# Workday User Guide

## Employees

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>2</td>
</tr>
<tr>
<td>Profile</td>
<td>2</td>
</tr>
<tr>
<td>Change Password</td>
<td>3</td>
</tr>
<tr>
<td>Add Worked Hours to Timesheet</td>
<td>4</td>
</tr>
<tr>
<td>Add Sick Time to Timesheet</td>
<td>5</td>
</tr>
<tr>
<td>Onboarding / New Hire Documents</td>
<td>6</td>
</tr>
</tbody>
</table>
Home Page

1: Home: click the logo to return to this home page at any time
2: Search Box: easily find tasks and information
3: Announcements: messages from the Foundation for California Community Colleges related to your employment or Workday-related updates
4: Inbox: tasks that you need to complete
5: Applications: icons that are displayed for quick access
6: Application Settings: customize the icons that are displayed
7: Shortcuts: quick access to commonly used items
8: Notifications: alerts that inform you of something that needs your attention
9: Inbox: tasks that you need to complete
10: Profile: edit your personal information, change your password, find your timekeeping supervisor

Profile

**IMPORTANT: Review and verify that your information is correct when you login to Workday for the first time**

1. Click the cloud icon in the upper right-hand corner
2. Click on your Name / View Profile
3. **Summary** tab: confirm your work location and address
4. **Pay** tab: confirm your hourly rate
5. **Contact**:
   a. Contact Tab: confirm your home address, phone number, and email address
   b. Emergency Contacts Tab
   c. If you need to update the information, click the gray **Edit** button at the top of the page
6. **Personal** tab: confirm that your Date of Birth is accurate
   a. If you need to update any information, click the gray **Edit** button at the top of the page

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**Change Password**

1. Click the cloud icon in the upper right-hand corner
2. Click on **My Account**, and then select **Change Password**
Add Worked Hours to Timesheet

1. From the Home Page, under Applications, click on Time

2. Select whether you want to add hours for This Week or Last Week
   a. It is encouraged that you add your hours daily, so you will likely select This Week

3. To add hours, click the orange Enter Time button in the bottom left corner and select Quick Add

4. Time Type will default to Worked Time. Do not edit. Click Next.

5. **In** = The time you got to work

6. **Out** = the time you left work

7. **Out Reason**
   a. Out = leaving for the day
   b. Meal = leaving for a meal and will return

8. Select the day of the week you are adding hours for using the checkboxes on the right
   a. If you worked the same exact hours on multiple days, check multiple boxes to add hours to more than one day at a time

9. Click Add

10. Keep adding hours for as many days as needed, then click the orange OK button at the bottom left

11. Confirm that your hours look correct in the calendar view, but also the totals in the upper right corner

12. When your timesheet is complete, click the orange Submit button in the bottom left corner
TIMESHEET EXAMPLE: On Monday I arrived at work at 8:00AM. I took a 30-minute lunch break from 12:00PM – 12:30PM. I left work for the day at 2:30PM.
Add Sick Time to Timesheet

1. Like how you enter worked hours, from the Home Page, under Applications, you can either click on Time and choose a week, or for quicker access click Absence
2. Select Request Absence
3. First, make sure you have enough hours in the Balances section
4. Click on the calendar the day you want to add sick time and then Request Absence
5. Select CA Sick Leave and click Next
6. The default is 8 hours, to use less hours, click Edit Quantity per Day and input the correct number of sick hours you wish to use
7. Click Submit
Onboarding / New Hire Documents

1. To access your new hire documents, go to your Inbox
   a. Upper right-hand corner icon
   b. Bottom left square click Go to Inbox
2. Click on the action within each Inbox task to complete what is required

TASK 1: WAGE THEFT PREVENTION NOTICE FOR HIRE DOCUMENT

1. Click E-Sign by Adobe Sign
2. Review document, click in signature box Click here to sign
3. Type your First and Last Name in the box
4. Click Apply
5. Click Click to Sign in Adobe document
6. Click orange Submit button in Workday
7. Click orange Done button
**TASK 2: ENTER PERSONAL INFORMATION**

1. Confirm that your **Legal Name** was entered correctly
   a. If not click the pencil icon to edit
2. Add your **Gender** using the pencil icon
3. Add your **Date of Birth** using the pencil icon
4. Add your **Race/Ethnicity** using the pencil icon
5. Add any other optional fields you wish to complete
6. Click the orange **Submit** button

**TASK 3: EDIT GOVERNMENT IDs**

1. Click the + symbol below Proposed IDs > National IDs
2. **Country**: United States of America
3. **National ID Type**: Social Security Number (SSN)
4. **Add/Edit ID**: type in your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
5. Click the orange **Submit** button
TASK 4: ENTER CONTACT INFORMATION

1. Add your Address using the Add button
2. Add your Phone Number using the Add button
3. Confirm that your Email Address was entered correctly
   a. If not click the pencil icon on the right to edit
4. Click the orange Submit button

ONCE YOU COMPLETE THESE 4 TASKS, YOUR INBOX WILL REFRESH WITH PRE-POPULATED DOCUMENTS USING THE INFORMATION YOU JUST ENTERED

TASK 5: REVIEW DOCUMENTS

1. Click on the PDF symbol or blue hyperlink of each document to review the document
2. Click the checkbox next to I Agree
3. Click the orange Submit button at the bottom
TASK 6: REVIEW DOCUMENTS

1. Click the blue E-Sign by Adobe Sign
2. Scroll through the documents, clicking in all of the yellow highlighted boxes to enter your Name, Signature, and Date of Signature
   a. Tip: the Next yellow arrow on the left will skip you to the next action
3. Click the blue Click to Sign button at the bottom
4. Click orange Submit button in Workday
5. Click orange Done button

TASK 7: COMPLETE I-9 FORM

This is Workday’s version of the U.S. Federal I-9 document, which shows your identity and authorization to work in the United State. Accuracy is VERY important in this document, so double-check all your entries before submitting.

1. Your information should be pre-populated; confirm the following fields are correct:
   a. Last Name
   b. First Name
   c. Address
   d. City or Town
   e. State
   f. ZIP Code
   g. Date of Birth
   h. Social Security number, if applicable
2. Select which of the (4) resident statuses apply to you
3. Click the I Agree checkbox
4. If you completed this form yourself, check I did not use a preparer or translator
   a. If you are completing this form on someone’s behalf, complete the Preparer / Translator section
5. Click the orange Submit and/or Done button
6. Next, identify what document(s) you will show your work experience program staff. To verify if your document(s) are acceptable, click here.
   a. Option 1: one document that shows both your identity and work authorization
      i. Examples: U.S. Passport, Form I-551 Permanent Resident Card, Form I-766 Employment Authorization Card
   b. Option 2: two documents – one that shows your identity and one that shows your work authorization
      i. Examples for Identity: Driver’s License, ID Card, School ID, U.S. Military Card

TASK 8: COMPLETE STATE AND LOCAL WITHHOLDING ELECTIONS

1. Confirm that the following fields are pre-populated:
   a. Company = Foundation for California Community Colleges
   b. State = California
2. Click the orange OK button
3. Indicate your Filing Status
4. Check the I agree box
5. Click the orange Submit and Done buttons

TASK 9: COMPLETE FEDERAL WITHHOLDING ELECTIONS

1. Indicate your Marital Status
2. Claim Dependents and Deductions, if applicable
3. Check the I agree box
4. Click the orange Submit and Done buttons
TASK 10: CHANGE EMERGENCY CONTACTS

1. Complete the following fields for at least one emergency contact, using the pencil icon on the right to edit the field, followed by the check mark on the right to confirm the entry
   a. Legal Name (First and Last Names)
   b. Relationship to you
   c. Primary Phone
2. Click the orange Submit and Done buttons

TASK 11: CHANGE BENEFITS FOR LIFE EVENT

1. Click the orange Let’s Get Started button
2. By default, 403b or 457b are both waived. If this is correct, click the Review and Sign button
3. If you’d like to enroll in either, click the blue Enroll hyperlink
4. Check the I Agree checkbox
5. Click the orange Submit and Done button

YOUR INBOX SHOULD NOW SHOW “0 ITEMS”!