

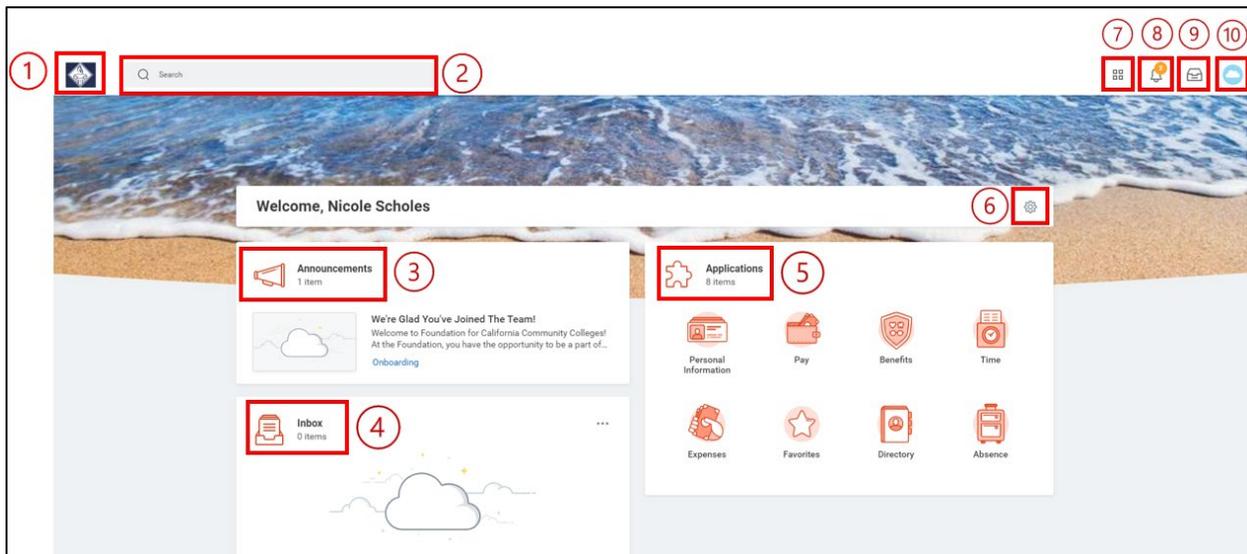
Workday User Guide

Employees

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Home Page

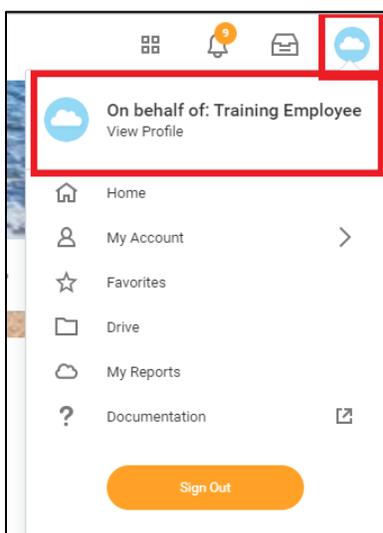


- 1: Home:** click the logo to return to this home page at any time
- 2: Search Box:** easily find tasks and information
- 3: Announcements:** messages from the Foundation for California Community Colleges related to your employment or Workday-related updates
- 4: Inbox:** tasks that you need to complete
- 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

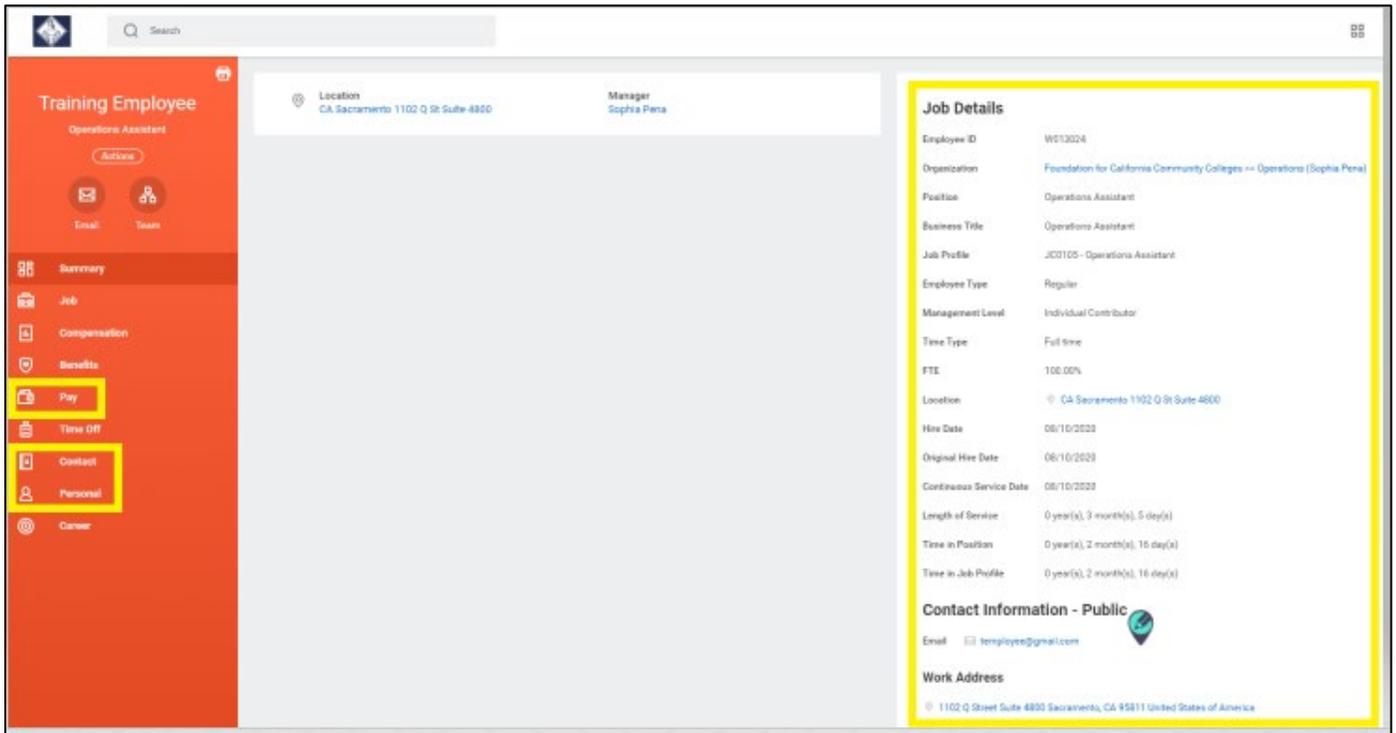
Profile

****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**

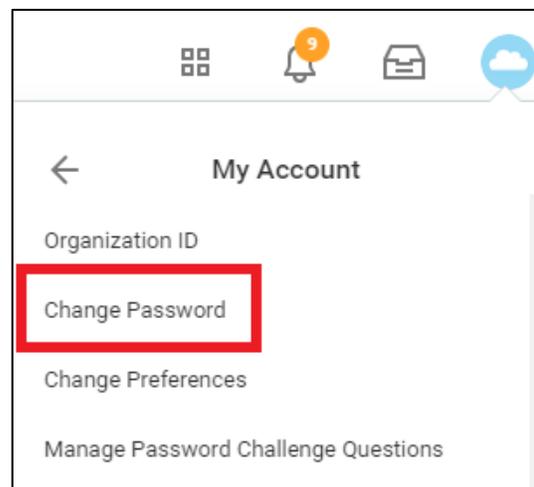
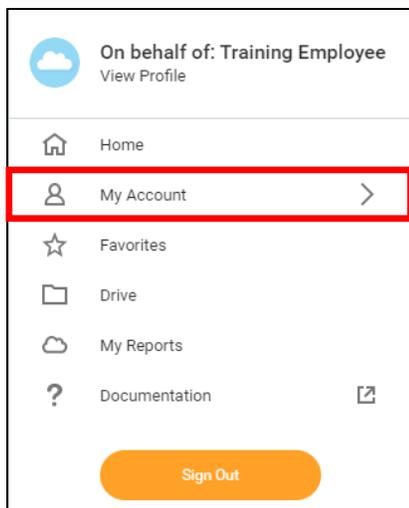


3. **Summary** tab: confirm your work location and address
4. **Pay** tab: confirm your hourly rate
5. **Contact**:
 - a. Contact Tab: confirm your home address, phone number, and email address
 - b. Emergency Contacts Tab
 - c. If you need to update the information, click the gray **Edit** button at 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



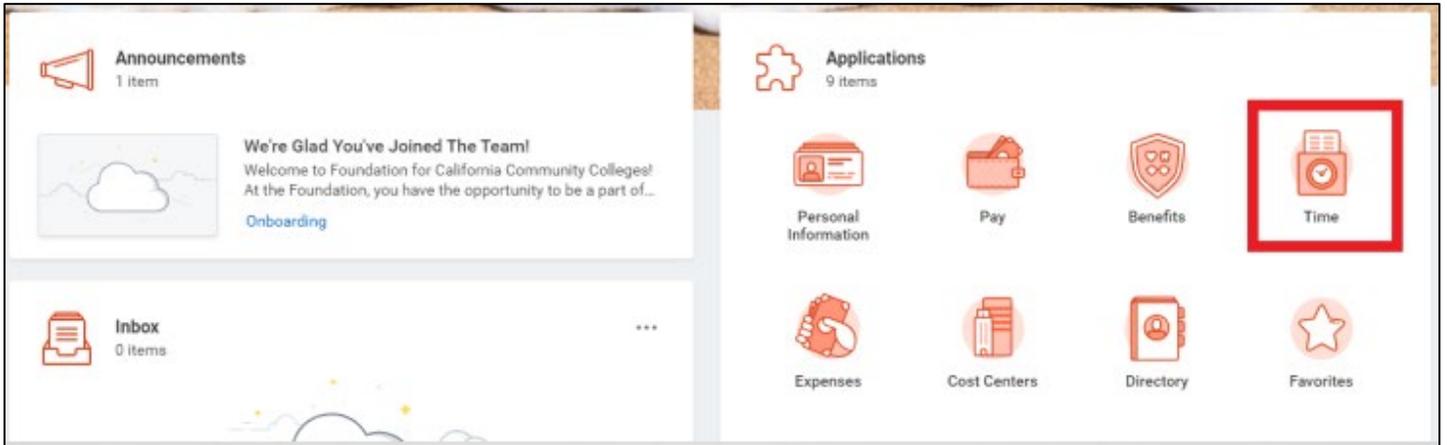
Change Password

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

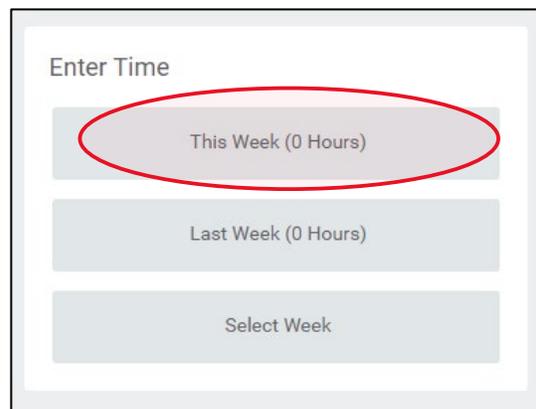


Add Worked Hours to Timesheet

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**



- 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.

Start Date 11/15/2020
 End Date 11/21/2020
 Time Type Worked Time (In/Out)

1 In 08:00 AM
 2 Out 12:00 PM
 3 Out Reason Meal

Remove

5 Add

4 Monday

Sunday
 Tuesday
 Wednesday
 Thursday
 Friday

Start Date 11/15/2020
 End Date 11/21/2020
 Time Type Worked Time (In/Out)

In 08:00 AM
 Out 12:00 PM
 Out Reason Meal

Remove

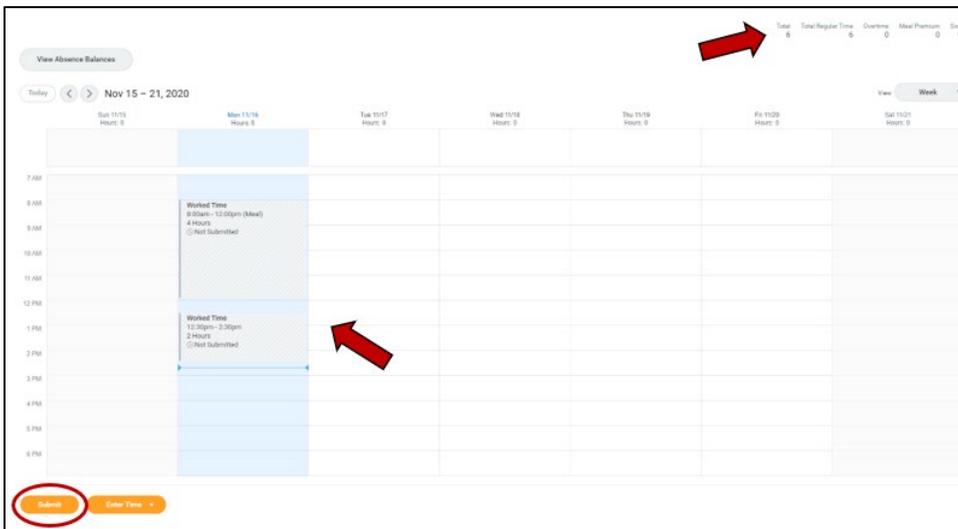
6 In 12:30 PM
 7 Out 02:30 PM
 8 Out Reason Out

Remove

Add

9 OK Back Cancel

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday



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**

Balances

Balance as of 11/16/2020

Per Plan

CA Sick Leave
2.21 Hours

Total
2.21 Hours

1 Day - Request Absence

Sunday	Monday	Tuesday	Wednesday
Nov 1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	Dec 1	2

Select

CA Sick Leave

Intermittent PDL

Unpaid Time Off

When

Type * Search

Next Cancel

Select Absence Type

When Monday, November 16, 2020

Type * CA Sick Leave

Next Cancel

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**

Total 8 hours - CA Sick Leave

Request 1 item

*From	*To	*Type	Quantity per Day	Total	
11/16/2020	11/16/2020	CA Sick Leave	8 hours	8 hours	Edit Quantity per Day

enter your comment

Attachments

Drop files here or Select files

Submit Cancel

Edit Quantity per Day

Update All Quantities 8

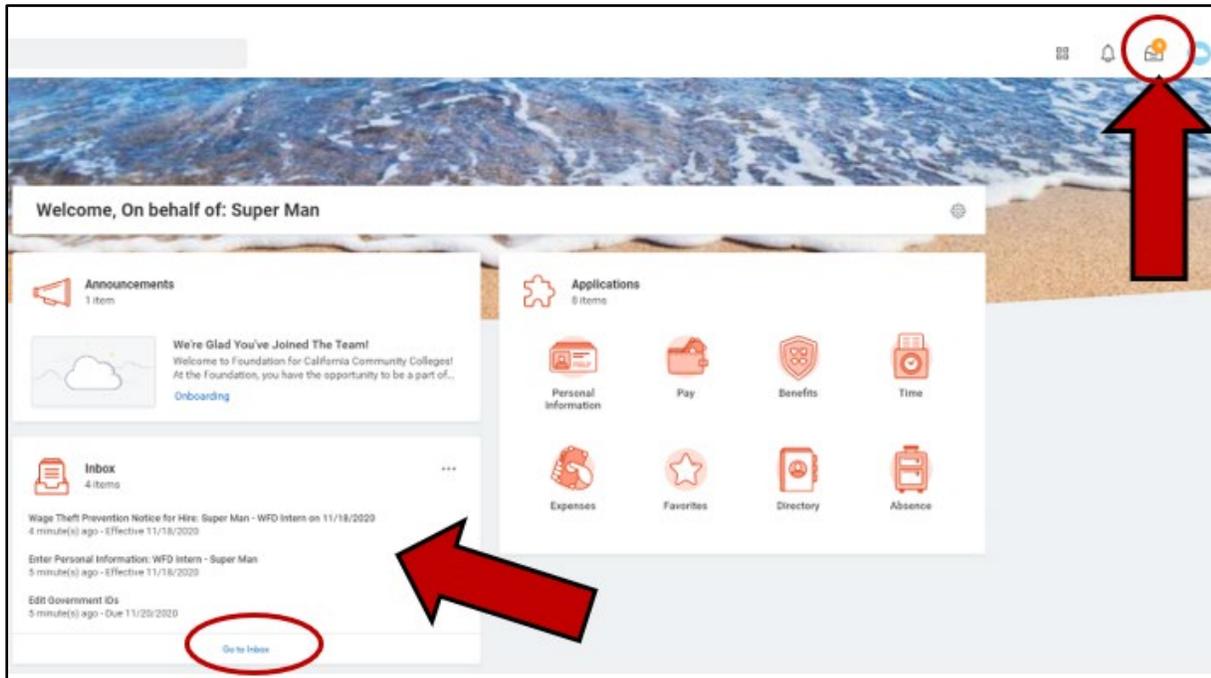
1 item

Date	Quantity per Day	Comments
Mon, Nov 16, 2020		

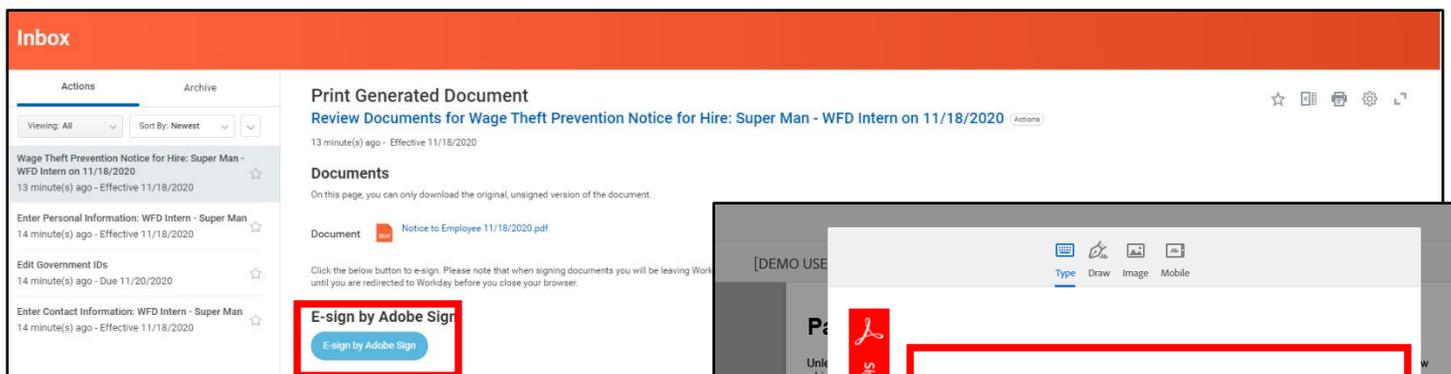
Done Cancel

Onboarding / New Hire Documents

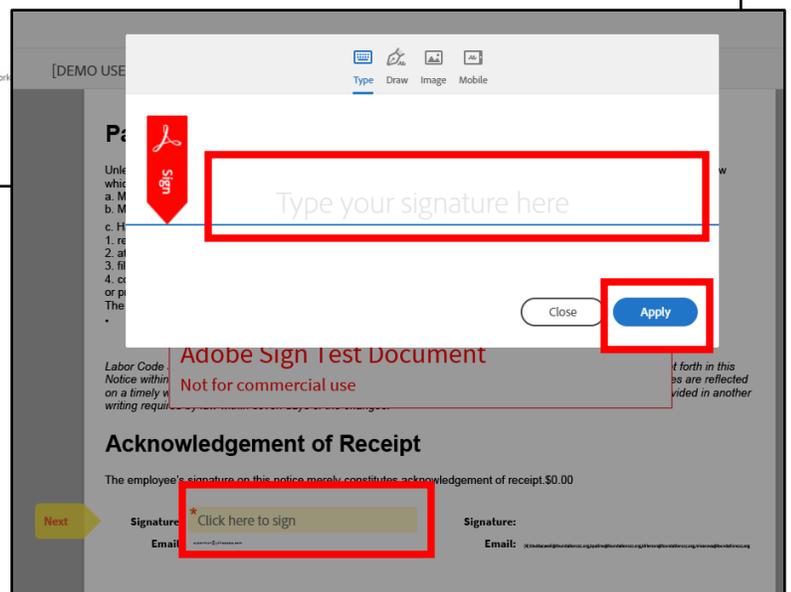
1. To access your new hire documents, go to your Inbox
 - a. Upper right-hand corner icon
 - b. Bottom left square click **Go to Inbox**
2. Click on the action within each Inbox task to complete what is required



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

Enter Personal Information
Onboarding for Super Man

27 minute(s) ago - Effective 11/18/2020

Legal Name

Legal Name *
Super Man

Preferred Name

Preferred Name

Use Legal Name As Preferred Name
Yes

Preferred Name
Super Man

Change Personal Information

Gender

Gender *

Date of Birth

Date of Birth *

Age

Marital Status

Submit Save for Later Close

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

Edit Government IDs
Super Man

46 minute(s) ago - Due 11/20/2020

Proposed IDs

National IDs: 1 item

	Country	National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
+	United States of America	Social Security Number (SSN)		111-22-3333	MM/DD/YYYY	MM/DD/YYYY	

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

Inbox

Actions Archive

Viewing: All Sort By: Newest

Edit Government IDs
46 minute(s) ago - Due 11/20/2020

Enter Contact Information: WFD Intern - Super Man
46 minute(s) ago - Effective 11/18/2020

Enter Contact Information

Onboarding for Super Man

46 minute(s) ago - Effective 11/18/2020

Change Home Contact Information

Address

Add

Phone

Add

Email

Primary

Yes

Email Address *
superman@yahooooo.com

Visibility
Private

Add

Submit Save for Later Close

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

Inbox

Actions Archive

Viewing: All Sort By: Newest

Review Documents
2 minute(s) ago - Effective 12/01/2020

Review Documents
2 minute(s) ago - Effective 12/01/2020

Complete Form I-9
2 minute(s) ago - Due 12/05/2020; Effective 12/01/2020

Complete State and Local Withholding Elections
2 minute(s) ago - Due 12/04/2020; Effective 12/01/2020

Complete Federal Withholding Elections
2 minute(s) ago - Due 12/04/2020; Effective 12/01/2020

Change Emergency Contacts
2 minute(s) ago - Due 12/04/2020

Change Benefits for Life Event
2 minute(s) ago - Due 12/04/2020; Effective 12/01/2020

Review Documents

Review Documents for Onboarding for Water Bottle

2 minute(s) ago - Effective 12/01/2020

Documents

Document Rights of Victims of Domestic Violence

Signature Statement I acknowledge I have reviewed the Rights of Victims of Domestic Violence document.

I Agree

Document Paid Family Medical Leave Brochure Rev 16

Signature Statement I acknowledge I have reviewed the Paid Family Medical Leave document.

I Agree

Document Short Term Disability Insurance Brochure

Signature Statement I acknowledge I have reviewed the Short term Disability Insurance Brochure.

I Agree

Document Workers Compensation Insurance Pamphlet

Signature Statement I acknowledge I have reviewed the Workers Compensation Insurance Pamphlet.

I Agree

Document SCIF MPN Brochure Car Get

Signature Statement I acknowledge I have reviewed the SCIF MPN Brochure.

I Agree

Submit Save for Later Cancel

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*
 - ii. *Examples for Work Authorization: U.S. Social Security Card, Birth Certificate, Birth Abroad Certificate*

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"!**

