
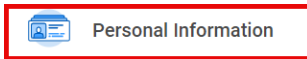




Workday Go-Live: Day 1 Checklist

Log into Workday using your login. Click the **Menu**  **MENU** (located on the left side of the page)
Select the icon below and review and update information as needed.



Click the **Personal Information** app (pictured to the left) to **review/add/update information**.
Note: some updates will require documentation to be attached (ex. Date of Birth, Marital Status, Legal Name Change)

REVIEW and EDIT:

- Contact Information:** (Home, Work, Email)
- Personal Information:** (Gender, DOB, Marital Status, Race/Ethnicity, Disability)
- Legal Name:** (Change My Legal Name)
- Preferred Name:** (Add Preferred Name)

ADD:

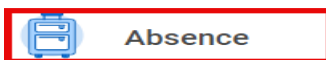
- Emergency Contacts:** (Add Your Emergency Contact Information)



Click the **Pay** app (pictured to the left) to review/add/update information.

REVIEW/UPDATE:

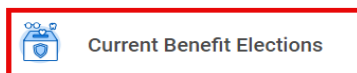
- Withholding Elections:** (Federal Tax Withholding, State Tax Withholding)
- Payment Elections:** (Direct Deposit)



Click the **Absence** app (pictured to the left) to view absence balance.

REVIEW:

- Absence Balance:** (Available PTO)



Click the **Current Benefits Election** app (pictured to the left) to review/add/update information.

REVIEW:

- Benefit Elections:** (Current Benefits Elections and Costs)
- Dependents:** (Current Dependents)
- Beneficiary:** (Verify your beneficiary information is correct)