First Login Checklist

Say HELLO to Workday on the Single Sign-On (SSO) menu. If you have questions related to your personal, benefits, payroll, or timeoff information as it is reflected in Workday, please contact your departmental HR Liaison for assistance and/or visit workday.tamu.edu for further information.

Login to Workday [here]!

Review your Personal Information
Click the Personal Information worklet from the Workday Homepage and under View, select About Me to confirm your information in Workday is correct

- Team – Is your Manager (supervisor) and your Manager’s Manager correct? If not, let your manager know
- Contact – Review your home and work information; edit if needed
  - Click Emergency Contact - Review your emergency contacts; edit if needed
- Personal - Additional Data - Review the privacy flag information
- Compensation - Review your salary and any allowances you receive
- Benefits - Review your current benefit plans and coverage
- Pay - Review your current payslip (available December 28)
- Time Off - Review your time off balances

Back to Personal Information (back arrow on your browser)

- Under Change, select Photo and submit your photo (photo changes route to your manager/supervisor for approval)

Review your Benefits Information
Click the Benefits worklet from the Workday Homepage and under Change, select Beneficiaries

- Review your Beneficiaries; edit if needed

Navigate back to Benefits and under Change, select Dependents

- Review your Dependents; edit if needed
Review your Pay Information
Click the Pay worklet from the Workday Homepage and under Actions, select Payment Elections to confirm your direct deposit information; edit if needed or add additional checking or savings accounts (up to five accounts).

Review Time Off Information
Click the Time Off worklet from the Workday Homepage
- View Available Balance as of Today box at bottom of the screen
- Under View, select My Time Off
- Under Request, select Time Off; enter any time off requests prior to December 17, 2017 that were not submitted and fully approved in LeaveTraq by December 13, 2017
- View balances in LeaveTraq to ensure they are accurately reflected in Workday

Are you an Hourly Employee?
Starting December 17, you will enter your time worked from the Time worklet (View the Enter Time Job Aid for more information)
- Click the Time Worklet from the Workday Homepage and under Enter Time, click Select Week. Enter your time worked for the period of December 17, 2017 - December 23, 2017

Are you a Manager (supervisor)?
- Review your team by clicking the My Team worklet from the Workday Homepage
- Click the My Team worklet from the Workday Homepage and under View, select My Org Chart to review your organizational chart

Learning Workday
Learn more about using Workday at workday.tamu.edu and if you haven't already, please complete two helpful online courses through TrainTraq
- Workday Core Concepts course
- Navigating Workday course

Download the Workday mobile app for your portable devices! ID: TAMUS