Setting up Your Workday Profile

Welcome to Workday! This checklist is designed to help you set up and verify your Workday profile, ensuring all your personal, HR, and payroll information is accurate and up-to-date. Completing these tasks will streamline your access to important Workday features and resources.

1. Logging into Workday

Instructions for accessing your Workday log-in information can be found at
https://gsiemployees.com/workday-getting-started/

- ☐ Make sure you can access Workday using your provided username and password.
    - o Your username will be your Guest Services Employee ID number
    - o The default password in Workday will be **Workday-GSI123!**
- ☐ **Reset Password:** You will be prompted to reset your password when you log in for the first time. Ensure your new password includes at least one uppercase letter, one lowercase letter, one number (0-9), and one special character (e.g., *!"@#$%^&*()[]{}| `?.<>*).
- ☐ **Multi-Factor Authentication:** Set up Multi-Factor Authentication (MFA) using either an authenticator app from Microsoft, Google, or Apple, or the email currently registered with your Workday account. *(**Training Resource:** Multi-Factor Authentication Setup)*

2. Verify Your Personal Information in Workday

It's important to verify that all of your personal information is accurate in Workday to ensure smooth communication and record-keeping. *(**Training Resource:** Modifying Personal Information)*

- ☐ **Name**: Ensure that your full legal name is correct.
- ☐ **Home Address**: Confirm your current home address.
- ☐ **Personal Email**: Verify that your personal email address is up-to-date.
- ☐ **Mobile Phone Number**: Check that your mobile phone number is correct.
- ☐ **Emergency Contacts**: Update your emergency contact information.

3. Verify Your Human Resources Information in Workday

Review your HR details to ensure your benefits, compensation, and work location are accurate and up-to-date. *(**Training Resource:** Managing Your Benefits)*

- ☐ **Benefits Elections & Enrollment Data**: Review your chosen benefits and ensure your enrollment information is accurate.
- ☐ **Confirming Work Location is Correct**: Ensure that your work location is accurately listed.

4. Verify Your Payroll Information in Workday

Confirm that your payroll details, including payment elections, direct deposit, and tax withholdings, are correct.

- ☐ **Check and Confirm Payment Elections**: Review and confirm your payment methods and related information, including ensuring your direct deposit details are accurate. *(Training Resource: [Managing Your Payment Elections](#))*
- ☐ **Check and Confirm Tax Withholding Elections**: Review and confirm your tax withholding elections. *(Training Resource: [Managing Tax Elections and Withholdings](#))*
- ☐ **Submit any Absences as Needed:** Submit any necessary absence requests through Workday. *(Training Resource: [Requesting Time off including Leave of Absence](#))*

5. Understanding How to Navigate Key Areas of Workday

Learn how to view your work schedule and submit absence requests efficiently.

- ☐ **Viewing Your Work Schedule**: Learn how to access and view your work schedule. *(Training Resource: [How to View Your Schedule](#))*
- ☐ **Submitting Absence Requests**: Understand the process for submitting absence requests. *(Training Resource: [Requesting Time Off](#))*

6. Using the Workday App

Make sure you can log into the Workday Mobile app on iOS and Android devices for easy access on the go. *(Training Resource: [Logging Into Workday Mobile](#))*

- ☐ **Make sure you can log into the Workday Mobile app on iOS and Android devices**: Verify access to the mobile app, this is especially important for team members at select locations who will be clocking in/out from the app.

Scan Code to Download
the Workday App for iPhone

Scan Code to Download
the Workday App for Android

7. Additional Tasks

Additional suggested tasks to complete in Workday

- ☐ **For those with direct reports**: Navigate to the team org charts and confirm that the listed reports are correct.

<u>Support and Resources</u>

Contact Support: Workday@GuestServices.com

Training Resources: https://gsiemployees.com/workday-training