



# First Login Checklist

Say HELLO to Workday on the Single Sign On (SSO) menu. Contact your Engineering HR or Payroll representative with any questions you have: [eworkday-help@tamu.edu](mailto:eworkday-help@tamu.edu).

## Review your Personal Information

Click "Personal Information" worklet from the Workday Home page and under "View", select "About Me" to confirm your information in Workday is correct.

- Team – Is your Manager 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 Pay slip (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 (subject to Manager approval)

## Review your Benefits Information

Click the "Benefits" worklet from the Workday Home page 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 Home page 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)

## Review Time Off Information

- Click the Time Off worklet from the Workday Home page
- 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 approved in LeaveTraq by December 13, 2017

## Checklist Are you an Hourly Employee?

Starting December 17, you will be able to enter time worked from the Time worklet (View the [Enter Time Job Aid](#) for more information)

- Click the Time Worklet from the Workday Home page 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?

- Review your team by clicking the My Team worklet from the Workday Home page
- Click the My Team worklet from the Workday Home page and under View, select My Org Chart to review your organizational chart



Installing the Workday Mobile App from your mobile device:

1. For iPhone, tap the **App Store** icon. For Android, tap the **Play Store** icon
2. Tap **Search** and enter "Workday" then select **Workday** from the search results
3. Tap **Free** or **Install** to install the app. For Android, you will need to tap **Accept** to the items Workday is requiring access to. Once the app has downloaded, the button name changes to Open.
4. Tap **Open**. The Workday app will open, then tap the Gear icon to display the Settings window
5. Enter **TAMUS** into the tenant field and enter **www.myworkday.com** into the web

address field

6. For iPhone, tap **Save**. For Android, tap the **Back Arrow** on the bottom dashboard. The Login window for SSO displays.
7. Enter your **UIN** and **Password** then tap **Submit** to log into Workday
8. If asked to create a PIN follow the directions as indicated, or skip if desired. You will be taken to the Workday Home Page.