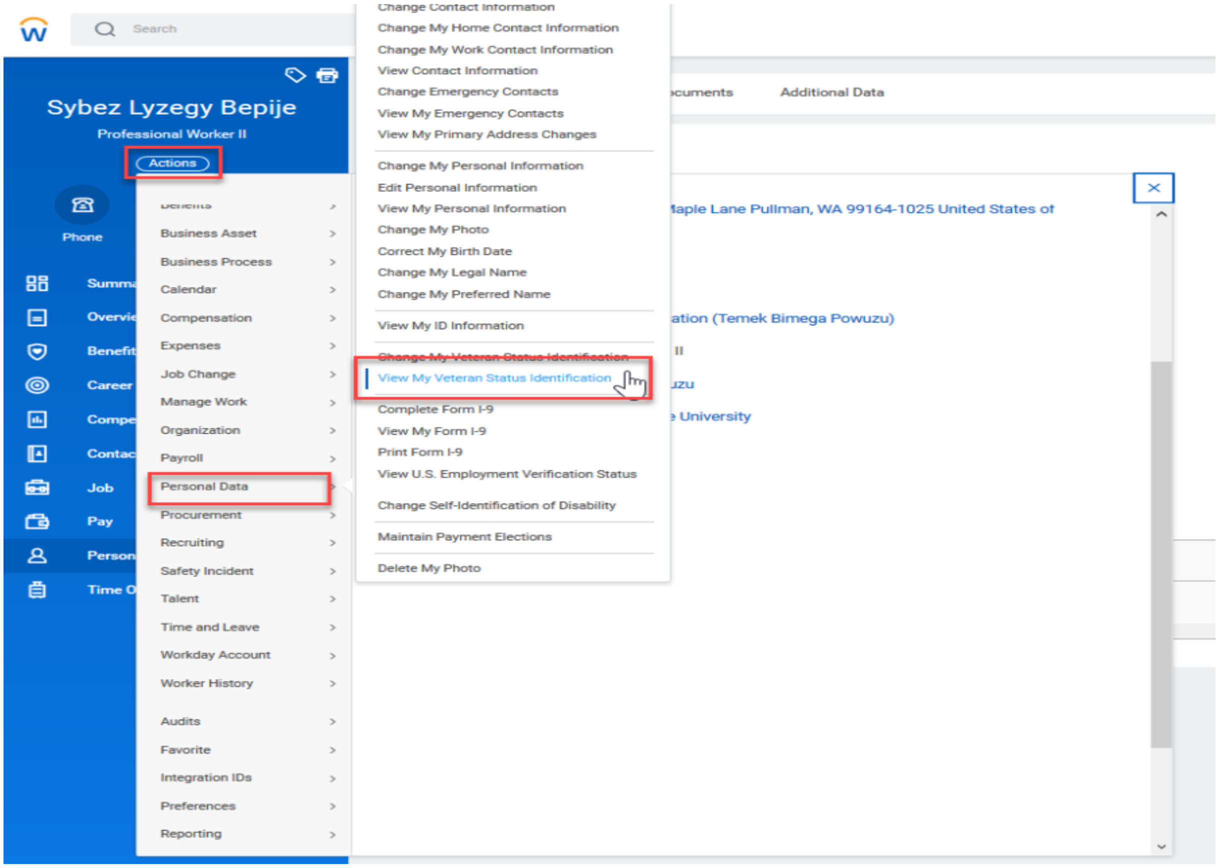


1. Select the **Emergency Contacts** tab at the top of the page and ensure your emergency contacts are up to date.

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

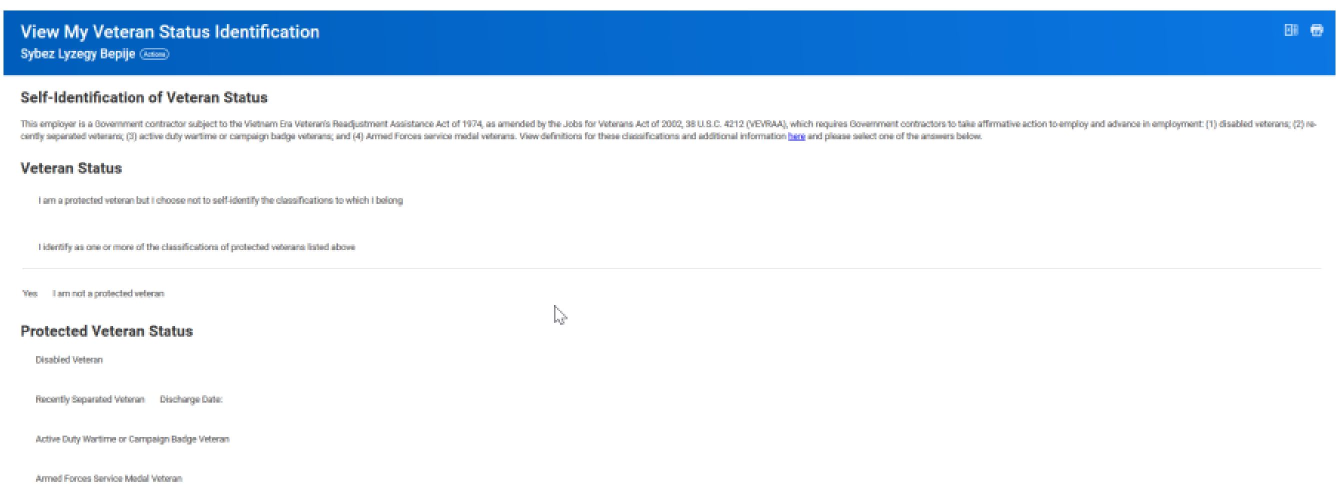


1. Select the **Related Actions** button under your name on the left menu, then navigate to **Personal data**. Select **View My Veteran Status Identification.**

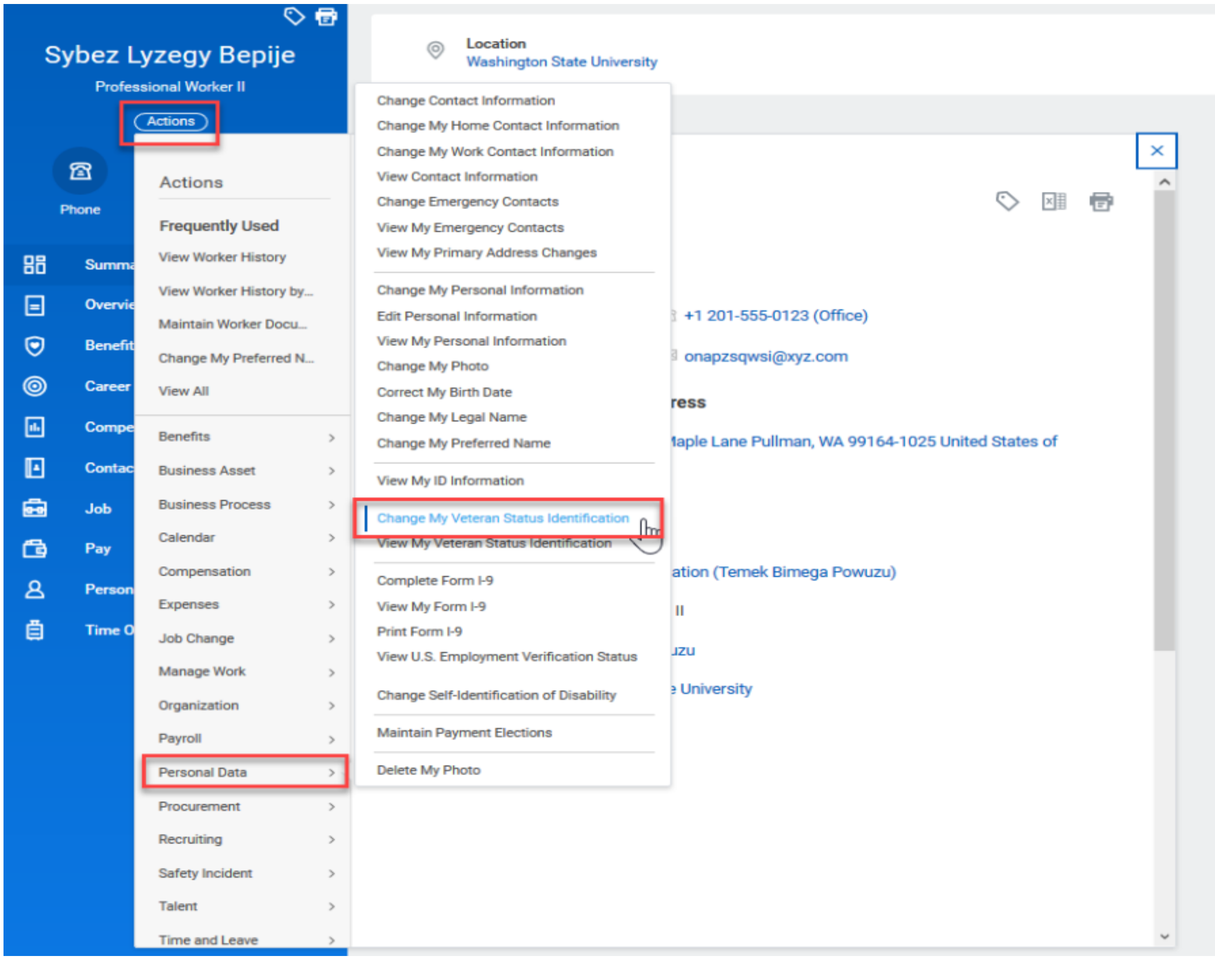


Note: If the **View My Veteran Status Identification** option does not appear in this menu, it means that you have not self-identified your veteran status. Participation is voluntary. However, your participation is appreciated.

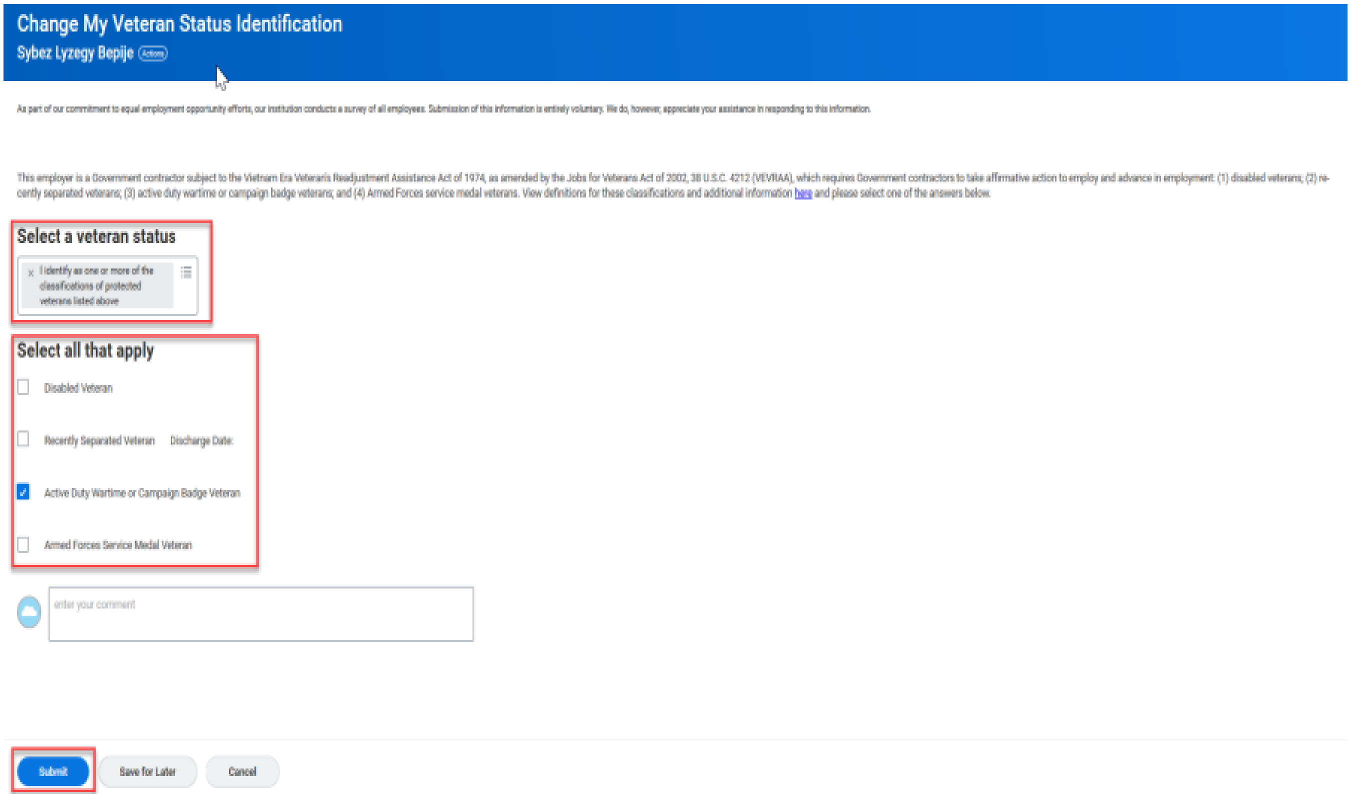
1. Review your veteran status information.



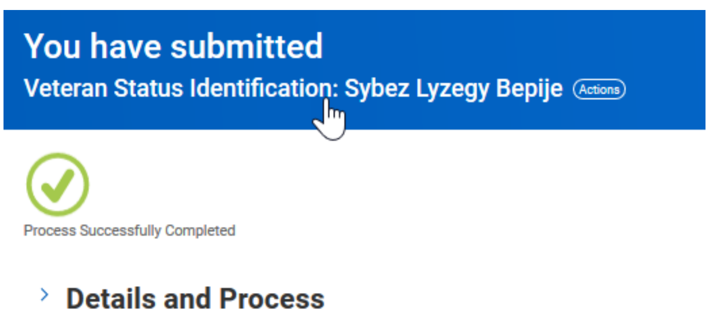
1. To update or add your veteran status, navigate to the **Related Actions** button on your **Profile** page, then **Personal Data**, then **Change My Veteran Status Identification.**



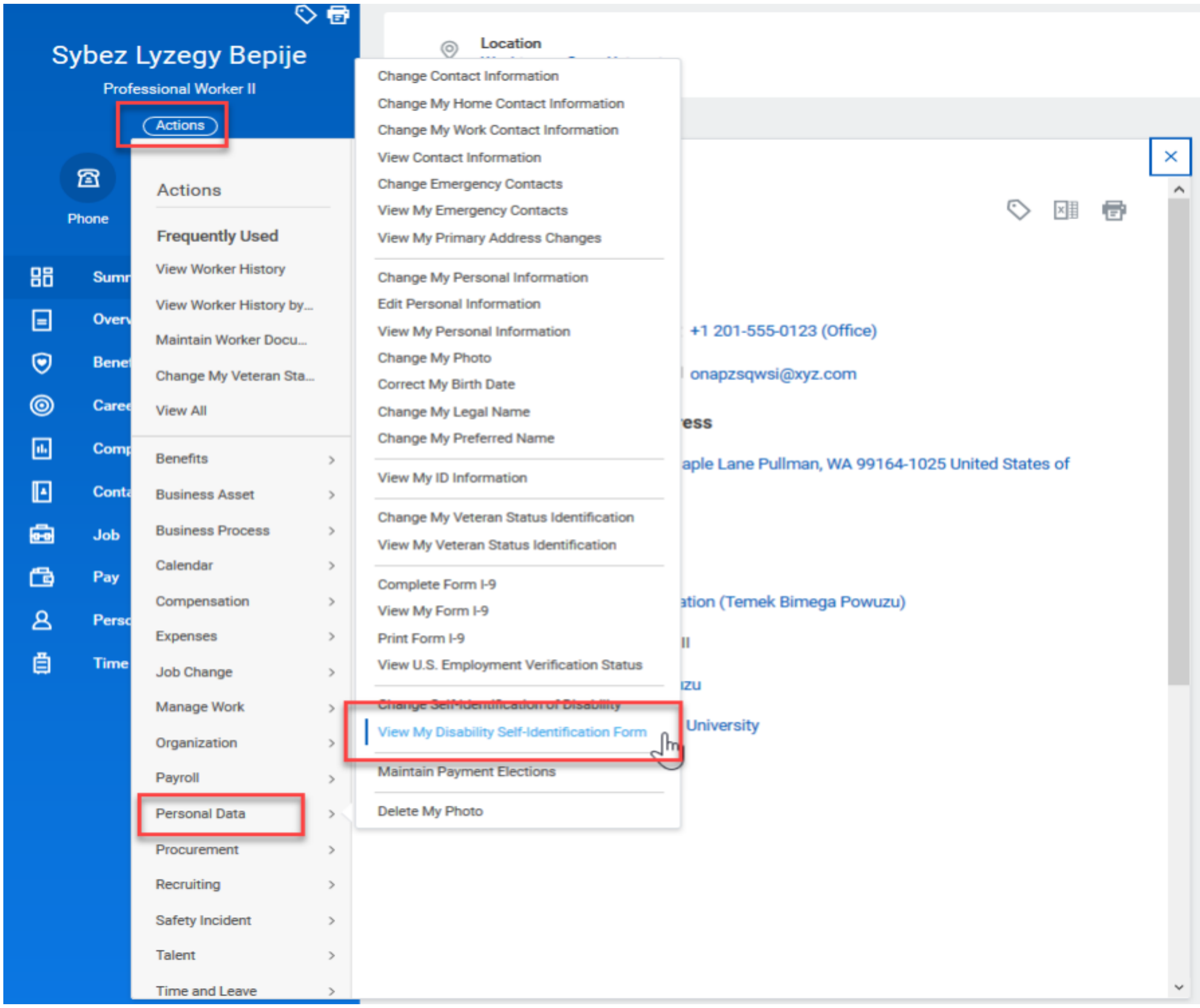
1. Select your veteran status from the dropdown menu and select any additional checkboxes that apply.
2. Select **Submit.**



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

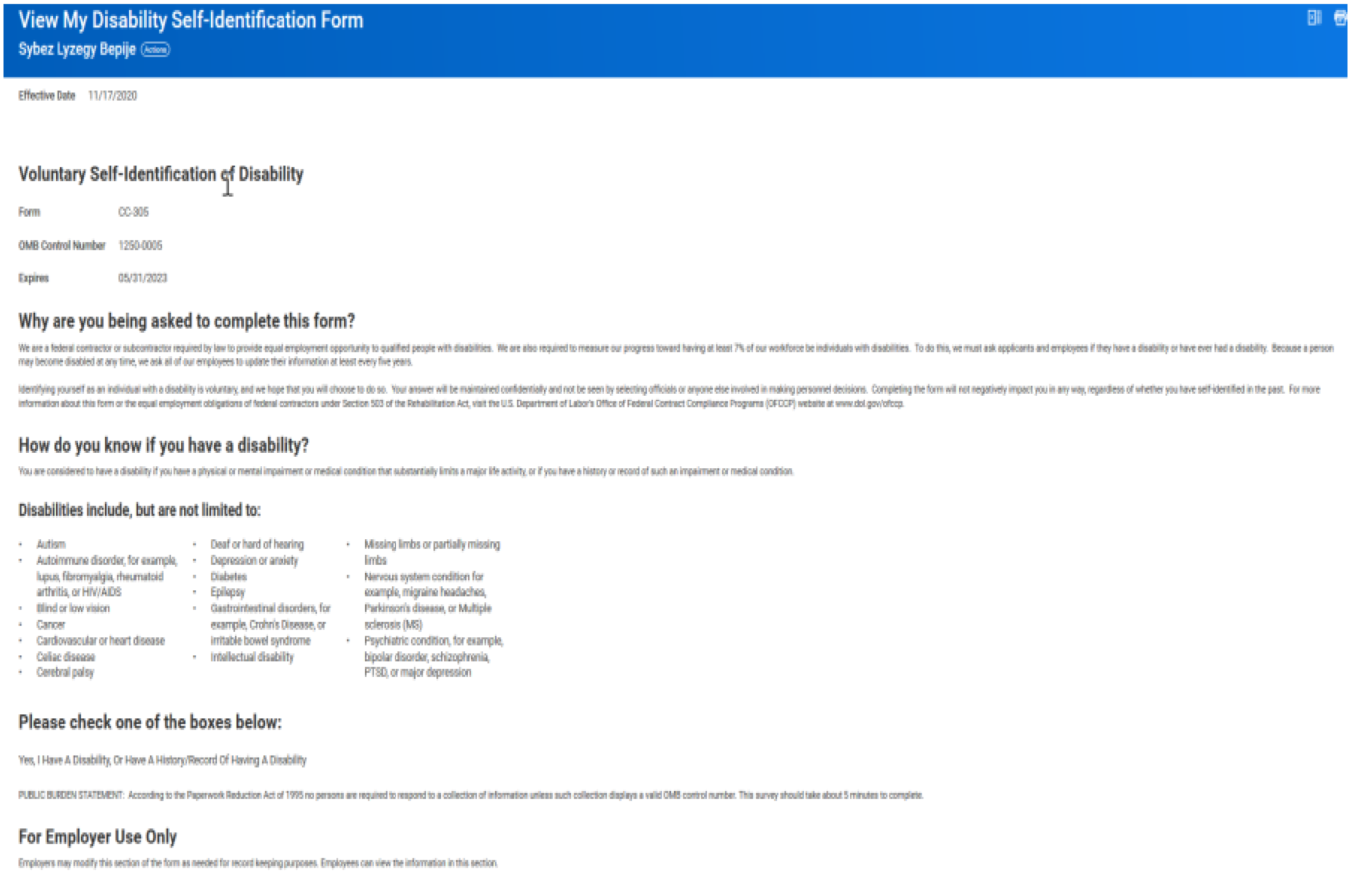


1. Select the **Related Actions** button under your name, then navigate to **Personal Data.** Select **View My Self- Identification.**



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 (Actions)

Effective Date 11/17/2020

Voluntary Self-Identification of Disability

Form CC-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:

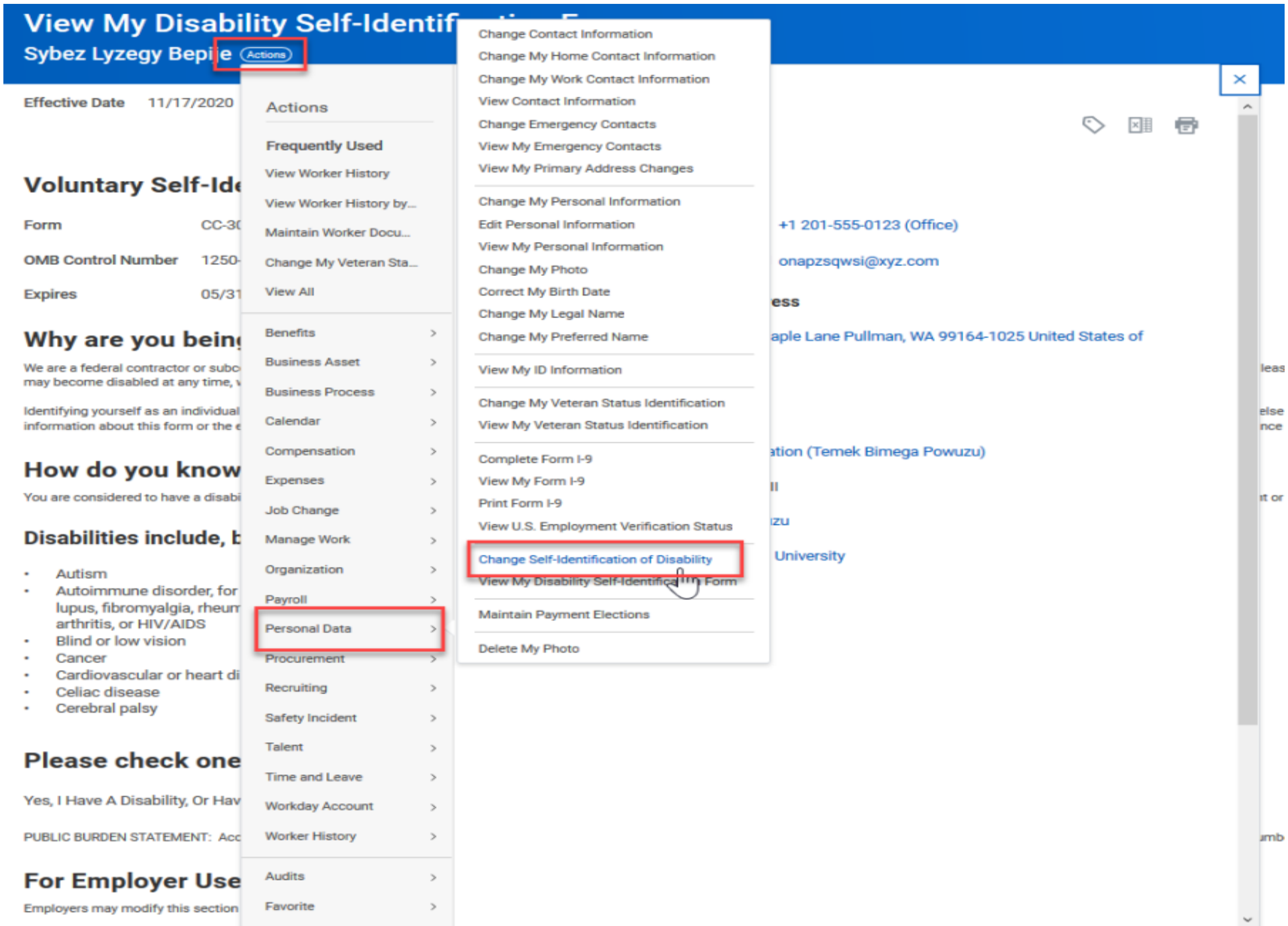
Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

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.

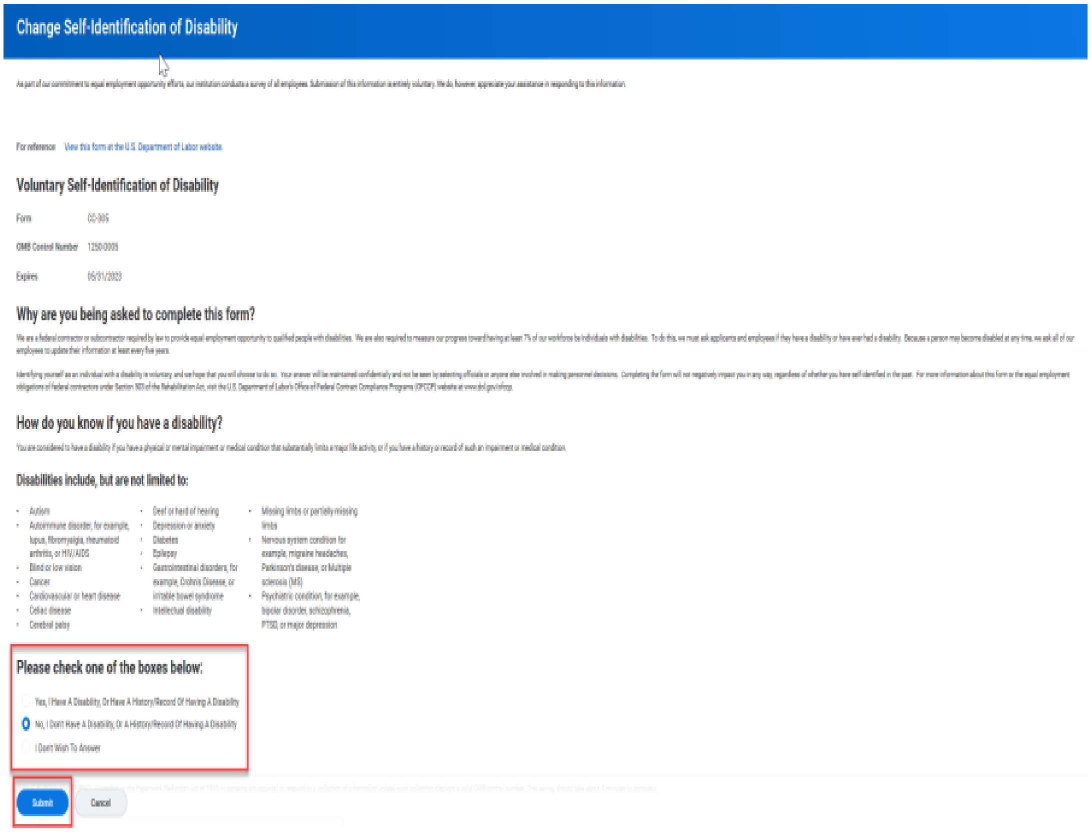
For Employer Use Only

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

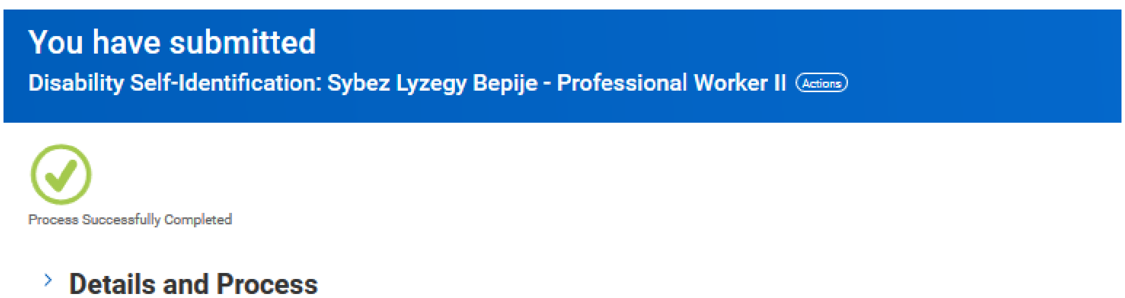
1. To update or add your **Disability Self-Identification** form, select the **Related Actions** button, then **Personal Data**. Select **Change Self-Identification of Disability Form.**



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



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



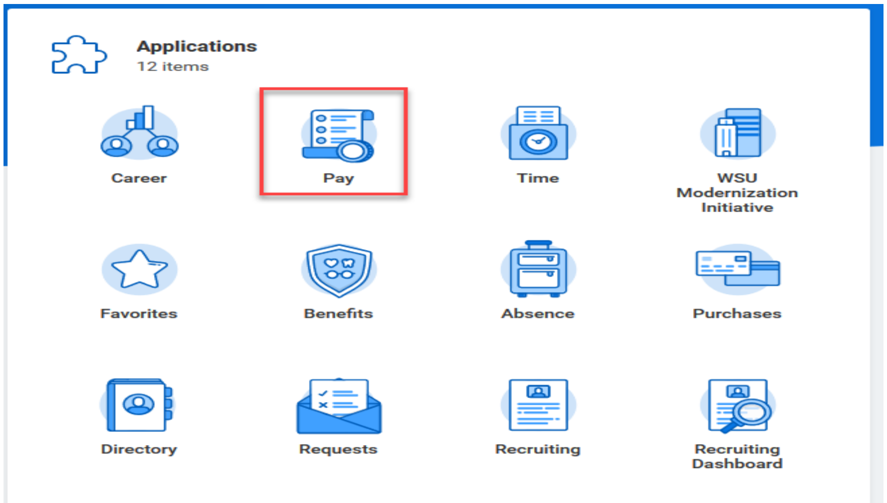
Preferred Name
Your name will default to your legal name in Workday. However, you may select a preferred name, which displays on your profile and throughout Workday. If you had a preferred name established in MyWSU, this name should be loaded into Workday. Follow the steps in the *Workday: View and Modify 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.

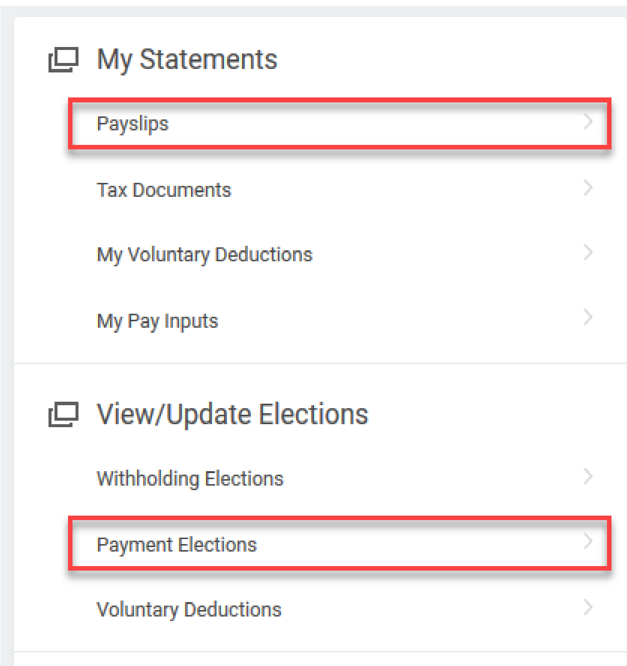
Payroll Information

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

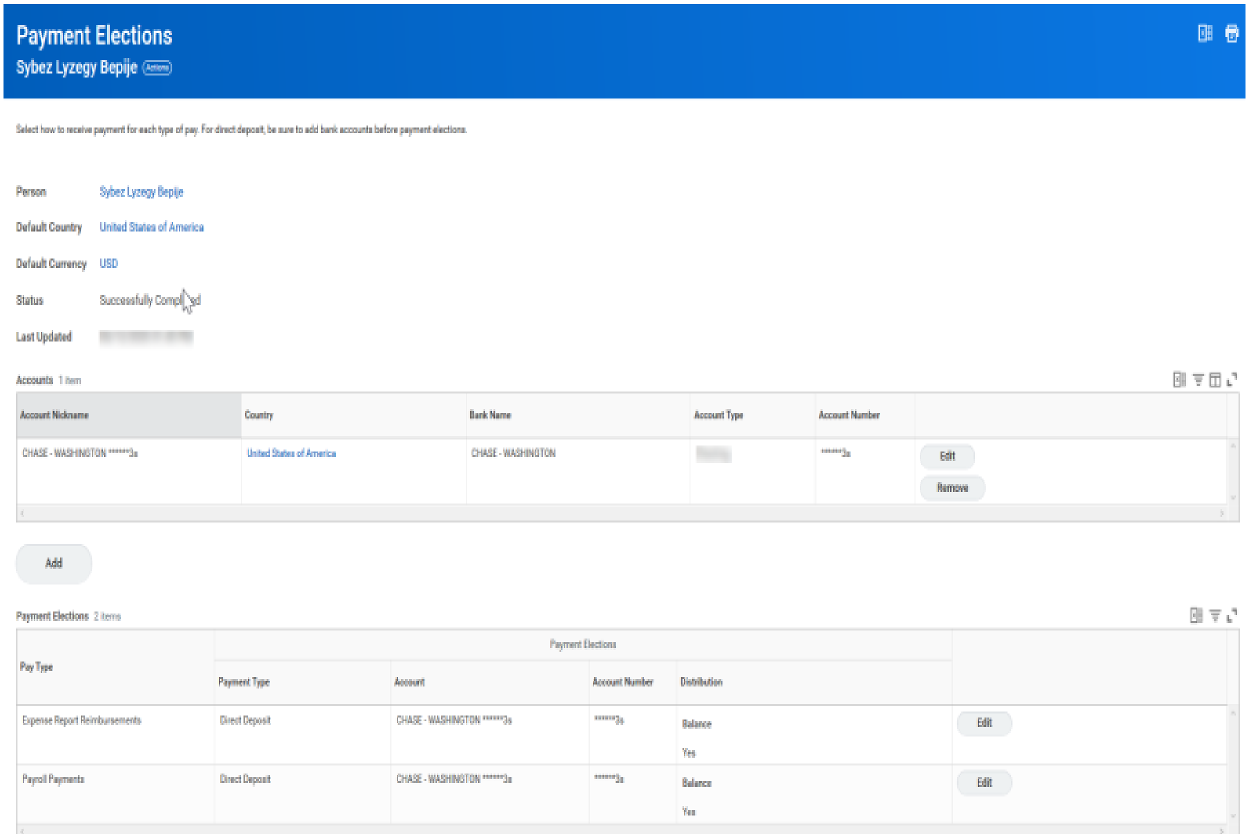
1. Log into the Workday system.
2. Select the **Pay** application from your home screen.



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.

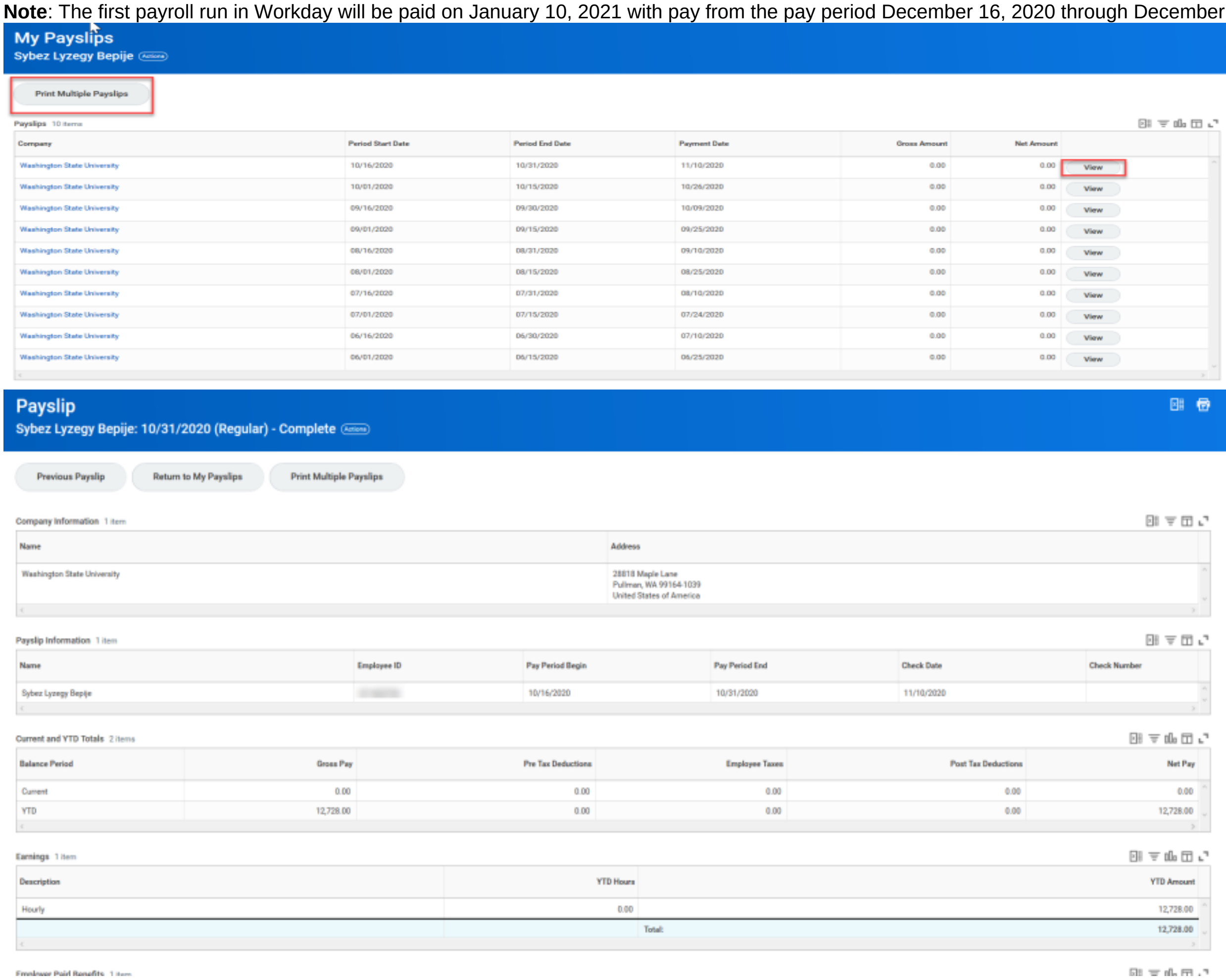


1. a. Select **Payment Elections** to ensure your direct deposit information is up to date. If your information needs to be updated, follow the guidance in the *Workday Payroll Guide: Complete Payment Elections* Reference Guide.



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.

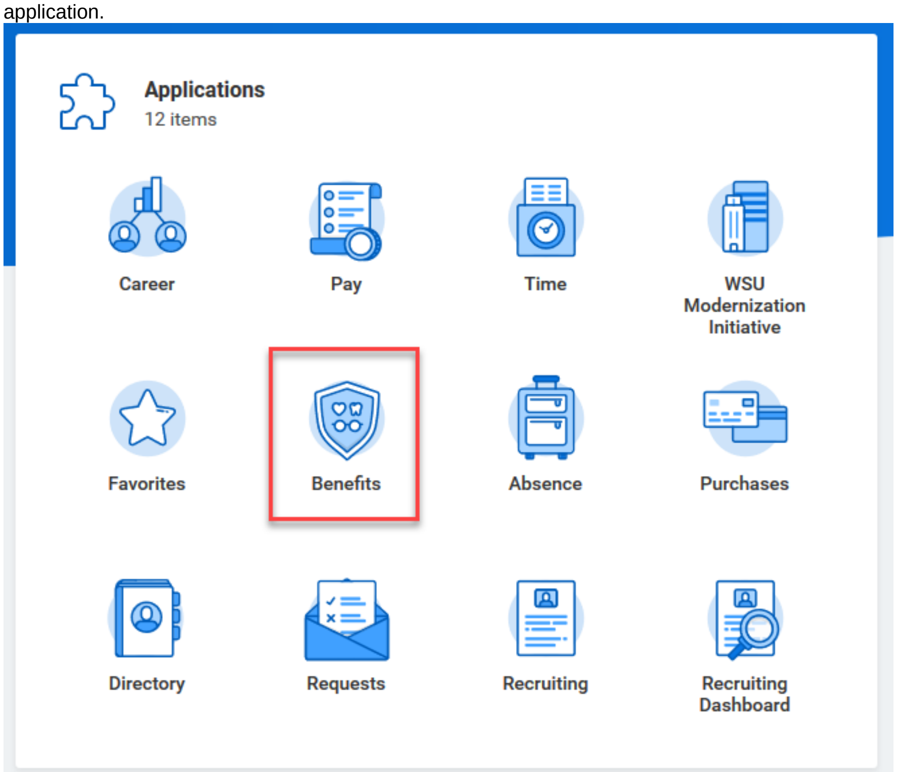


Benefits Information

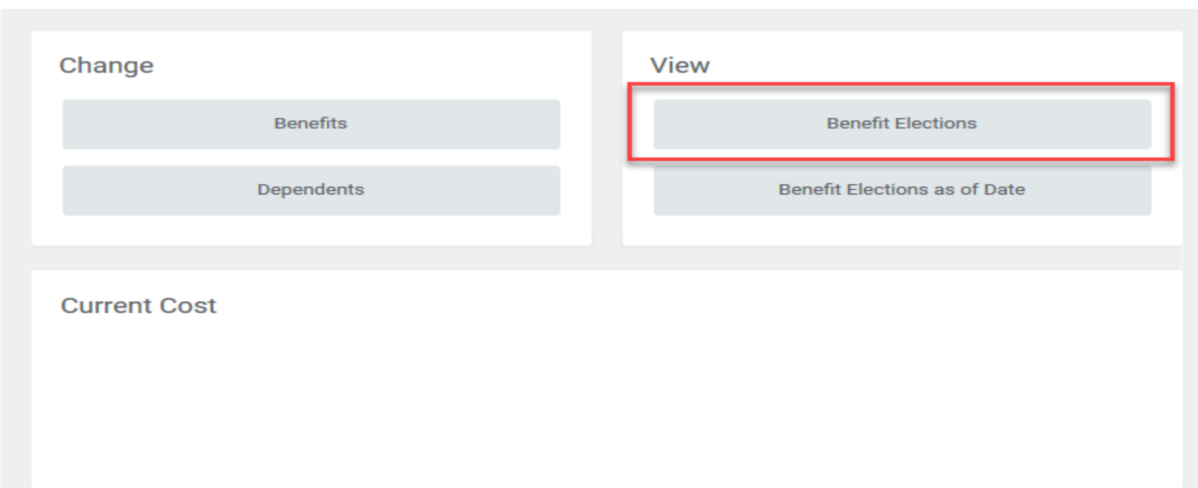
Workday holds all employee benefit information. Benefit eligible employees should ensure their information is accurate and up to date.
Note: The benefit information is effective as of December 2020. It does not reflect any changes made during the November 2020 Open Enrollment period as those changes 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.

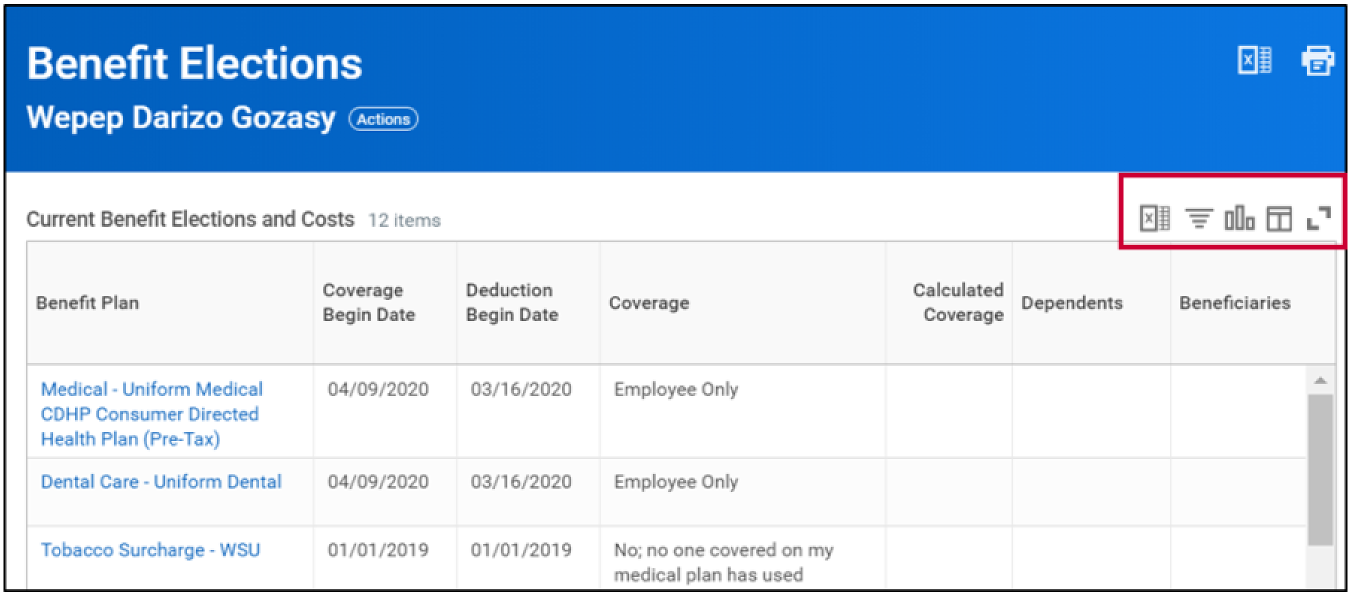
Note: If you do not see **Benefits** as one of your applications, you can add that application to your **Home** page by selecting the **Configure Applications** (gear) icon on the top right of your screen. Select the **Add Row** (plus) icon in the **Optional Applications** section and search for the **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

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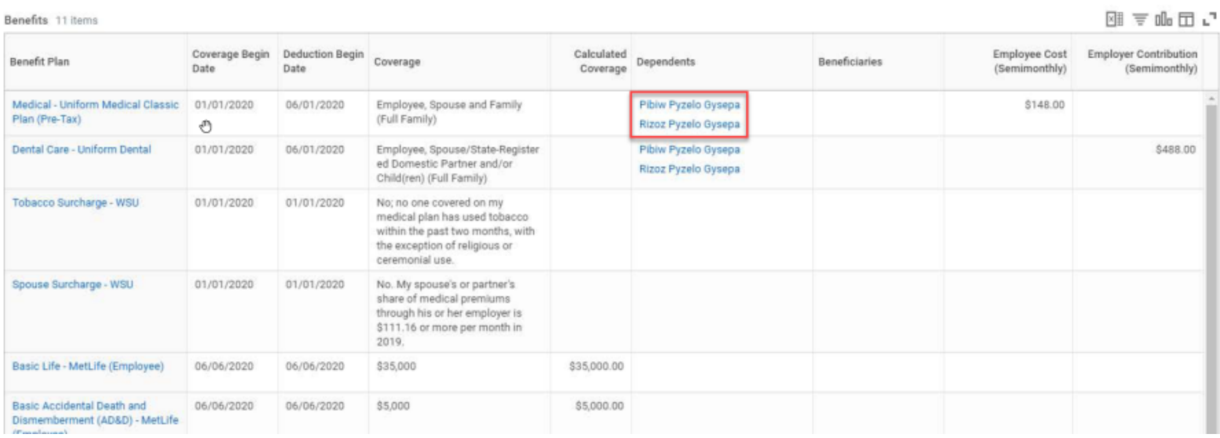
Current Benefit Elections and Costs 12 items

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)		Pibiw 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)		Pibiw 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.

Current Benefit Elections and Costs 12 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Semimonthly)	Employer Contribution (Semimonthly)
Medical - Uniform Medical CDHP Consumer Directed Health Plan (Pre-Tax)	[illegible]	[illegible]	Employee and Child(ren)		[illegible]		$22.00	
Dental Care - Uniform Dental	[illegible]	[illegible]	Employee, Spouse/State-Registered Domestic Partner and/or Child(ren) (Full Family)		[illegible]			$488.00
Tobacco Surcharge - WSU	[illegible]	[illegible]	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	[illegible]	[illegible]	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	[illegible]	[illegible]	$655.00 Annual				$25.00	$58.34
Basic Life - MetLife (Employee)	[illegible]	[illegible]	$35,000	$35,000.00				
Basic Accidental Death and Dismemberment (AD&D) - MetLife (Employee)	[illegible]	[illegible]	$5,000	$5,000.00				
Retirement WSURP - TIAA 7.5% - ages 35 and older	[illegible]	[illegible]	7.5%					
Retirement VIP - TIAA Voluntary Investment Plan (VIP)	[illegible]	[illegible]	$25.00				$25.00	
Long Term Disability (Basic) - The Standard	[illegible]	[illegible]						
Long Term Disability (Optional) - The Standard Buy-Up	[illegible]	[illegible]	180 Day Waiting Period					
Employee Assistance Program - Employee Assistance Program	[illegible]	[illegible]						
						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.

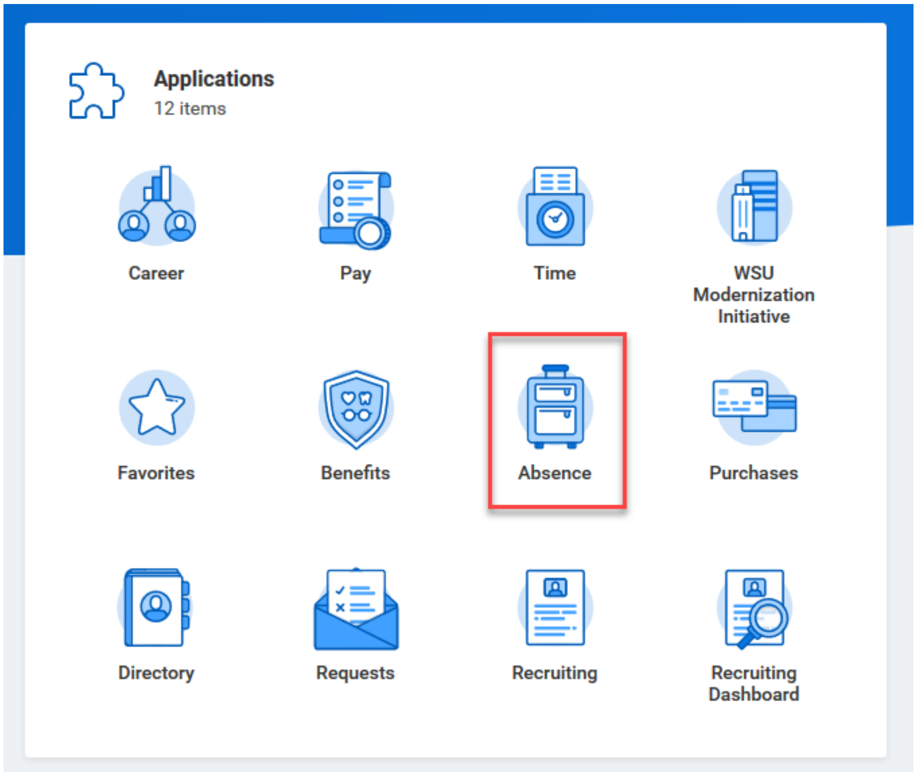
Time, Leave and Absence

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:

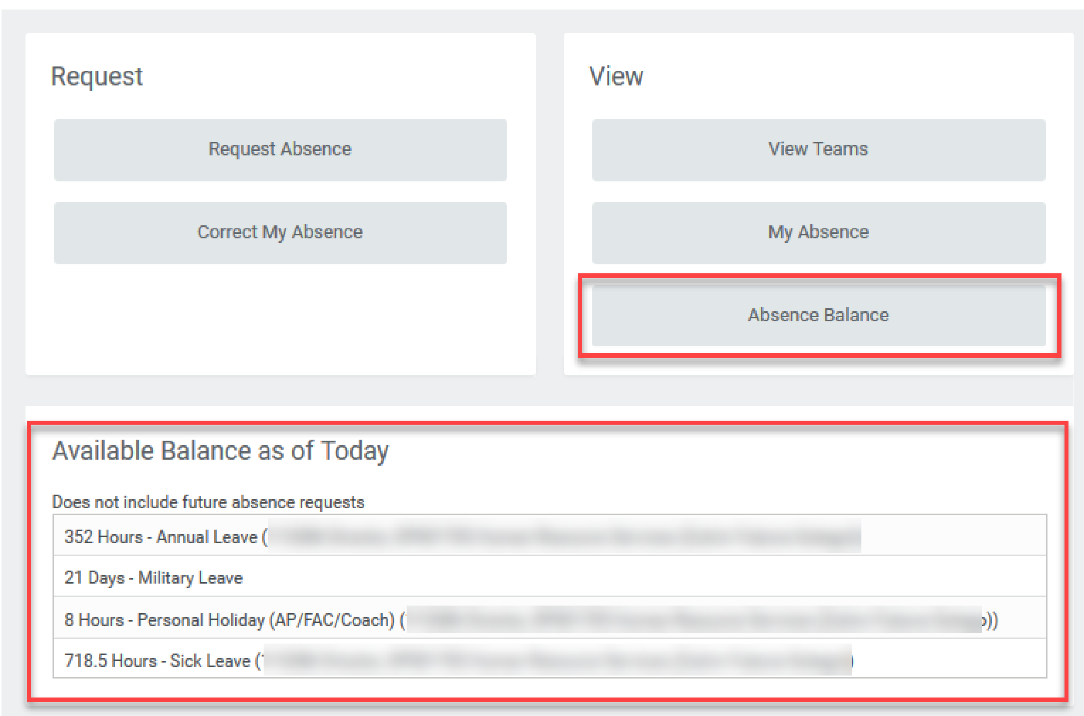
- Review their personal time off (leave) balances and accrual rate
- Ensure they have been assigned the appropriate work schedule
- Enter time worked the week of December 16th (if overtime eligible)
- Enter any retroactive time offs from December 1, 2020 through December 15, 2020, if applicable
- Ensure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

Review time off (leave) balances and accrual rates:

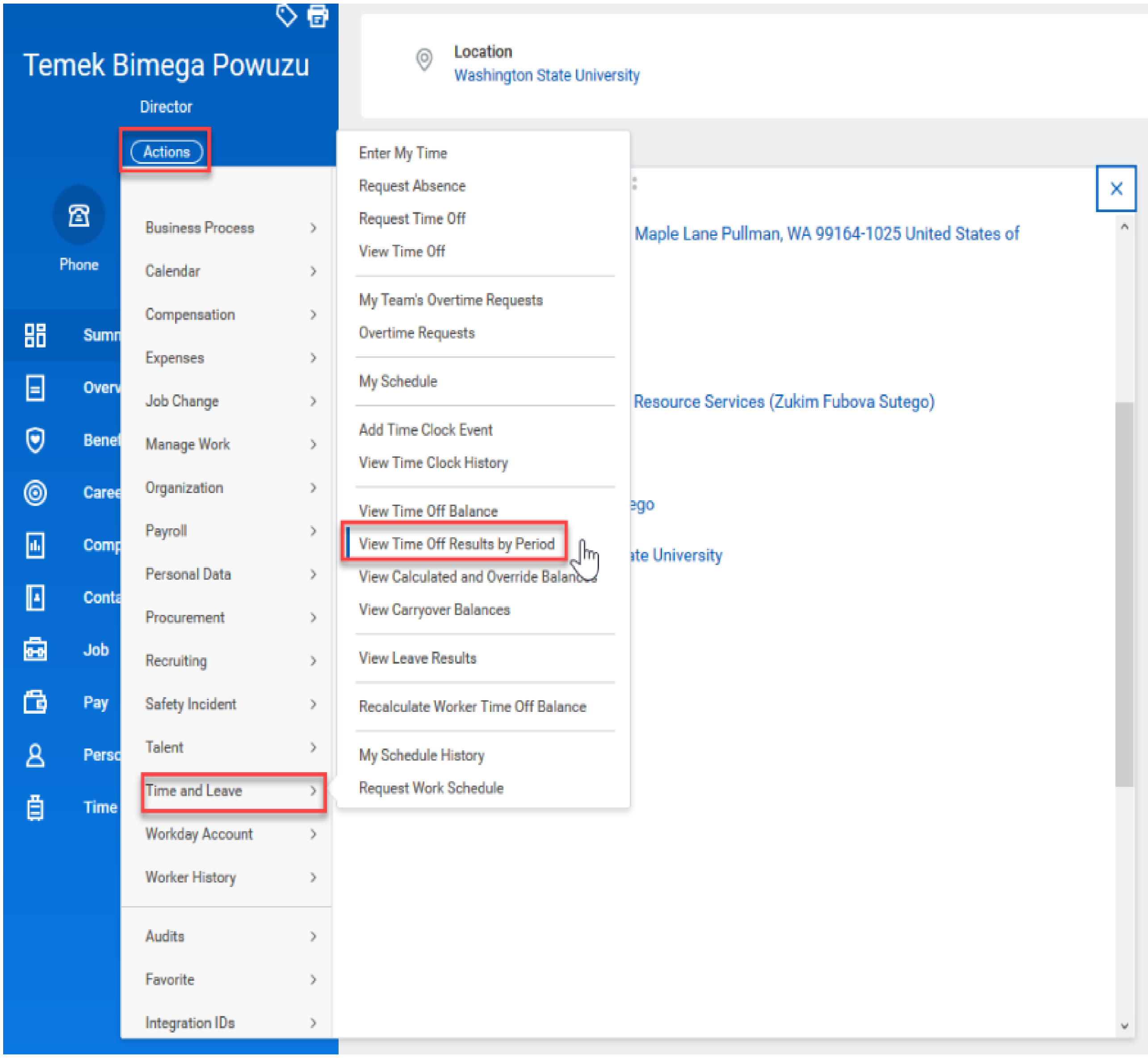
1. Log into the Workday system.
2. Select the **Absence** application.



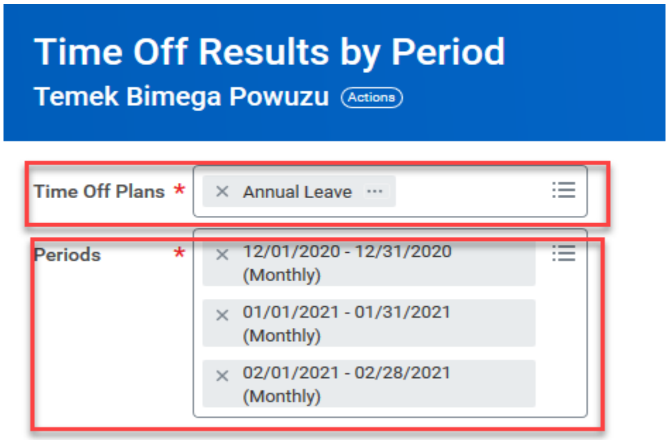
1. Review your available balances as of today for the most common time off plans. You may also select **Absence Balance** to view more detailed information and project future balances.



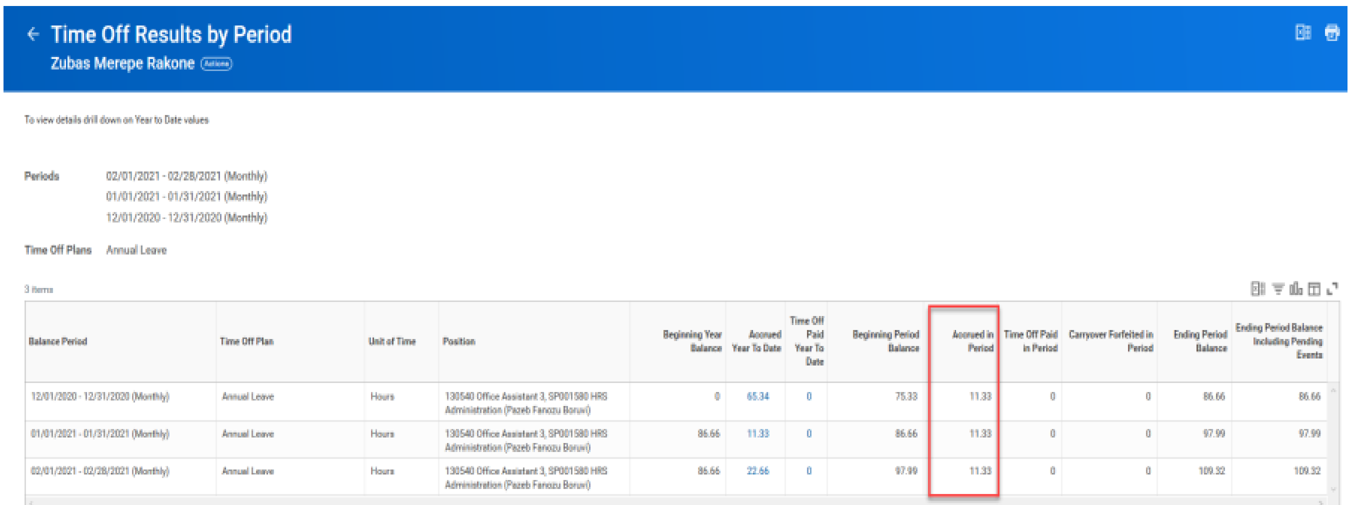
1. To review your annual leave accrual rate, select the **Profile** (cloud) icon on the top-right corner of the **Home** page.
2. Select the **View Profile** option just below your name.
3. Using the **Related Actions** button below your name in the left menu, select **Time and Leave**, then **View time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



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
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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 Fanozu Boruvi)	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 Fanozu Boruvi)	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 Fanozu Boruvi)	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.

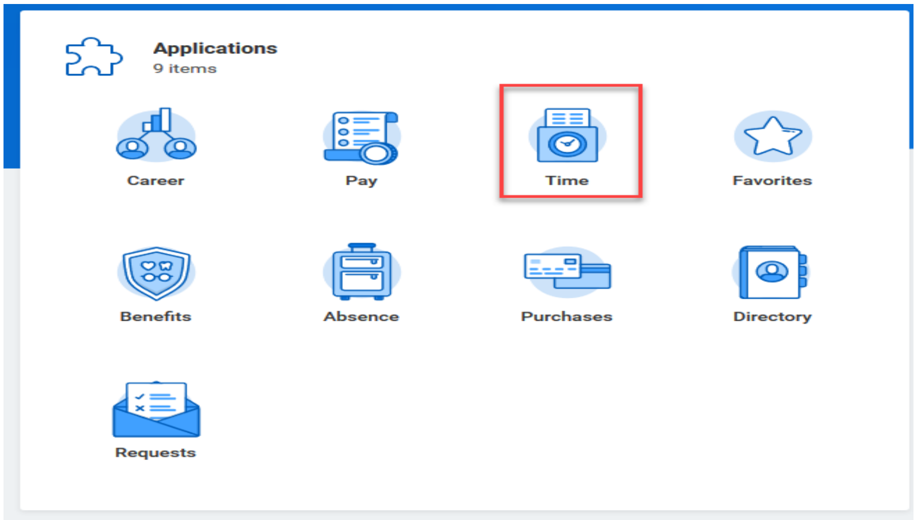
Ensure your work schedule is correct

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.

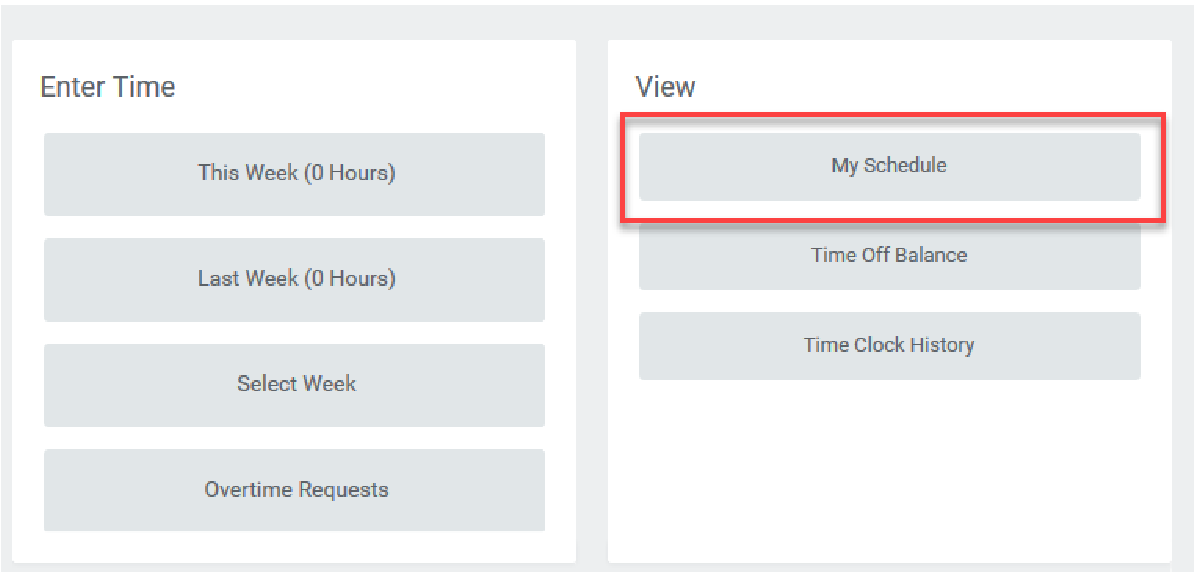
To review your schedule:

Review time off (leave) balances and accrual rates:

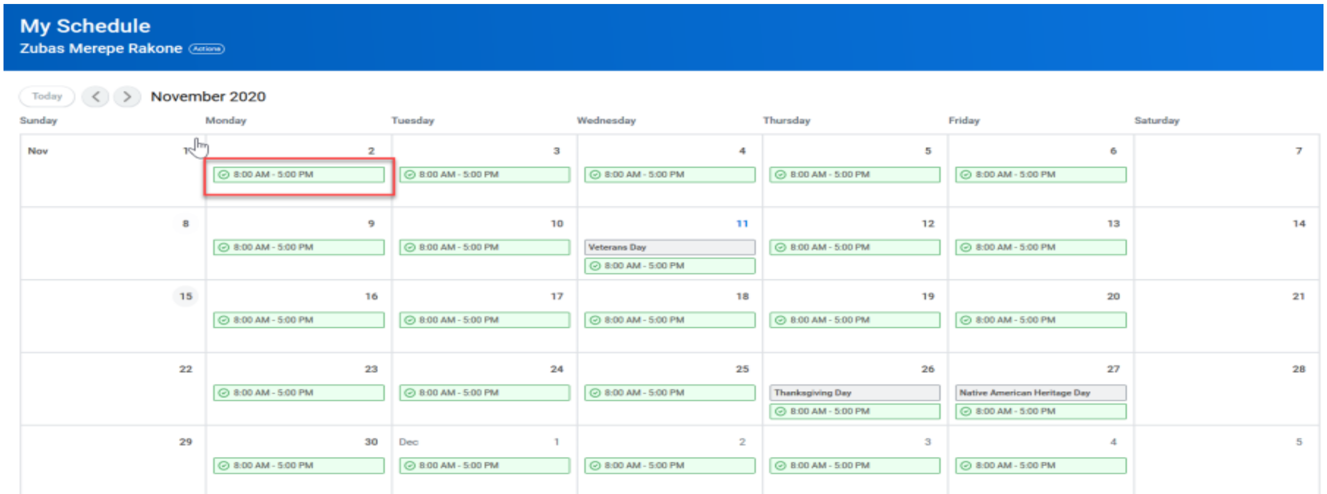
1. Log into the Workday system.
2. Select the **Time** application.

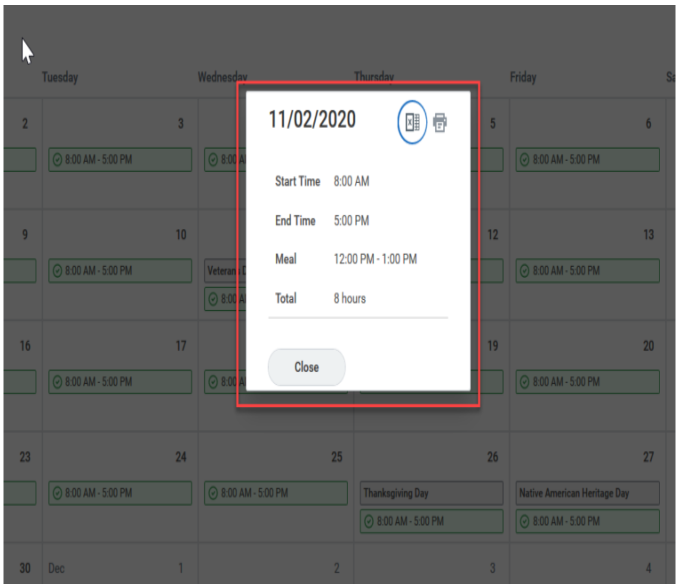


1. Under the **View** category, select **My Schedule.**



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





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)

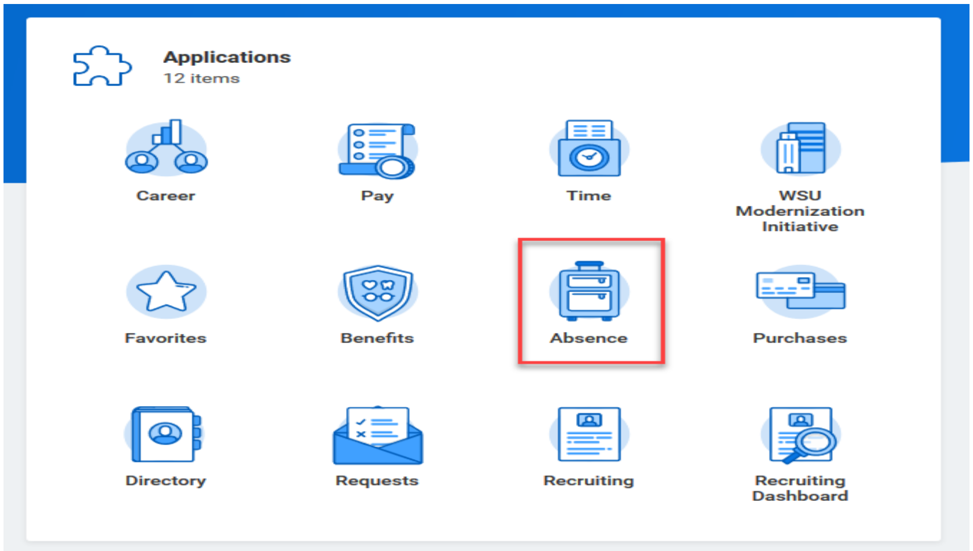
Time off balances were loaded into Workday based on the balances on November 2020 paper time/leave reports. Any time offs that were requested before December 4, 2020 should appear in Workday. In order to maintain an accurate accounting of time offs, any time off taken between December 1, 2020 and December 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)

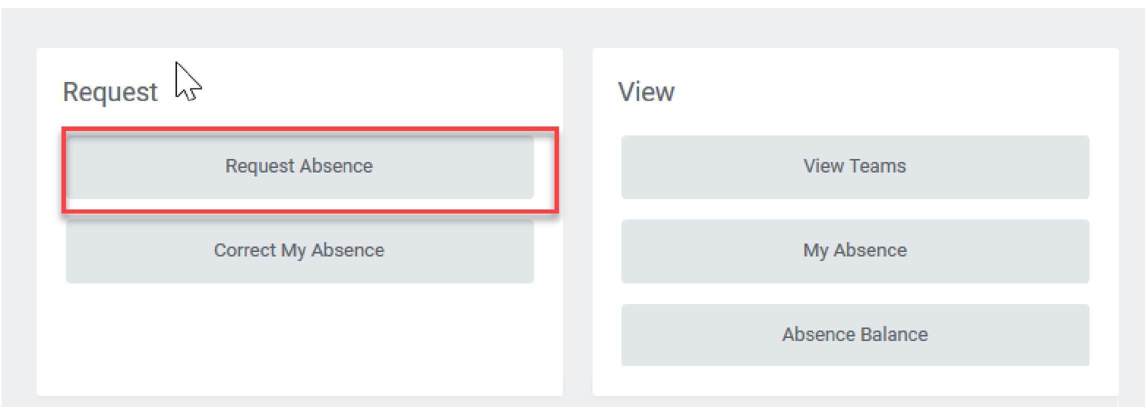
Information about medical and non-medical leaves of absence were converted into Workday by the Modernization team. However, employees should double check the duration and balance of their requested leaves of absence.

To view time off and leave of absence information:

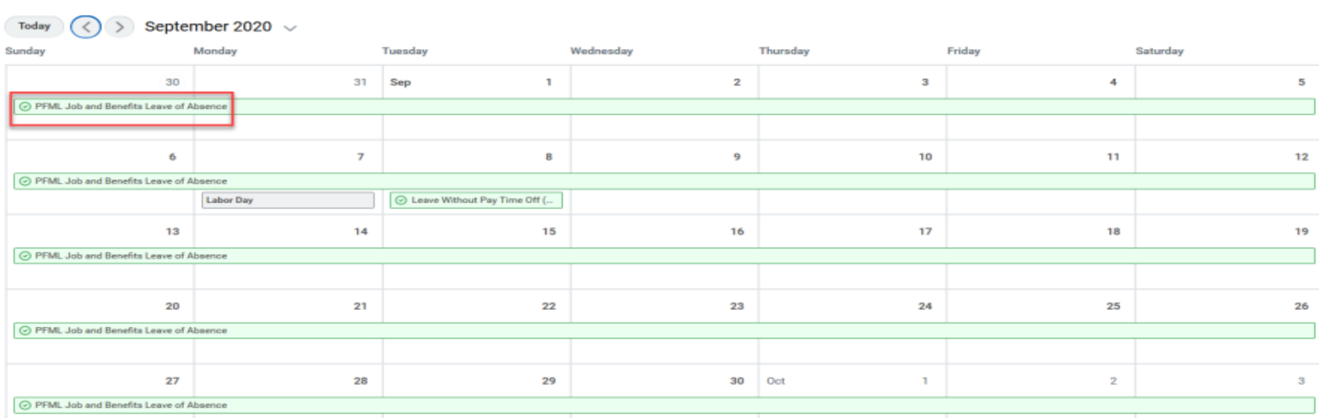
1. Log into the Workday system.
2. Select the **Absence** application.

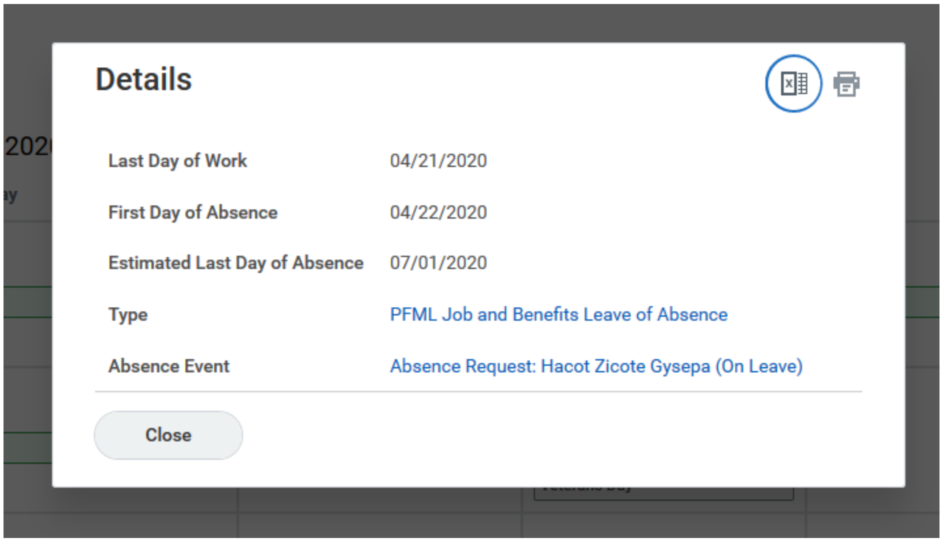


1. Select **Request Absence**.



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.

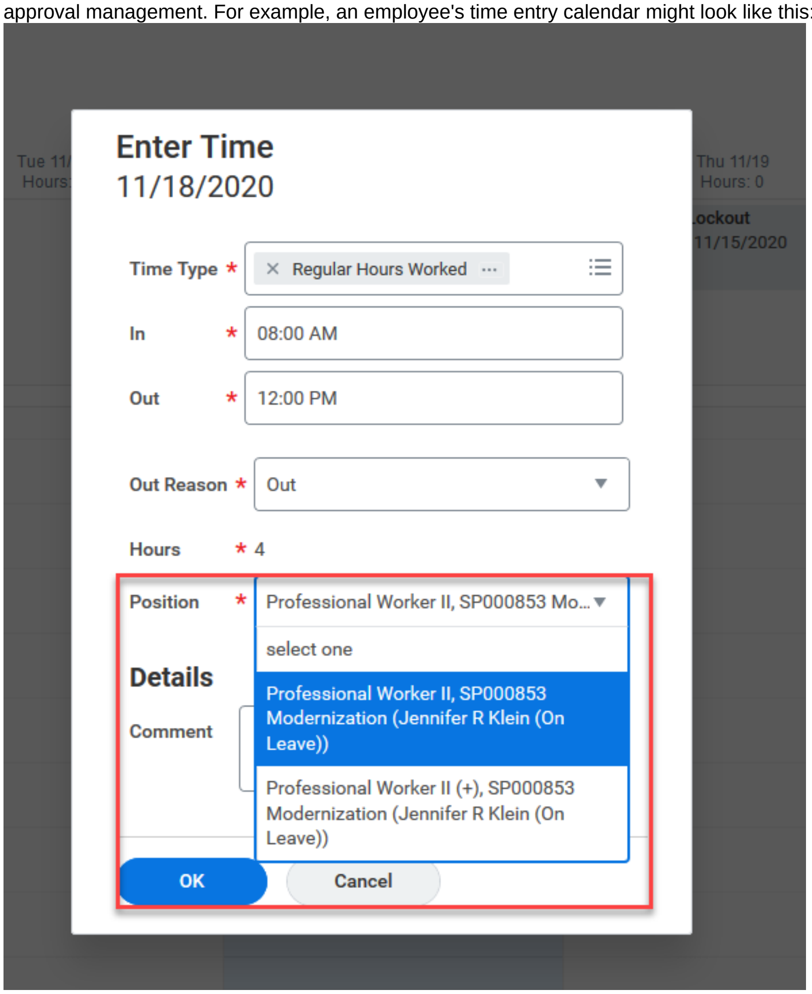




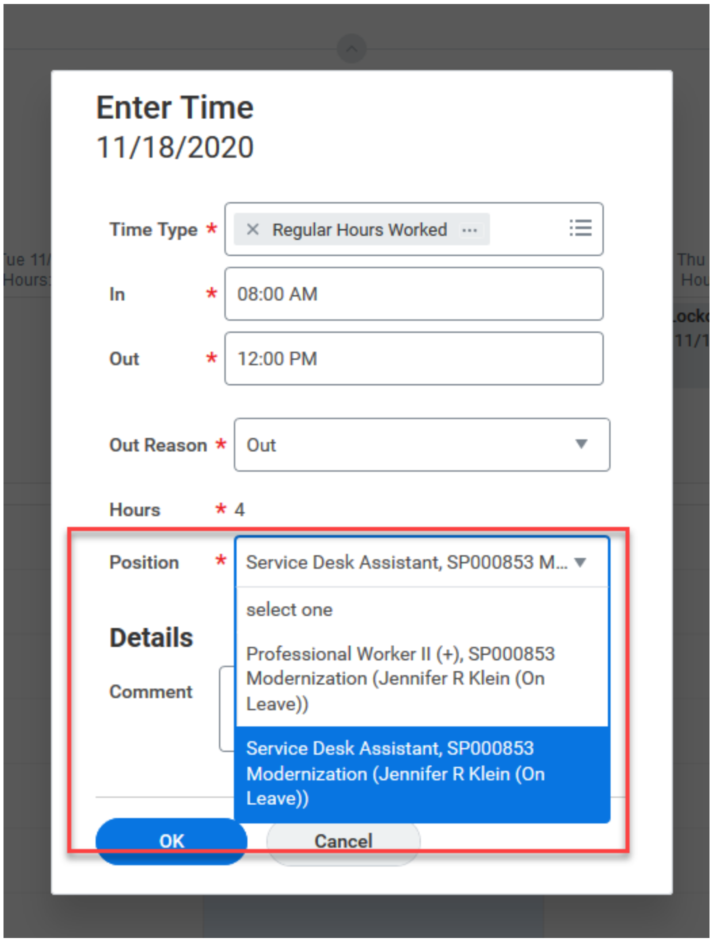
Note: If information regarding your medical leave of absence needs to be updated, please contact HRS Disability Services.

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:

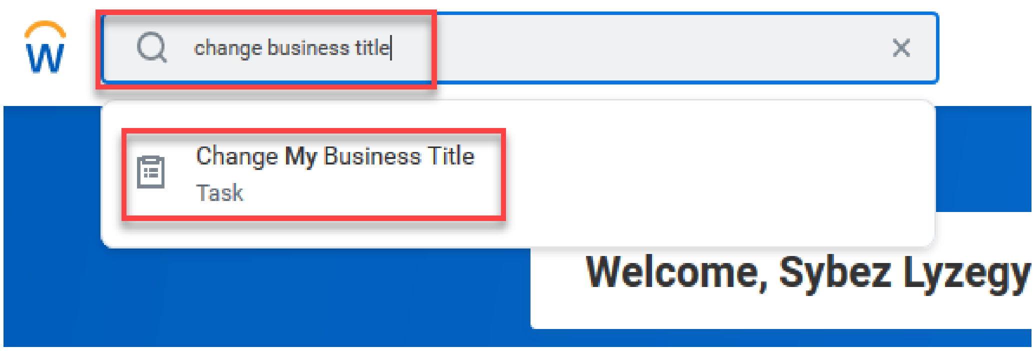


This makes choosing the correct position difficult. Therefore, the employee may request to change their business title to distinguish between positions. After a business title update, their time entry may look like this:

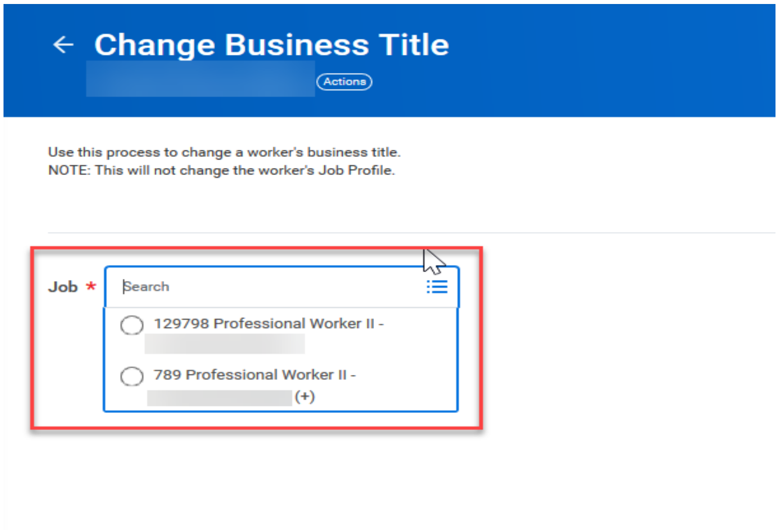


If the two positions are of a different classification (e.g. a service worker I and a program coordinator), a business title update would not be required. To request a business title update:

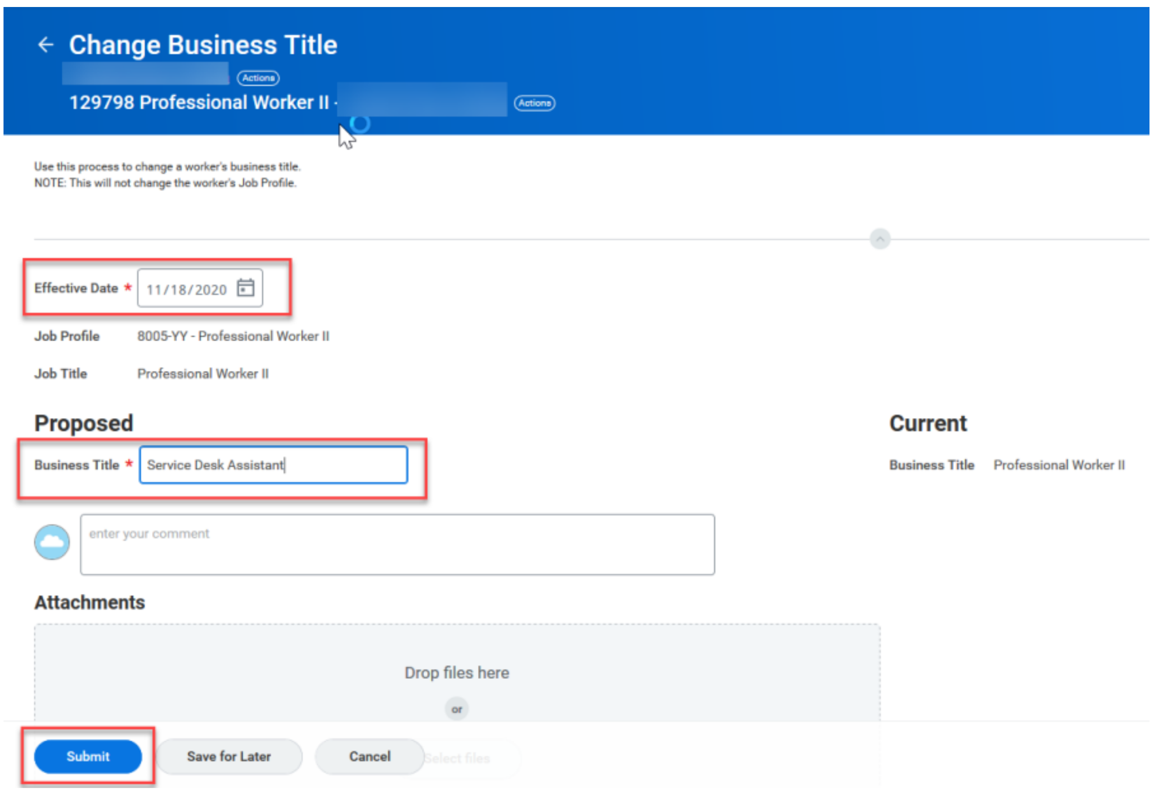
1. Log into the Workday system.
2. Enter **Change Business Title** into the Workday **Search** bar, and then select the **Change My Business Title** task.



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



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.

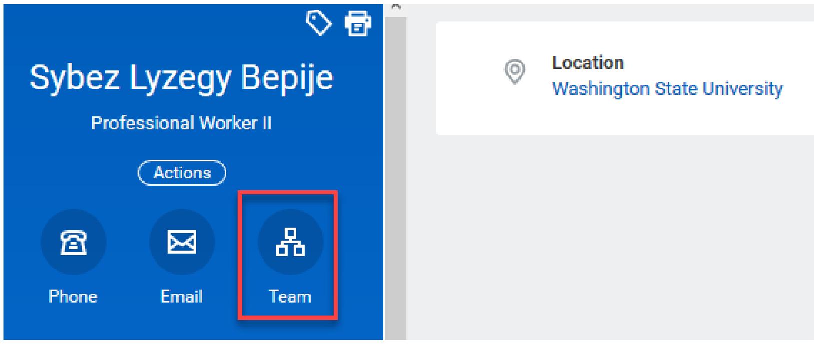


1. Your request will route for approval. If you have additional questions, please reach out to your departmental administrator.

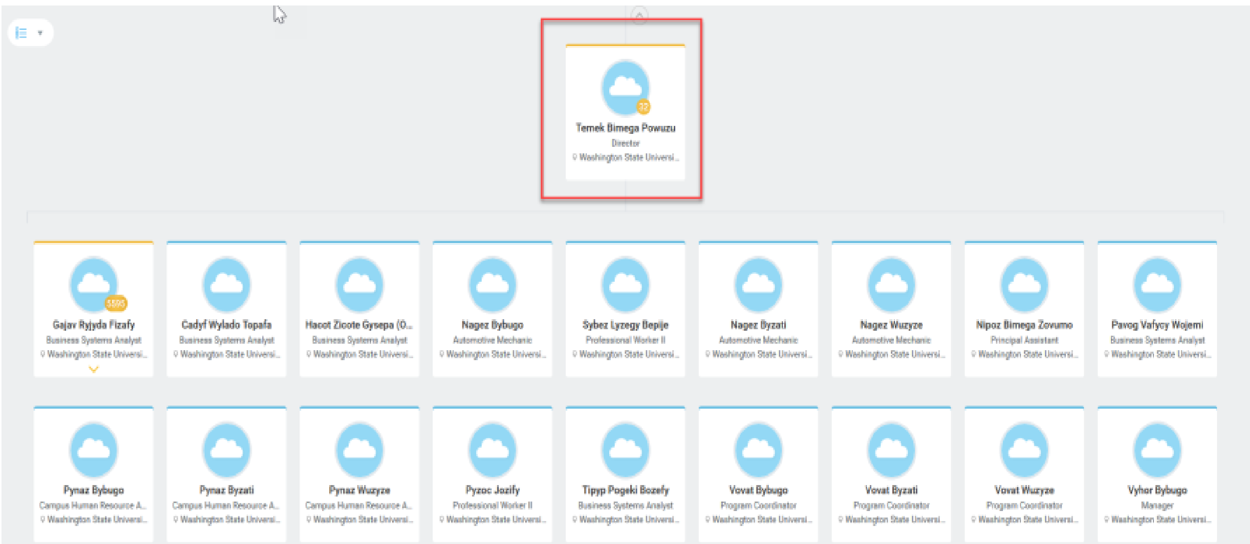
Supervisory Organization

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](#).