Workday Getting Started Checklist

Date: October 2, 2017

Topic: Complete the Workday Getting Started Checklist

Audience: All employees

Description:
Now that you are in Workday, it’s time to get familiar with your personal and job information. Find and complete the following tasks. Use the Workday Checklist User Guide to help you complete these tasks.

Log into Workday
Workday is cloud-based which means you can log on from anywhere you have access to the internet. Follow the link below to log on to Workday.

1. Go to https://www.myworkday.com/nshe
2. Choose the Active NSHE Community Members
3. Enter your Net Id and Password

** Be sure to bookmark the link so you can easily access every day **

Workday Checklist
For help completing these tasks, use the Workday Checklist User Guide

- View your Profile
- View and update your Contact Information
- Add your Emergency Contacts
- View and update your Payment Elections
- View your Time Off balances and enter Time Off

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 784-6086.